

TERMS OF REFERENCE FOR CONSULTANTS

1. The TA will engage: (i) two international country safeguard systems experts (intermittent, 16 person-months); (ii) four national country safeguard systems specialist (intermittent, 24 person-months); (iii) a national TA coordinator (continuous, 24 person-months); (iv) a national capacity building specialist (intermittent, 8 person-months); and (v) a national editor (intermittent, 6 person-months). A total of 78 person-months of services, from July 2017 to June 2019, will be required. The two international individual contracts are expected to cost \$299,200 and the national individual contracts are estimated to cost \$255,200. All individual consultant contracts will be input-based contracts with liquidation of advance.

A. International Individual Consultants

1. **Country Safeguard Systems Expert** (Two positions, international, 16 person-months, intermittent)
2. **Background and Objectives.** The Safeguard Policy Statement (SPS) is a cornerstone of ADB's support to inclusive growth and environmentally sustainable growth. As a key policy feature, the SPS emphasizes ADB's commitment to assist developing member countries (DMCs) to strengthen and use their own country safeguard systems (CSS) and enhance their implementation capacity to address environmental and social issues through policy dialogue, project implementation, and technical assistance (TA). The objective of the assignment is to support the CSS assessment teams to undertake equivalence and acceptability assessments for using CSS in ADB operations.
3. **The experts will perform the following tasks:**
 - (i) provide legal advice for the CSS team on a DMC's country safeguard system's ability to meet ADB SPS requirements;
 - (ii) coordinate country consultation workshops and participate in the workshops as resource persons;
 - (iii) liaise with World Bank and other development partners on use and strengthening of CSS;
 - (iv) design and conduct training workshops on the equivalence and acceptability assessment methodologies; and
 - (v) provide inputs for drafting and finalizing equivalence and acceptability assessments.
4. **Deliverables:** (i) draft equivalence assessments; (ii) draft acceptability assessments; (iii) public consultation reports; (iv) training design and materials on equivalence and acceptability assessment methodologies; and (v) training workshops on equivalence and acceptability assessment methodologies.
5. **Qualifications.** The consultant will have a degree in Law or political science from a recognized university with 10 years of experience, preferably with previous experience in equivalence and acceptability assessments in Asia and the Pacific region. The consultant will have a thorough understanding and first-hand experience in international best practices for review of country safeguard systems. Experience with other multilateral financial institutions safeguard procedures and practices is desirable.

A. National Individual Consultants

1. **Country Safeguard Systems Specialist** (Four positions, national, 24 person-months, intermittent)

6. **Background and Objectives.** ADB will support the conduct of CSS reviews to use and strengthen such systems. The objective of this assignment is to support CSS assessment teams to conduct equivalence and acceptability assessments for environment, involuntary resettlement, and/or Indigenous Peoples.

7. The expert will perform the following tasks:
 - (i) collect data (including compiling national laws, regulations, and standards, and data on host country's practices, track records, and institutional capacity through field visit, interviews, and secondary data collection) and conduct data analysis for CSS diagnostic studies;
 - (ii) provide inputs on draft equivalence assessment reports;
 - (iii) provide inputs on draft acceptability assessment reports;
 - (iv) organize country consultation workshops, and participate in the workshops as resource persons; and
 - (v) update the assessment reports based on the consultation results.

8. **Deliverables:** (i) inputs to draft equivalence assessments; (ii) Inputs to draft acceptability assessments; (iii) inputs to public consultation reports; (iv) assist in the preparation and conduct of training workshops on equivalence and acceptability assessment methodology.

9. **Qualifications.** The consultant will have a degree in Law or political science from a recognized university with 5 years of experience, preferably with previous experience in equivalence and acceptability assessments in Asia and the Pacific region. The consultant will have a thorough understanding and first-hand experience in CSS. Experience with other multilateral financial institutions safeguard procedures and practices is desirable.

2. **TA Coordinator** (national, 24 person-months, continuous)

10. **Background and Objective.** ADB will support the conduct of CSS reviews to use and strengthen such systems. The objective of this assignment is to facilitate TA operations across different DMCs and relevant ADB departments.

11. **The expert will perform the following tasks:**
 - (i) assist the country teams conducting CSS assessments;
 - (ii) assist the SDES team in coordinating TA operations across relevant ADB departments;
 - (iii) assist in updating, administering, and maintaining a monitoring system for the TA;
 - (iv) manage consultant recruitment and monitor actual status of consultants' recruitment/contracts;
 - (v) review safeguard equivalence matrices and acceptability assessment reports;
 - (vi) prepare summary narratives of safeguard equivalence and acceptability assessments; and
 - (vii) manage the content of ADB's safeguards website and the country safeguard systems portal.

12. **Deliverables:** (i) TA monitoring system; (ii) TA progress/annual/completion reports; (iii) filing system for all TA documents/papers; (iv) memoranda, letters, and knowledge products; and (v) inputs to equivalence and acceptability assessments.

13. **Qualifications.** The consultant will have a Bachelor's degree with experience in TA administration, country safeguard systems and events management, and a minimum of general experience of 5 years.

3. Capacity Building Specialist (national, 8 person-months, intermittent)

14. **Background and Objective.** The SPS requires the conduct of equivalence and acceptability assessments for purposes of using CSS. Currently, however, there is only a small number of experts in the region who are familiar with the methodology of conducting such assessments. The objective of this assignment is to build capacity on undertaking equivalence and acceptability assessments by supporting the preparation and delivery of training workshops and other events related to strengthening and use of CSS.

15. The expert will undertake the following tasks:

- (i) assist in maintaining an overall events timetable, tracking, and reporting status of all critical activities related to the conduct of training workshops and other CSS events;
- (ii) assist in developing the training budget in sufficient detail to enable costs to be managed. Assist in tracking costs and keeping them within budget;
- (iii) work in collaboration with relevant ADB departments including resident missions to manage attendee database, process documents, and make necessary arrangements to ensure potential attendees are targeted, attracted to register, obtain visas, travel to and from the venue, be accommodated, participate, be reimbursed (if applicable), and provide feedback on their event experience;
- (iv) liaise with SDES TA Team to identify, confirm, receive technical papers, and/or presentations from presenters and panelists, assist presentations for conformance to good practice, make available master copy of all presentations. Liaise also on any reimbursement of presenters within agreed budget, if needed;
- (v) liaise with OAS on the venue design, branding, signposting, stage and discussion layout, simultaneous translations, lighting, meals, security, timely loading and display of presentations and videos, etc. to ensure a high quality and impact event with adherence to the overall timetable and ADB protocol;
- (vi) facilitate the production of suitable knowledge products, if needed, and produce the event 'package' for attendees;
- (vii) act as secretariat member during the workshop and ensure all aspects of the program and event are covered in a timely manner and in high quality. Provide all supporting records, data, and reports to track the event;
- (viii) assist in floor management during the event to ensure all sessions run smoothly, to time, and allow participation. Floor management includes testing all presentations, checking layout, sound and lighting arrangements. It also includes ensuring major players (presenters, facilitators, panel members) are briefed and ready for their sessions; and
- (ix) assist in evaluation activities of and for the event, and provide logistical suggestions for the second regional workshop.

16. **Deliverables.** Support for at least two training workshops on equivalence and acceptability assessments and one regional CSS workshop.

17. **Qualifications.** The consultant will have a Bachelor's degree with a minimum of general experience of 5 years, and minimum experience in organizing capacity building events and workshop of 3 years.

4. **Editor (national, 6 person-months, intermittent)**

18. **Background and Objective.** The consultant will edit CSS assessment reports and other knowledge products such as training manuals. The consultant will ensure that publications comply with the ADB Handbook of Style and Usage. Track change versions of the documents will be provided to SDES to enable the edits to be checked for technical veracity.

19. **Detailed Tasks.** The expert will undertake the following tasks:

- (i) edit TA knowledge products for language and content to ensure consistency in the text, improve its structure, and sharpen its argument as well as make certain that there is coherence within the draft in accordance with ADB Handbook of Style and Usage;
- (ii) proofread text, tables, and charts for consistency and suggest additional materials (such as boxes, tables, figures, a glossary), when needed;
- (iii) consider discrepancies, repetitions, possible typographical errors, and usage of non-English terms plus ensure that headings and sub-headings are consistent and logical;
- (iv) point out factual inconsistencies, faulty logic, gaps, weaknesses, particularly awkward or unclear passages, and incomplete comparisons, and provide suggested revisions accordingly;
- (v) suggest deletion of redundant or unnecessary text that may interrupt logical flow of ideas and/or provide too much detail greater than that required for the readers' understanding of key points;
- (vi) check references to tables, figures, appendices, bibliographies, and other parts of the text;
- (vii) reorganize and revise tables, figures, boxes, and other material, as appropriate, to convey messages more effectively; and
- (viii) examine illustrations and their placement, and check captions for appropriateness.

20. **Deliverables.** Knowledge products that are responsive to the ADB Handbook of Style and Usage.

21. **Qualification.** The consultant will have strong communication, documentation, and presentation skills; demonstrated strong analytical skills; good organizational and planning skills and an ability to adhere to deadlines; excellent editing skills; fluency in written and spoken English; and familiarity with ADB operations and the ADB Handbook of Style and Usage.