

## TERMS OF REFERENCE FOR CONSULTANTS

### Project Preparatory Support for South Asian Livable Cities (Support to Output 1 through Framework Agreement)

1. For the project preparatory assignments, four-six firms will be empaneled through framework agreements pre-qualifying them for a period of up to 3 years to provide advice on the preparation of ensuing loan projects. An indicative list of projects can be found in Appendix 2 (Table A2.1). The actual projects may change during technical assistance (TA) implementation based on developing member countries' (DMC) and Asian Development Bank's (ADB) needs. The firms will contribute in the development and processing of loan and TA projects in the urban sector and integrate ADB's policies and guidelines in the design and implementation of loan and TA projects. The empanelment process will follow the standard quality- and cost-based selection method (ratio 90:10) based on a full technical proposal to support project preparatory work, due diligence documentation, building capacity in key areas such as urban development, water supply, financial management, environmental, and social safeguards. For each assignment, the empaneled firms will be invited to prepare a technical and financial proposal, which will be evaluated and selected by South Asia Department, Urban Development and Water Division (SAUW). A total of 145 person months (86.5 international and 58.5 national) are expected to be contracted to the empaneled firms intermittently over a three-year period. ADB will engage the consultants following the ADB's Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions. Although not mentioned in this generic terms of reference (TOR) of the consultants, the firms may be required to undertake baseline, social, willingness to pay, or other surveys required for preparation of loan appraisal documents when the TORs for the call out of subsequent assignments are launched.

2. The table shows the experts required and indicative person-months.

#### Indicative Summary of Consulting Services Expected

Sr. No.	Positions	Person-months
<b><u>International experts</u></b>		
1	Water Supply Specialists (4)	13.5
2	Wastewater (Sewerage) Specialists (2)	6.0
3	Procurement Specialists (6)	11.0
4	Institutional Development Specialists (2)	2.5
5	Urban Infrastructure Specialist	1.5
6	Environment Specialists (5)	10.5
7	Social Safeguards and Gender Specialists (5)	9.0
8	Financial Management Specialists (5)	14.0
9	Economists (4)	11.0
10	Climate Change Resilience and Disaster Risk Management Specialists (5)	7.5

Sr. No.	Positions	Person-months
<b><u>National experts</u></b>		
1	Urban Development Specialist	1.5
2	Water Supply Specialists (4)	10.5
3	Sanitation Specialists (2)	2.5
4	Economic and Financial Experts (5)	11.0
5	Social Safeguards Specialists (6)	11.5
6	Gender Specialists (6)	7.0
7	Environment Specialists (6)	14.5
<b>TOTAL</b>		<b>145.0</b>

**Firm (Total 86.5 international and 58.5 national person-months for 3 years, intermittent)**

**3. Water Supply Specialists (4 Experts, International, 13.5 person-months).** The consultants will assess and recommend water supply management schemes introducing international best practices in water supply and demand management, non-revenue water reduction, smart water management etc. The specialists will (i) lead technical review of engineering designs for proposed water supply and projects including modelling, cost estimates for relevant components, and investment plans for selected projects; (ii) recommend institutional and implementation modalities for construction, operation and maintenance with special attention to technical and financial sustainability; (iii) define performance parameters in performance-based contracts for turnkey contracts; (iv) work closely with environmental and social safeguard specialist for integrating social and environmental safeguards mitigation measures into project designs; and (v) introduce smart technologies in water supply management into the projects. The specialists will function as a team leader and (i) ensure the delivery of project outputs and outcomes as expected in the project design; (ii) provide advice to executing agencies in risk mitigation for project implementation; and (iii) support procurement specialist in preparation and evaluation of bid documents. The specialists will have a degree in environmental engineer (or similar) and have at least 15 years' experience in planning, designing, and implementing urban water supply and sanitation infrastructure with at least 7 years' experience working on externally financed projects. Experience working or living in South Asian developing member countries is preferred.

**4. Wastewater (Sewerage) Specialist (2 Experts, International, 6 person-months).** The consultants will assess and recommend sanitation and sewerage management schemes for sustainable wastewater management, emphasizing integration of smart technologies such as energy generation or recycling of wastewater for commercial, industrial or domestic purposes, including fecal sludge management and city-wide inclusive sanitation. The specialists will (i) lead technical review of engineering designs for proposed sanitation projects including modelling, cost estimates for relevant components, and investment plans for selected projects, (ii) recommend institutional and implementation modalities for construction, operation, and maintenance with special attention to technical and financial sustainability; (iii) define performance parameters in performance-based contracts for turnkey contracts; (iv) work closely with environmental and social safeguard specialist for integrating social and environmental safeguards mitigation measures into project designs; (v) work on integration of fecal sludge management and city-wide inclusive sanitation schemes; (vi) introduce international best practices and smart technologies in wastewater management for the selected cities; (vii) support procurement specialist in preparation and evaluation of bid documents; and (viii) provide advice to executing agencies in risk mitigation for project implementation. The specialists have degrees in environmental engineering (or similar)

and have at least 15 years' experience planning, designing, and implementing on urban water sewerage infrastructure with at least 7 years' experience working on externally financed projects. Experience working or living in South Asian developing member countries is preferred.

**5. Procurement Specialists (6 Experts, International, 11 person-months).** The consultants will (i) undertake procurement capacity assessment including e-procurement capacity of executing and implementing agencies; (ii) conduct procurement classification of proposed projects; (iii) perform an assessment or survey for both international and national markets for the relevant sectors for anticipated procurement packages; (iv) define a sensible procurement packaging based on the market assessment; (v) develop a procurement plan in ADB template format; (vi) support executing agencies in the preparation and review of bidding documents for goods, works, and services; (vii) work closely with environmental and social safeguards experts to ensure that environment and social safeguard requirements are incorporated in the relevant sections of the bidding documents; and (viii) support advance contracting activities. The expert should also assist the executing agencies in the preparation of documents for consultant recruitment (following ADB's procurement guidelines) and provide support in recruitment of loan consulting firm/s. The experts should have degrees in civil engineering, business administration or related fields, and at least 10 years of experience in handling procurement in the public sector and/or private sector including preparation and evaluation of bid documents. Experience with use of FIDIC (International Federation of Consulting Engineers) bidding documents is required with FIDIC accreditation being an additional advantage. Working experience with similar assignments and familiarity with ADB's Procurement Policy (2017, as amended from time to time) is preferred. Experience working or living in South Asian developing member countries is preferred.

**6. Institutional Development Specialists (2 Experts, International, 2.5 person-months).** The experts will provide institutional and governance related support to relevant agencies to help ensure readiness for the ensuing projects and improve interagency coordination and collaboration. Specific tasks include (i) identification and prioritization of policy and institutional gaps and required reforms or strategies to ensure cohesive development of the urban development sector combined or not with other sectors (e.g. energy, transport, etc.); (ii) support for policy reforms or institutional measures, as identified and agreed; (iii) preparation of policy, governance and institutional improvement action plans, and regular monitoring of the agreed action plan between multiple agencies; (iv) support for ADB financed investment program preparation, particularly related to policy and institutional issues; (v) preparation of ADB-financed investment program components; (vi) active participation in urban thematic working groups at client and ADB levels (as required); (vii) support preparation and implementation of project communication strategies; and (viii) other tasks as needed. The experts are preferred to have at least 10 years of experience in institutional reform and policy support with solid experience in urban institutional reforms. They are preferred to have a master's degree or higher in engineering, urban planning or similar discipline. Experience working or living in South Asian developing member countries is preferred.

**7. Urban Infrastructure Specialist (International, 1.5 person-months).** The specialist is expected to support ADB and executing and/ or implementing agencies for a wide range of tasks related to project development, project processing, and project administration. The expert may also be required to contribute to the preparation of knowledge products and ensure the liaison between all engineering fields so that designs are compatible. The assignment requires frequent interaction and communication with project implementation stakeholders. The expert will (i) provide information and analyses towards the development of policy and strategies for urban development in countries covered by the TA in consultation with relevant government agencies and field offices; (ii) contribute information and analyses for sector work and inter-governmental

working groups on urban development; (iii) participate in and contribute to internal and external training and conferences on urban development and other activities for advocacy, dissemination and knowledge building; (iv) support in development of urban infrastructure plans (including master plans); (v) work closely with water supply and wastewater specialist for ensuring integrated urban development solutions in the proposed projects; (vi) work closely with environment and social safeguards consultants for integration of environment and social safeguard requirements into project designs; (vii) provide construction management support if required; and (viii) any other tasks required to support the development of urban infrastructure plans and subprojects. The expert is preferred to have master's degree in Engineering or Urban Planning or related field, and 10 years of experience working on urban infrastructure projects, including construction management, engineering design, project design and/or master plan preparation. Experience working or living in South Asian developing member countries is preferred.

**8. Environment Specialists (5 Experts, International, 10.5 person-month).** The consultant will ensure environmental safeguards consideration in project design at the earliest possible. They will ensure projects will avoid adverse environmental impacts, contribute internationally accepted performance indicators<sup>1</sup> to ensure projects apply pollution prevention and control technologies and practices consistent with international good practices as reflected in internationally recognized standards such as the World Bank Group's Environmental, Health and Safety (EHS) Guidelines and adopt cleaner production processes and good energy efficiency practices. They will (i) prepare frameworks, environmental assessment documents (environmental impact assessment (EIA), initial environmental examination (IEE), environmental due diligence report (DDR), and/or environmental management plans (EMPs) as required by country's environmental legal frameworks and ADB's Safeguard Policy Statement (SPS) 2009; (ii) ensure that the relevant provisions of EMP are fully included in bid and contract documents; (iii) calculate and provide to relevant team members the indicative costs to implement package-wise EMPs, environmental monitoring programs, awareness programs, etc.; (iv) assess borrower and/or client's safeguards system and develop appropriate safeguards implementation arrangement including terms of reference for safeguards staff at executing and implementing agencies, and for support consultants, if required; (v) lead the environmental baseline data collection, assessment of hazards and risks the projects may pose to the environment and people, develop EMPs, conduct of meaningful consultations with project-affected people and other works for preparation of environment safeguard documents; (iv) develop monitoring checklists and templates for use of executing and implementing agencies during implementation phase; and (v) ensure quality of EIA/IEE/environmental DDRs submitted to ADB. They would also assist with any capacity building activities for project proponents. The experts should have a degree in environmental management, EIA or related fields and at least 15 years of experience in managing and coordinating environmental assessments of infrastructure projects. Prior to document preparation, the environment specialists will (i) work closely with engineering and planning consultants to ensure avoidance and minimization measures included in project design form the start; (ii) confirm data collection is in order to identify up to date and robust baseline situation against which to undertake impact assessment; (iii) follow standards and measures set out in the relevant EHS Guidelines; (iv) support quantified impact assessment of all direct, indirect, cumulative, and induced impacts with respect to physical, biological, socioeconomic, especially health and safety and livelihoods, and physical cultural resources; and (v) necessary existing facilities audit and associated facilities due diligence. Working experience with similar assignments, ADB environmental safeguard policies and for donor-funded projects is preferred. In conjunction with the social safeguards' specialist, the consultants will also prepare a manual

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<sup>1</sup> These are important specifically for design-build-operate packages and/or when the detailed design will be completed during implementation.

for safeguards monitoring and reporting requirements to be followed by the executing and implementing agencies during the construction and operation phase of the projects. Whilst the specialists are key experts, the firm also need to provide international and national non-key experts to support the environmental assessments, since environment covers a range of disciplines in which differing technical skills are needed. The experts are required to have master's degrees in environmental engineering or related field, and 12 years of experience working on environmental assessments for complex urban infrastructure projects. Experience working or living in South Asian developing member countries is preferred.

**9. Social Safeguards and Gender Specialists (5 Experts, International, 9 person-months).** The consultants will ensure involuntary resettlement and indigenous peoples safeguards consideration and assessment of alternatives in project design at an early stage. They will ensure projects will avoid or minimize adverse social impacts and apply international good practices to social safeguards planning. He/she will (i) prepare resettlement frameworks and indigenous peoples planning frameworks, resettlement plans and indigenous peoples plans (IPP/involuntary resettlement and/or indigenous peoples DDR) as required by country's legal frameworks and ADB's Safeguard Policy Statement (SPS, 2009); (ii) ensure relevant provisions of the resettlement plan/IPP are fully included in bid and contract documents; (iii) calculate and provide to relevant team members the indicative costs to implement package-wise resettlement plans/IPPs, social safeguards monitoring programs, awareness programs, etc.; (iv) assess borrower/client's capacity for social safeguards and gender action plan (GAP) implementation and develop appropriate safeguards and GAP implementation arrangement and capacity building program including terms of reference for safeguards staff at executing and implementing agencies, and for support consultants, if required; (v) lead the social, poverty and gender baseline data collection including design of survey frameworks, methodologies and formats, checklists for conduct of structured and meaningful consultations and documentation of such consultations; (vi) prepare social, poverty and gender analysis with sex-disaggregated baseline data for which targets to be set, and assess social, gender, and poverty impacts of the project; (vii) prepare the initial poverty and social assessments (IPSA) and/or summary poverty reduction and social strategy (SPRSS) for the project; (viii) ensure that all proposed projects fully incorporate issues of gender, inclusion, and pro-poor features in their design and contribute to preparation of policies or guidelines to ensure inclusion, if and as required; (ix) prepare gender action frameworks/plans including key actions and quantitative targets to maximize gender equality benefits of projects; (x) develop monitoring checklists and templates for use of executing and implementing agencies during implementation phase; and (xi) ensure quality of resettlement plan/IPP/ involuntary resettlement and/or indigenous peoples due diligence reports/GAP/IPSA/SPRSS submitted to ADB. They would also assist with any capacity building activities on social safeguards and gender for project proponents. The experts are required to have master's degrees in urban planning, geography, social sciences or related field, and 10 years of experience working on social assessments and gender for complex urban infrastructure projects. Working experience with similar assignments and for donor-funded projects is an advantage, and familiarity with ADB's SPS, ADB Gender Policy and Guidelines, ADB Public Communications Policy, ADB Handbook on Poverty and Social Analysis, and experience working or living in South Asian developing member countries is preferred. In collaboration with the environmental safeguards' specialist, the consultants will also prepare a manual for safeguards monitoring and reporting requirements to be followed by the executing and implementing agencies during the construction and operation phase of the projects. Whilst the specialists are key experts, the firm also needs to provide international and national non-key experts to support the social assessments required for project development (such as consultations, socio economic surveys, user needs identification, etc.).

**10. Financial Management Specialists (5 Experts, International, 14 person-month).** The consultant will (i) conduct a financial management assessment of the executing and implementing agencies, including: (a) assessing whether previous financial management assessments have been conducted by ADB or other agencies and, if so, reviewing the results and ascertaining whether these can be used as input, (b) assessing capacity for planning and budgeting, management and financial accounting, reporting, auditing, internal controls, and information systems, (c) reviewing proposed disbursement and funds-flow arrangements, and (d) concluding on the financial management risk rating and identifying and confirming measures for addressing identified deficiencies; (ii) support the preparation and agreement of cost estimates and a financing plan, which are based on verifiable data and are sufficient to support project implementation; (iii) prepare financial projections and conducting financial analyses of the executing and implementing agencies, and incremental recurrent costs, to determine financial sustainability, and reviewing proposed cost-recovery and tariff policies, including affordability; (iv) conduct financial evaluations (financial cost-benefit analyses) including sensitivity analyses of project components that have a cost-recovery objective; (v) where significant risks are identified to project financial sustainability or viability, propose relevant financial performance indicators to be incorporated in financial covenants; and (vi) assess and reaching agreement on financial reporting, auditing and public disclosure arrangements for the project, and, as appropriate, identifying, and agreeing arrangements for receiving financial statements from executing and/or implementing agencies. The experts are preferably to have degrees in accounting, finance, or related field, and with recognized professional accountancy qualification (chartered accountant). The experts will have at least 8 years of experience, including financial due diligence for development projects.

**11. Economists (4 Experts, International, 11.0 person months).** The Economists will lead the economic assessment for the proposed projects being supported by the TA facility. They will work closely with the government and other members of the team to prepare a project meeting ADB's funding requirements. In compliance with ADB's Guidelines for the Economic Analysis of Projects (2017), and relevant technical notes published by ADB's Economic Research Department, the consultants will undertake the economic analysis including the following analytical works, and prepare the relevant documents required for project processing: macro-economic analysis; sector analysis; demand analysis; least economic cost analysis; economic cost and benefit analysis; economic internal rates of return; incremental economic costs; sensitivity analysis; risk analysis; benefit distributional analysis; and poverty impact ratios, and assessment of subsidies, and other relevant works. The economists will review, and guide feasibility study prepared by the government, and undertake detailed economic analysis of the proposed project in accordance with ADB guidelines. They are preferable to have 15 years of experience in project economic analyses, and post-graduate degrees in economics and finance field with experience in working on donor-funded projects. Experience working on donor-funded urban projects is an advantage.

**12. Climate Change Resilience and Disaster Risk Management Specialists (5 Experts, International, 7.5 person-months).** The experts will support the climate risk and vulnerability assessment and advise on how to improve climate and disaster risk resilience of sub-projects. The experts will do preliminary work to (i) identify data and information that are needed for assessing climate change scenarios; (ii) assess climate change scenarios based on the available data and inputs with a particular focus on current and future vulnerabilities; (iii) strengthen the capacity and raise the awareness of various stakeholders regarding climate change and urban resilience; (iv) identify various physical and non-physical interventions required to effectively and sustainably adapt to climate change impacts, with reference to international best practices; (v) identify disaster risk mitigation solutions for proposed infrastructures; (vi) work closely with

engineering and safeguard specialist for integrating climate and disaster risk resilience features into project design (including detailed calculations required for the engineering team); (vii) prepare the climate risk and vulnerability assessment and disaster risk mitigation linked documents for the loan projects; (viii) ensure the integration of priority climate and disaster risk resilience into proposed subprojects including delivering presentations, workshops if needed (for client buy in and capacity development); and (ix) any other tasks required for integration of climate change resilience and disaster risk mitigation in ensuing projects. The expert will have degrees in environmental engineering, urban and regional planning, climate change or related fields, and at least 10 years of experience in climate risk and vulnerability analysis in urban systems and climate-and disaster resilient infrastructure planning and implementation. Working experience with similar assignments and for donor-funded projects is an advantage.

**13. Urban Development Specialist (National, 1.5 person-months).** The consultant will (i) review available urban development plans, master plans and similar and support identification of priority investments including climate resilience considerations. He/ she will (i) undertake detailed stakeholder discussions and prepare a short, medium and long-term action and investment plans; (ii) support water supply, wastewater and urban infrastructure specialists (international) in addition to any other engineering specialist (maybe hired as individual consultants or through firm) in developing projects; (iii) work closely with environment and social safeguards consultants for integration of environment and social safeguard requirements into project designs; (iv) evaluate short-listed projects that are more likely to be technically and financially viable; (v) contribute information and analyses for sector work and inter-governmental working groups on urban development; (vi) support in development of urban infrastructure plans (including master plans); (vii) work closely with engineering specialist for ensuring integrated urban development solutions in the proposed projects; (viii) work closely with environment and social safeguards consultants for integration of environment and social safeguard requirements into project designs; (ix) provide construction management support if required; and (x) any other tasks required to support the development of urban infrastructure plans and subprojects. The expert will ensure close collaboration with the other consultants engaged under a firm. The expert will have degree in urban planning, civil engineering or related field, and with at least 10 years of experience in designing and managing urban infrastructure projects will be an advantage. Working experience with similar assignments for donor-funded projects, and experience in dealing with climate- and disaster resilience aspects of infrastructure projects is preferred.

**14. Water Supply Specialist (4 Experts, National, 10.5 person-months).** They will assess and recommend water supply management schemes introducing smart water management practices in water supply and demand management, and nonrevenue water reduction. The specialist will (i) lead technical review of engineering designs and detailed project reports for proposed water supply projects including modelling, cost estimates for relevant components, and investment plans for selected subprojects; (ii) recommend institutional and implementation modalities for construction, operation and maintenance with special attention to technical and financial sustainability; (iii) define performance parameters in performance-based contracts for turnkey contracts; (iv) work closely with environment and social safeguards specialists for integration of social and environmental safeguards considerations into the project designs; and (v) introduce smart water management principles. into the project designs. The consultants should have bachelor's degree in environmental, water supply or civil engineering with at least 15 years of overall and 10 years practical experience in water supply and environmental engineering projects. Preference would be given to candidates with prior work experience in projects financed by multi-lateral financial institutions.

15. **Sanitation Specialists (2 Experts, National, 2.5 person-months).** The consultants will assess and recommend sanitation management schemes introducing international best practices in wastewater and human waste management emphasizing energy generation, fecal sludge management, city-wide inclusive sanitation, recycling of wastewater for commercial, industrial, or domestic purposes and provide advice on integration of smart technologies for wastewater management. The specialists will (i) lead technical review of engineering designs for proposed sanitation and/ or sewerage projects including modelling, cost estimates for relevant components, and investment plans for selected projects; (ii) recommend institutional and implementation modalities for construction, operation and maintenance with special attention to technical and financial sustainability; (iii) define performance parameters in performance-based contracts for turnkey contracts; (iv) have a responsibility to ensure environment and social safeguard requirements are incorporated into project design in order to avoid and minimize potential impacts from the start of the process by working closely with the environment and safeguards consultants; and (v) introduce smart technologies in fecal waste management for the selected cities. The consultants should have bachelor's degree in environmental, water supply or civil engineering with at least 10 years practical experience in sanitation, and hygiene sector projects. Preference would be given to candidates with prior work experience in projects financed by multi-lateral financial institutions.

16. **Economic and Financial Experts (5 Experts, National, 11.0 person-months).** The consultants will support the international economic and financial specialists and will be responsible for undertaking detailed financial management assessment in accordance with ADB guidelines. Key outputs include reports on cost estimate and financial management assessment (FMA) of the executing agencies. Scope of work are cost estimate and financial management assessment. In accordance with guidance set out in the ADB's Financial Due Diligence Note (2009), Note on Preparation and Presentation of Cost Estimates (2008), ADB's Financial Management and Analysis of Projects (2005), and others, the consultants will undertake the project cost estimation, and FMA including the following analytical works, and prepare the relevant documents required for project processing: (i) projects costings; (ii) fund flow mechanism, disbursement schedule; and (iii) FMA in accordance with the guidance in ADB's Financial Management Technical Guidance Note (2015), and other relevant works. Expected outputs may include, but are not limited to, the following: (i) review the existing feasibility study; (ii) prepare projects cost estimates using either specialized engineering software, Costab, or Excel in consultation with ADB staff; (iii) complete a FMA of the executing agencies and implementing agencies in order to ensure that financial management capacity is adequate to implement the proposed projects; (iv) follow ADB's FMA Guidelines (2010) and Financial Management Technical Guidance Note (2015) and use the FMA questionnaire as the basis to collect the information; (v) prepare a summary of findings, identify risks arising from deficiencies, and propose recommendations for improving financial management functions and/or staffing for financial operations needed to mitigate risks; (vi) identify the cash flow requirements and prepare appropriate fund flow mechanism, disbursement schedule including S-curve for projections of contract awards and disbursements; and standard cost estimates tables by expenditure category; (vii) by reviewing audited financial statements and fiscal budgets of executing agencies and implementing agencies for the last 5 years and assess the affordability of proposed project components; (viii) provide relevant detailed information to enable completion of the financial management section of the Governance and Anticorruption Action Plan; (ix) work closely with and support other experts on team as relevant; and (x) provide other relevant inputs and guidance to the executing agencies and ADB. The consultants will also support the international economist in preparing economic analysis documents in compliance with ADB's Guidelines for the Economic Analysis of Projects (2017). The consultants are preferred to have master's degrees in a relevant discipline such as business, finance, or accounting; and 7 years or more of work experience in

structuring and implementing financing plans for water utilities or water-related projects. The Specialists who hold a professional certification such as certified public accountant, chartered financial analyst, chartered accountant or its equivalent, will have an advantage. The Specialists should have excellent understanding of and expertise in urban development projects financed by multilateral development banks, and preferably in revenue improvement of governmental bodies.

**17. Social Safeguards Specialists (6 Experts, National, 11.5 person-months).** The consultants will support the international social safeguards and gender consultant for the screening, scoping and proposed involuntary resettlement and indigenous peoples categorization of the project; preparation, review, and finalization of safeguard documents (resettlement plans, DDRs, resettlement frameworks and social safeguard monitoring reports); and ensure compliance with ADB's public disclosure requirements. The consultants will work closely with ADB staff, engineering and planning consultants and consulting firms and executing and implementing agencies. They will be responsible for conducting site visits and field based due diligence, assessment of alternatives, collecting land records and primary data on affected persons and conduct and documentation of meaningful consultations with affected persons and site-specific stakeholder consultations, and translation of any documents in local language. The consultants will (i) ensure SAUW projects under processing are in compliance with ADB's SPS, 2009 for involuntary resettlement and indigenous peoples and related Operations Manual F1 on Safeguards; (ii) will work closely with engineering and planning consultants to ensure avoidance and minimization measures based on assessment of alternatives is included in project design from the start, (iii) assist in preparation of social safeguard documents such as resettlement plans, indigenous peoples plans and due diligence reports with the international counterpart consultant through adequate and meaningful consultations with affected people; (iv) fill any gaps in information for completing loan documentation through site visits and meetings with executing and implementing agencies; and (v) conduct field verification/project monitoring as well as capacity building on safeguards, when required. Together with the International Social Safeguards and Gender Specialist, will ensure relevant resettlement plan/IPP provisions and conditions are incorporated in bid and contract documents, and in draft/updated/final resettlement plan/IPP/social safeguards due diligence reports. Specialists should have master's degrees in social sciences/ urban planning or similar with at least 7 years' experience of preparing social assessments (including undertaking community consultations) for public sector infrastructure projects.

**18. Gender Specialists (6 Experts, National, 7 person-months).** The experts will (i) carry out social, poverty and gender analysis in the communities of the project area that is directly related to the nature, scope and planned interventions of the project; and look at issues such as gender division of labor, women's time poverty related to water supply and sanitation, percentage of female headed households, women's skills and relevant training needs to participate in skilled construction labor, female/male membership and leadership in existing water user committees, women's skills and leadership training needs to manage these committees. They will also study the poverty and vulnerability profile of the community and identify ways and means of including the poor and vulnerable in project design and implementation as well as in project benefits; (ii) contribute to survey and questionnaire design, coordinate collection of secondary and primary baseline data and information on reference points in relation to all performance indicators and targets that could possibly be included in the design and monitoring framework and the GAP or gender and social inclusion plan (GESI); (iii) conduct independent consultations with women's groups and mixed groups to validate survey results; (iv) prepare a Social, Poverty and Gender Analysis Report and contribute to preparation of draft initial poverty and social analysis and/or summary poverty reduction and social strategy; (v) identify scope for gender mainstreaming and social inclusion in the proposed subprojects and prepare a GAP or GESI based on the findings of

the gender mainstreaming analysis and with clear reference to the gender results that we intend to achieve including clear baseline information and targets that are evidence-based; (vi) prepare a clear relationship between these results and the proposed actions to achieve these results, including clear baseline information and targets that are evidence-based; (vii) propose capacity building measures for the executing and implementing agencies to develop inclusive subprojects; (viii) develop the GAP/GESI Monitoring and Reporting Matrix, with guidelines; and (ix) coordinate/liaise with executing and implementing agencies to incorporate lessons and capacity building measures for gender from the previously financed externally funded projects. The specialists should have master's degrees in social sciences and minimum 7 years of experience in carrying out social, poverty and gender analysis and preparing gender action frameworks and plans preferably for ADB-financed projects in the sector.

**19. Environment Specialists (6 Experts, National, 14.5 person-months).** For project processing, the Environment Specialists will work closely with ADB staff, executing and implementing agencies, and consulting firms hired to prepare technical, economic, safeguards work, etc. to ensure necessary safeguards outputs meet ADB SPS, 2009. They will work directly with the international environment specialist for the screening, scoping, and proposed environmental categorization of the project. They will prepare, update, and/or finalize Rapid Environmental Assessment Checklists to confirm proposed categorization, EIA/IEE/environmental due diligence reports, environmental frameworks, and other related loan processing documents to ensure compliance with national laws/rules/regulations, ADB SPS, 2009 requirements, and ADB disclosure policy. For document preparation, the environment specialists will (i) work closely with engineering and planning consultants to ensure avoidance and minimization measures included in project design from the start; (ii) confirm that the data collection is in order to identify up to date and robust baseline situation to undertake impact assessment; (iii) follow standards and measures set out in the relevant EHS Guidelines; (iv) support quantified impact assessment of all direct, indirect, cumulative, and induced impacts with respect to physical, biological, socioeconomic, especially health and safety and livelihoods, and physical cultural resources; and (v) necessary existing facilities audit and associated facilities due diligence. The Environment Specialists will also conduct meaningful consultations, field verifications and/or project monitoring as well as capacity building on safeguards, health and safety, core labor standards, when required. They will provide advisory support to implementing agencies on statutory requirements related to environmental clearances and permits, physical cultural resources, biodiversity protection, workers and community health, safety, welfare, sanitation, and working conditions. Together with the International Environment Specialist, they will ensure relevant EMP provisions and statutory clearances conditions are incorporated in bid and contract documents, and in draft/updated/final EIA/IEEs/environmental due diligence reports. The environment specialists should have master's degrees in environmental sciences or similar with at least 7 years' experience of preparing environmental assessments for public sector infrastructure projects. Experience in supervising construction works and/or occupational safety and health will be an advantage.

## TERMS OF REFERENCE FOR CONSULTANTS

### Individual Consultants through Framework Agreement

1. Two individual consultants will be empaneled to render 6 person-month inputs for fulfilling the terms of reference. Consulting services will be contracted by ADB to individuals who will be engaged under Framework Agreements involving retention without commitment for 2 years, and who will be recruited in accordance with ADB's Procurement Policy (2017, as amended from time to time). Disbursements under the TA will be done in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time).

2. Table below shows the experts required and indicative person-months.

#### Indicative Summary of Consulting Services Expected

Sr. No.	Positions	Person-months
<b>I. INDIVIDUALS<sup>a</sup></b>		
<b>International individual consultants</b>		
1	Editor	6.00
<b>TOTAL</b>		<b>6.00</b>

<sup>a</sup> Individual consultant will be contracted directly by ADB.

3. **Editors (international, 2 specialists, 6 person-months).** Under the direction of ADB staff, the consultant will write and/or edit ADB documents as requested. Documents will be infused with narratives that will provide a clearer picture of the development problem and the ADB strategy to address it. To the extent possible, a good and concise storyline, and captivating infographics, will be used in lieu of or to elucidate highly technical language/terms. The reports and books to be produced will be discussed and agreed upon mobilization with mutual consent. The consultant will also assist in editing selected reports, such as report and recommendation of the president (RRP), technical assistance reports, technical assistance completion report, project completion report, knowledge product materials (books, working papers, and workshops reports), and other ad hoc documents. They will do editing work on various reports/documents following the ADB Handbook of Style and Usage and other relevant standards.

## TERMS OF REFERENCE FOR CONSULTANTS

### Procurement Management Support for South Asia Livable Cities Facility (Support for Output 2)

1. Consultants will be recruited for a period of 24 months to fulfill the terms of reference. Consulting services will be contracted by ADB to a firm (or a consortia of firms), which will be selected following a standard quality- and cost-based selection method (ratio 90:10) on the basis of a simplified technical proposal to support the procurement of goods, works and consultancies including packages under ongoing and proposed loan/grants. ADB will engage the consultants following the ADB Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions.

2. The objective of the assignment is to provide analytical and advisory assistance/support in implementing the procurement activities for ongoing and pipeline projects of the South Asia Department, Urban Development and Water Division (SAUW) of South Asia Department. The consulting assignment will initially require about 16 person-months of national consulting inputs for a period of 24 months. The firm will submit the following procurement reports in a format agreed with SAUW:

- (i) Matrix of comments for reviewing draft master bidding documents and draft bidding documents;
- (ii) Finalized draft electronic Procurement Approval Form (ePAF) for reviewing Technical and Financial Bid Evaluation Reports submitted by the executing agencies; and
- (iii) Review and comments on finalized draft Submission Forms for recruitment of loan consulting firms (Submission 1: Shortlisting of Consulting Firms and Request for Proposals; Submission 2: Evaluation of Technical Proposals; Submission 3: Financial Proposals Evaluation and Overall Ranking of Proposal; and Submission 4: Draft Negotiated Contracts).

3. **Team leader and procurement specialist (National, 4 person-months).** The specialist will have a Bachelor's degree in engineering, economics, business administration, or a related field; with 10 years' experience in working with international development organizations, particularly in handling procurement for infrastructure projects; familiar with bidding processes and guidelines; and with 5 years' experience in supervising national consultants. Experience in working with South Asian countries is preferred. The specialist will (i) lead the consulting team and supervise the inputs of team members; (ii) ensure quality of the consulting firm's inputs; and (iii) be responsible for delivering quality outputs from the team.

4. **Procurement analysts (2 Experts, National, 12 person-months).** The analysts will preferably have Bachelor's degrees in engineering, economics, business administration, or a related field, and 5 years experience in reviewing procurement documents in accordance with bidding processes and guidelines. Experience in working with international development organizations is preferred. The analysts will review the executing/implementing agencies' various procurement documents, such as prequalification and bidding documents, technical and financial bid evaluation reports, and consultant recruitment submission forms.

## TERMS OF REFERENCE FOR CONSULTANTS

### Individual Consultants to Support Output 2: Project Implementation Improved

1. Table below shows the experts required and indicative person-months.

#### Indicative Summary of Consulting Services Expected

Sr. No.	Positions	Person-months
<b>I. INDIVIDUALS<sup>a</sup></b>		
<b><u>International individual consultants</u></b>		
1	Knowledge Product Specialist (2)	6.00
<b><u>National individual consultants</u></b>		
1	Social Safeguards and Gender Specialist	12.00
2	Environmental Safeguards Specialist	12.00
3	Project Administration Support	20.00
4	Urban Development Specialist	20.00
5	Project Coordinator (2)	24.00
6	Strategic Communications Specialist	20.00
7	Procurement Monitoring Expert	7.00
<b>TOTAL</b>		<b>121.00</b>

<sup>a</sup> Recruitment of individual consultants will be conducted through Consultant Management System.

2. **Knowledge Product Specialists (2 Experts, International, 6 person-months).** Under the direction of ADB staff, the Knowledge product specialist will help develop various knowledge products for SAUW. The activities would include, but would not be limited to literature surveys, conducting interviews with project officers, data analysis and working on finalization of various knowledge products. The assignment will not involve any field visits to the countries. The expected output of this consultancy is final print ready versions of publications. Several visits to ADB headquarters are anticipated during this assignment. The expert will (i) finalize structure and chapters/ sections of the various publications; (ii) prepare print ready versions of the publication in association with the concerned ADB staff based on the agreed schedule; (iii) check the manuscript for consistency and accuracy including (a) checking obvious factual errors and illogical arguments; and (b) highlighting data inconsistencies; and (iv) provide other related inputs, as required. The consultant must have a basic and advanced degree in development studies, journalism or other associated fields with substantial experience in writing publications (preferably for ADB).

3. **Social Safeguards and Gender Specialist (National, 12 person-months).** The Social Safeguards Specialist will support various SAUW projects under processing and implementation to ensure compliance with the ADB's SPS, 2009 for involuntary resettlement and indigenous peoples and related Operations Manual F1 on Safeguards. The Social Safeguards Specialist will review, and finalize safeguard documents (resettlement plans, due diligence reports, frameworks and social safeguard monitoring reports), and ensure compliance with ADB's public disclosure requirements. The expert shall have a bachelor's degree in sociology, anthropology, urban

planning, political science, law, or related field with at least 5 years' experience in safeguards assessment (social). Master's degree and past experience in safeguards work with ADB projects preferable.

**4. Environmental Safeguards Specialist (National, 12 person-months).** The Environmental Safeguard Specialist will work closely with ADB staff, executing and implementing agencies, and consulting firms hired to prepare technical, economic, safeguards work, etc. to ensure necessary safeguards outputs meet ADB SPS, 2009. For projects being implemented, the Environmental Safeguard Specialist will review submission of updated/final environmental assessment reports, environmental frameworks, regular safeguard monitoring reports, external monitoring reports, and other related documents to ensure compliance with ADB SPS requirements, ADB disclosure policy. The Environmental Safeguard Specialist will also conduct field verifications/project monitoring as well as capacity building on safeguards, when required. The consultant will work closely with ADB staff counterpart. The consultant will provide direct support to relevant executing and implementing agencies. Overall framework and direction will be provided by the ADB project officer in consultation with executing and implementing agencies and other city/state government officials. The consultant is expected to perform independently and take initiatives to inform or consult with the ADB project officer on problem areas and major constraints, and ways forward to achieve intended objectives of the assignment. The expert shall have a bachelor's degree in environmental science, engineering, or related field with at least 15 years' experience in environmental safeguard assessment. Master's degree and past experience in safeguards work with ADB projects preferable.

**5. Project Administration Support (National, 20 person-months).** The consultant will be assisting in procurement activities for ongoing projects: (i) prepare draft procurement and contract administration plans (including indicative contract packaging) for proposed projects in selected cities; (ii) provide procurement-related inputs to the feasibility studies and/or detailed project reports; (iii) update procurement plans, including preparation of change requests, as needed; (iv) contribute to review of various procurement documents, such as prequalification/bidding documents and bid evaluation reports, and assist in drafting various documents (e.g., electronic procurement approval form) and correspondences, as required; (v) assist in recruiting consultants, preparing shortlists and request for proposals, evaluation of proposals, contract negotiations, and contract signing; (vi) participate in various missions as required; and (vii) contribute to preparation of various loan processing documents like the project administration manual. The expert will preferably have a degree in civil engineering or related field, and a minimum of 10 years' experience in handling procurement for infrastructure projects. Experience in ADB or World Bank procurement guidelines is preferred.

**6. Urban Development Specialist (National, 20 person-months).** The specialist will provide management, and technical and procurement support to Bangladesh Resident Mission in processing and administering the project loans and technical assistance projects in urban sector. The expert will: (i) provide in-depth technical expertise and operational support in handling project loans and technical assistance projects in the sector; (ii) advice executing agencies on ADB procedure and guidelines on procurement and recruitment of consultants; (iii) contribute to policy dialogue with government officials in the context of project processing and administration; (iv) help to organize, contribute, support and participate in meetings conferences, seminars and workshops; (v) assist in preparation of project completion reports and TA completion reports of ADB; (vi) support to progress monitoring of projects under administration, recommend time bound actions for achieving outputs and outcomes and resolve issues for smooth implementation of projects; (vii) provide hands on support to executing/implementing agencies to facilitate efficient and transparent procurement; (viii) provide support during bidding process in preparation of

bidding documents and bid evaluation, leading to the timely awarding of contracts; (ix) conduct project management and procurement consultations; (x) share good practices and lessons; (xi) produce reports, as required, on the tasks, undertaken in relation to the above; and (xii) any other tasks as assigned by supervisor(s). Expert should have: (i) demonstrated expertise and experience in urban infrastructure, water supply projects, and/or public procurement; (ii) practical knowledge on government administrative systems and ADB procedures; (iii) proficiency in English as well as in Bangla; and (iv) master's degree in economics, engineering or related fields. Minimum of 10 years working experience in project administration particularly in urban development and water supply and sanitation sector with 5 years in government investment projects. Experience with major government departments/institutions such as Local Government Engineering Department, Department of Public Health Engineering, Water Supply and Sewerage Authorities (WASAs), city corporations and pourashavas will be preferable. Experience with development partners would be an advantage.

7. **Project Coordinators (2 Experts, National, 24 person-months).** The Consultant will be based in Manila. Under the direction of the relevant ADB staff, the consultant will help prepare high quality reports/documents and assist the SAUW staff on day-to-day operations. He/she will work in close coordination with other ADB staff in the effective management and monitoring of SARD/SAUW's project and TA records. The consultant's task may include, but not be limited to:

- (i) organize project/TA records, including sorting and labeling;
- (ii) process documents for scanning, uploading, filing, and storage/disposal;
- (iii) scan/upload/discard documents in the relevant systems (i.e., eOps, eStar);
- (iv) support preparation of necessary documents for processing of loans and TAs in accordance with ADB quality and procedures;
- (v) ensure effective coordination between concerned staff and/or departments, especially in travel-related transactions; and
- (vi) ensure the office filing systems and records are properly maintained and updated in accordance with ADB procedures and standards.

8. The consultant shall have a bachelor's degree and with at least 3 years relevant working experience, with good typing and editing skills in accordance with ADB Handbook of Styles and Usage. Consultant is expected to (i) have good computer skills and familiarity with computer systems used generally in multilateral organizations; (ii) excellent command of written and spoken English; (iii) able to work with individuals from different cultural/national backgrounds; and (iv) work effectively with individuals of different views, culture, nationality, gender, and age.

9. **Strategic Communications Specialist (National, 20 person-months).** Under supervision of SAUW staff, the consultant will be responsible for the producing SAUW's newsletter, SAUW Insider (including developing content, editing, layout and design). The newsletter is released every 3-4 weeks and showcases SAUW's operations and other relevant stories. The consultant will also be responsible for the collection and dissemination, through the SAUW Insider, of timely and relevant materials on South Asia, urban development, and water supply and sanitation sectors published in web pages, blog posts, video blogs, social networking sites, etc., and supporting SAUW staff in developing original content for multi-media production. The consultant will be required to review and edit all materials which will be coursed through the Department of Communications for dissemination. The consultant will carry out the following tasks under the guidance of SAUW staff: (i) maintain, and improve as seen fit, the SAUW Insider by developing original content sourced from interview with SAUW staff and urban sector practitioners, and collation of published materials on South Asia, urban development, and water supply and sanitation that are timely and relevant. The SAUW Insider is currently laid out and hosted using mailchimp and InDesign; (ii) write, edit, layout, and publish materials for external

audience through various digital and media platforms; (iii) assist in preparing and editing knowledge products and undertake research and collation of documents as may be required. (iv) solicit, select and edit blogs prepared by South Asia Urban team, (v) proactively disseminate SAUW experience- and knowledge-sharing initiatives, multi-media production and publications by linking up with the Department of Communications, and (vi) carry out other activities for successful experience- and knowledge-sharing as required. The consultant should have a background in journalism and a general understanding of major social development and poverty issues in Asia and The Pacific. Experience in newspaper (print), multi-media production and publications is preferred. The candidate must have strong experience in generating, consolidating, writing and editing materials for developing original digital and multi-media content, and conducting interviews. The candidate must have basic skills in Adobe Suite, InDesign, mailchimp, and other web layout and hosting applications. The expert should own or has the ability to acquire Adobe Suite Software. Experience in maintaining blogs and in corporate communications will be an added advantage.

10. **Procurement Monitoring Expert (National, 7 person-months).** The expert will be based in ADB HQ and will be monitoring transactions in ADB's procurement review system (PRS) and other relevant office applications (eOps, CMS, etc.). His/her tasks will include creating/updating/disclosing procurement plans, monitoring review of bidding documents, monitoring review of technical/financial bid evaluation reports, checking on awarding of contracts, creating/updating/issuing PCSS, and coordinating to expedite ongoing transactions and effectively resolving pending transactions.