

# Project Administration Instructions

PAI 1.01  
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## SCOPE AND GENERAL GUIDELINES

1. The Project Administration Instructions (PAIs) outline Asian Development Bank's (ADB) policies and procedures for administering loan and technical assistance (TA) projects. Project administration includes a range of activities, such as:
  - i. reviewing and approving the government's signing of loan and TA project agreements, including TA letters;
  - ii. conducting project administration related missions;
  - iii. monitoring the government's compliance with effectiveness conditions;
  - iv. updating the project administration manual (PAM) including the procurement plan;
  - v. procuring goods, works, consulting services and nonconsulting services;
  - vi. monitoring implementation and development performances;
  - vii. disbursing loan and TA proceeds, and monitoring project cash flows, both from ADB and other financing sources;
  - viii. reviewing audited project financial statements and/or audited entity financial statements;
  - ix. supporting and monitoring the government's compliance with applicable ADB policies as set out in the loan and TA agreements, including TA letters;
  - x. preparing project and TA completion reports; and
  - xi. assessing the achievement of the project outcome and outputs, and the contribution to achieving the development impact.
2. The PAIs generally apply to sovereign operations. For nonsovereign operations, applicable PAIs should be read in conjunction with the Operations Manual (OM) section D10 (Nonsovereign Operations) and its related Staff Instructions.
3. In all PAIs, the term "loan(s)" includes grant(s), unless the context requires otherwise. The PAIs also apply to loans from external sources that are administered by ADB, unless agreed otherwise between ADB and cofinancier.
4. When ADB administers a loan or TA on behalf of a cofinancier, ADB's agreement with the cofinancier describes ADB's project administration responsibility. When ADB acts on behalf of the cofinancier, the sector division shares relevant project information with the cofinancier and comply with the obligations outlined in the cofinancing agreement.
5. In all PAIs, the term "borrower" also refers to recipients of grants, executing agencies, and/or implementing agencies, unless the context requires otherwise. The term "executing agency" also refers to implementing agency.
6. The sector division assumes the responsibility of project administration. The term "sector division" in all PAIs also refers to the unit, office or resident mission that is primarily administering the project.
7. Appendix 1 provides a list of key operational references used in project administration. If these documents are inconsistent, refer to relevant policy paper or Board document to determine the original intent.

## Key ADB Documents Relevant to Project Administration

(This is not an exhaustive list. Users are advised to check [www.adb.org](http://www.adb.org) for additional references and latest updates.)

### A. General

*Anticorruption Policy (1998, as amended to date)*  
*Accountability Mechanism Policy (2012)*  
*Guidelines for Economic Analysis of Projects (2017)*  
*Guidelines for Preparing A Design and Monitoring Framework (2016)*  
*Integrity Principles and Guidelines (2015, as amended to date)*  
*Operations Manual (2018 or latest updates of individual OMs apply)*  
*Project Administration Instructions*  
*Public Communications Policy (2011)*

### B. Loan and Grant Regulations

*Externally Financed Grant Regulations Applicable to Grants Financed from a Trust Fund or Other External Sources and Administered by ADB (1 January 2017)*  
*Ordinary Operations (Concessional) Loan Regulations Applicable to Concessional Loans Made from ADB's Ordinary Capital Resources (1 January 2017)*  
*Ordinary Operations Loan Regulations Applicable to Regular Loans Made from ADB's Ordinary Capital Resources (1 January 2017)*  
*Special Operations Grant Regulations Applicable to Grants Made from ADB's Special Funds Resources (1 January 2017)*  
*Regulations of the Asian Development Fund (1 January 2017)*

### C. Consultant Recruitment

*Harmonized Request for Proposals for Loans (2018)*

*For projects with concept notes approved before 1 July 2017:*  
*Guidelines on the Use of Consultants by the Asian Development Bank and Its Borrowers (2013)*

*For projects with concept notes approved on or after 1 July 2017:*  
*Staff Instructions on ADB Administered Consulting Services*  
*Staff Instructions on Borrower Administered Consulting Services*

## **D. Procurement**

*Guide on Assessing Procurement Risks and Determining Project Procurement Classification (2015)*

*Guide on Bid Evaluation (2018)*

*Guide to Preparing and Maintaining the Project Procurement Plan (2014)*

*Standard Bidding Document – Procurement of Goods (including related services)*

*Standard Bidding Document – Procurement of Works*

*Standard Bidding Document – Procurement of Works (Small Works)*

*Standard Bidding Document – Procurement of Plant-Design, Supply, Install*

*Standard Bidding Document – ICT Goods, Works and Services*

*Standard Bidding Document – Design-Build-Operate Contracts for Water and Wastewater Greenfield Infrastructure Projects*

*Standard Procurement Document – Prequalification of Bidders*

*For projects with concept notes approved before 1 July 2017:*

*Procurement Guidelines (revised April 2015)*

*For projects with concept notes approved on or after 1 July 2017:*

*ADB Procurement Policy (2017)*

*Procurement Regulations for ADB Borrowers (2017)*

*Staff Instructions on Procurement (2018)*

*Staff Instructions on ADB Technical Assistance Procurement of Goods, Works, and Nonconsulting Services (2018)*

*Guidance Notes on Procurement (2018)*

## **E. Disbursement**

*Loan Disbursement Handbook (2017)*

*Technical Assistance Disbursement Handbook (May 2010)*

## **F. Environmental and Social Safeguards**

*Safeguard Policy Statement (2009)*

*Safeguards Documents*

*Environmental Safeguards*

*Involuntary Resettlement*

*Indigenous Peoples*

## **G. Financial Management**

*Financial Due Diligence: A Methodology Note (2009)*  
*Guidelines on the Financial Management and Analysis of Projects (2005)*  
*Handbook for Borrowers on the Financial Management and Analysis of Projects (2006)*  
*Technical Guidance Notes on Financial Management Assessment (2015)*  
*Technical Guidance Notes on Preparing and Presenting Cost Estimates for Projects and Programs Financed by the Asian Development Bank (2014)*  
*Technical Guidance Notes on Project Financial Reporting and Auditing (2015)*

## **H. Social Dimensions and Gender Development**

*Handbook on Poverty and Social Analysis: A Working Document (2012)*  
- *Guidance Note: Poverty and Social Dimensions of Urban Projects (2014)*  
- *Technical Note on Social Analysis for Transport Project (2009)*  
- *Social Analysis in Private Sector Projects (2009)*  
*Disability Brief: Identifying and Addressing the Needs of Disabled People (2005)*  
*Core Labor Standards Handbook (2006)*  
*Strengthening Participation for Development Result: A Staff Guide to Consultation and Participation (2006)*  
*Interacting with Workers' Organization: A Primer for ADB Staff (2009)*  
*Gender Checklists and Toolkits in Sector Work*  
*Gender, Law, and Policy in ADB Operations: A Tool Kit (2006)*

### **Gender tip sheets (2013)**

*Understanding and Applying Gender Mainstreaming Categories*  
*Preparing a Project Gender Action Plan*  
*Implementing Gender Action Plans: Roles and Responsibilities*  
*Project Reviews: Monitoring and Reporting on Gender Action Plans*  
*Gender-Inclusive Results in Project Completion Reports*

### **Gender tool kits and tip sheets for sectors**

*Energy Going Beyond the Meter (2012)*  
*Micro, Small, and Medium-Sized Enterprise Finance and Development (2014)*  
*Public Sector Management (2012)*  
*Transport (2013)*  
*Gender Equality Results and Indicators (2013)*  
*Gender-Inclusive Approaches in Urban Development (2013)*  
*Gender-Inclusive Disaster Risk Management (2014)*  
*Gender-Inclusive Approaches in the Energy Sector (2018)*