TERMS OF REFERENCE FOR CONSULTANTS

A. Background

1. The transaction technical assistance (TA) facility will provide project preparation support, project implementation support, capacity building, and policy advice to a series of ongoing and ensuing projects in the agriculture, natural resources, and rural development (ANR) sector in the developing member countries (DMCs) in Southeast Asia in line with Strategy 2030 during 2018–2023.¹ The ANR sector plays a key role in ensuring inclusive economic growth in the region and has high priority in the respective national development strategies.² The TA facility approach will enhance efficiency in project preparation and administration by (i) reducing time and effort for TA processing, approval, and administration; and (ii) accelerating the consultant recruitment process by prequalifying consultants for all the project preparation and implementation support under the facility.

2. The TA facility will support the Asian Development Bank’s (ADB) Strategy 2030 and its operational priorities by (i) promoting rural development and food security; (ii) addressing remaining poverty and reducing inequalities; (iii) tackling climate change, building climate and disaster resilience, and enhancing environmental sustainability; (iv) fostering regional cooperation and integration; and (v) accelerating progress in gender equality.³

B. Objective

3. Under the TA facility, ADB will primarily assist the DMCs in preparing projects for ADB financing. For each ensuing project, a feasibility study and due diligence reports on (i) technical suitability; (ii) economic and financial viability; (iii) governance; (iv) poverty impact and social and gender development; and (v) social and environment safeguards will be prepared.⁴ These documents may vary from project to project. The TA facility will also provide the DMCs with project implementation support, capacity building, and policy advisory. Capacity building will be given in the areas of project management, safeguards, disbursement and procurement, and other relevant technical aspects such as agricultural value chain and climate change adaptation and mitigation.

C. Implementation Arrangements

4. Output 1 activities will start after ADB approves the concept paper of the first ensuing loan covered by the TA facility. Output 2 activities may commence upon approval of the TA facility. ADB will administer the TA. The Environment, Natural Resources and Agriculture Division of the Southeast Asia Department of ADB will be responsible for the implementation of the TA facility. The TA facility will be implemented over 5 years, commencing in January 2019.

5. Consulting services. ADB will engage the consultants following the ADB Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and staff instructions. Consultants will be engaged utilizing two selection methods: quality- and

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¹ The TA facility will initially provide project preparation and implementation supports to a list of projects detailed in Appendix 2. With additional funds including Technical Assistance Special Fund for 2019, more projects for additional DMCs in Southeast Asia will be added under the TA facility.


cost-based selection (QCBS) (90:10) and individual consultant selection (ICS). The QCBS package will offer consulting for project preparation support and will be procured in two steps. First, three to five consulting firms will be selected as prequalified consultants that are eligible to submit proposals for preparation of all the ensuing projects under the TA facility. Second, one of these prequalified consultants will be selected through the QCBS method to prepare a specific ensuing project once the project concept is approved. For ICS packages, consultants will be engaged for specialized technical and administrative inputs to either complement consultants in the QCBS packages or support implementation of ongoing or ensuing projects. The terms of reference are listed below.

6. The Project Readiness Improvement Trust Fund (PRITF) will help incorporate climate change proofing to the project design and improve project readiness.

D. Procurement of QCBS Packages

1. Prequalification

7. Selection of prequalified consultants. The prequalified consultants will be evaluated based on their expressions of interest (EOI). In the EOI, consultants need to demonstrate their capacity to prepare and implement projects in all areas of water resources management, agricultural value chain development, and disaster risk management, all at the same time.

8. ADB will review the participation and performance of prequalified consultants and may replace those which do not participate, or perform poorly, with other consultants during the TA implementation. Scope, team composition, and required inputs for each QCBS package will be finalized during preparation of the concept paper. ADB will take advance actions for prequalified consultant selection to expedite the recruitment process.

9. Prequalification selection criteria. Lead firm and members of the consortium must be from ADB member countries and not sanctioned by ADB. Criteria will comprise (i) management competence (20%); (ii) technical competence (60%); and (iii) geographical competence (20%).

(i) Management Competence - the EOI should: (a) describe how the firm has managed consulting services to prepare investment projects; (b) describe how the firm has effectively worked with members of consortiums as lead firm; (c) describe policies and procedures that assure quality interaction with clients and quality of outputs and team performance; (d) describe internal control to handle complaints concerning performance of the expert and quality of the output; and (e) describe proposed quality control of the firm's performance over the life of the assignment.

(ii) Technical Competence - the EOI should summarize the firm's relevant experience, which should be annexed to the EOI. The firm is expected to demonstrate its capacity to prepare multiple investment projects in the ANR sector in different countries, particularly in Southeast Asia over the same time frame. The firm's experience in water resources management, agricultural value chain development, and flood and drought risk management will be the focus of the evaluation as they are the themes of the ensuing projects.

(iii) Geographic Competence - the EOI should summarize the consortium's experience in working together in Southeast Asia, particularly Myanmar and Viet Nam. The
EOI should also specify experience from outside the region that will benefit the TA implementation in terms of transfer of know-how.

2. Terms of Reference for QCBS Packages

10. There will be a QCBS package for preparation of each ensuing project in principle. The terms of reference (TOR) of the key specialists below are indicative. Specific TORs for ensuing projects will be prepared along with the preparation of the concept paper. Academic qualifications required are (i) master’s degree for international consultants, and (ii) bachelor’s degree for national consultants.

(a) Water resources specialists (international, 10 person-months; national, 15 person-months)

11. Each consultant will have the required degree in water resources/hydrology/hydraulics/irrigation and at least 10 years of experience in design, implementation, and management of water sector projects including at least two similar assignments, preferably ADB financed project preparatory technical assistance. They will (i) document and review all available reports and data on water resource assessments in the project area; (ii) identify data gaps, collect additional data, and carry out hydrological analysis for assessing river flows and seasonal variability for the water resources management/irrigation projects; (iii) review policy and institutional arrangements in the water resources management/irrigation sector of the relevant countries; (iv) review past and ongoing projects funded by ADB and other development partners in the water resources management/irrigation sector to develop synergies with the projects; (v) investigate existing irrigation systems and water management systems in the project area and develop irrigation maps describing locations or routes of irrigation facilities such as water resources, irrigated areas, canals, pumping stations, and gates; (vi) propose options for modernizing irrigation systems and recommend design; (vii) lead preparation of feasibility studies, detailed engineering design of water resources management/irrigation projects, and prepare bill of quantities (BOQs) and drawings; (viii) interview water users associations and water management associations (if any) to recommend an organization, roles, and functions of water user groups in the projects; (ix) assess and incorporate measures to improve efficiency in the design of irrigation systems; (x) prepare irrigation scheduling for the projects; (xi) recommend operations and maintenance procedures for the projects; (xii) prepare TORs for irrigation infrastructure design and supervision consultants; (xiii) provide support in cost estimates of water resources/irrigation projects; and (xiv) provide other assistance as reasonably requested by the ADB project officer.

(b) Senior irrigation specialist (international, 8 person-months)

12. The consultant is expected to be team leader of the QCBS package for the Irrigated Agriculture Inclusive Development Project II and will have the required degree in irrigation or a related engineering subject with 15 years of experience in designing R&M of irrigation systems, estimating the cost of preparing BOQs, and team leadership of at least two ADB financed projects. The consultant must have a demonstrated ability to lead teams composed of international and national consultants and to create a strong working relationship with the executing and implementing agencies. Excellent communication (written and oral) skills and strong interpersonal skills will be considered an asset. As team leader, the consultant will: (i) provide overall

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5 TOR may be prepared to cover multiple ensuing projects to gain efficiency in consultant recruitment and management in case a single firm is deemed appropriate such as similar type of projects or projects in the same country.
responsibility for technical and managerial support during implementation of the services, including preparation and implementation of work plans; (ii) supervise DEDs of the core subprojects; (iii) monitor progress against the implementation schedule of the services and coordinate preparation and submission of periodic progress reports and engineering reports; (iv) work closely with the executing and implementing agency and maintain good coordination among ADB, executing and implementing agency, and other stakeholders; and (v) provide guidance to the team to ensure that the quality of works meet the required standards.

13. As a senior irrigation specialist, the consultant will: (i) specify and supervise topographic surveys; (ii) carry out DEDs for R&M of irrigation distribution system (IDS) covering diversion and/or intake structures, main, distributaries and minors with possible dams with their associated structures of selected core subprojects; (iii) estimate the cost of subprojects, prepare BOQs, tender drawings and complete all other requirements for forming bid documents; and (iv) assess conveyance efficiency and water productivity and incorporate measures to improve efficiency and water productivity in DEDs of the core subprojects with reference to the feasibility studies to be developed.

(c) Senior irrigation design engineer (national, 15 person-months).

14. The consultant is expected to be deputy team leader of the QCBS package for the Irrigated Agriculture Inclusive Development Project II and will have the required degree in water resources/irrigation engineering and 10 years of experience in designing R&M irrigation systems and estimating the cost of preparing BOQs. Experience in working with international consulting firms in donor-funded projects and government institutes will be considered an asset. The consultant must have a demonstrated ability to work in a multidisciplinary team and excellent communication skills in spoken and written English. In the absence of the team leader, the deputy team leader will assume responsibility for managing the services. Tasks of the deputy team leader include: (i) assist the team leader manage and implement the services; (ii) supervise DEDs of the core subprojects; (iii) ensure effective coordination with the executing and implementing agency, and other government agencies; and (iv) assess improved overall irrigation efficiency and water productivity and incorporate measures to improve efficiency and water productivity in DEDs of the core subprojects with reference to the feasibility studies to be developed.

15. The consultant will assist the senior irrigation specialist (international) and: (i) specify and supervise topographic surveys; (ii) carry out DEDs for R&M of IDS covering diversion and/or intake structures, main, distributaries and minors with possible dams with their associated structures of selected core subprojects; (iii) estimate the cost of subprojects, prepare BOQs, tender drawings and complete all other requirements for forming bid documents; and (iv) assess conveyance efficiency and water productivity and incorporate measures to improve efficiency and water productivity in DEDs of the core subprojects with reference to the feasibility studies to be developed.

(d) On-farm irrigation and drainage specialists (international, 4 person-months; national, 8 person-months)

16. Each consultant will have the required degree in irrigation or related engineering with 10 years of experience in designing R&M irrigations and drainage systems at on-farm level with donor financed projects and estimating the costs of and preparing BOQs. They must have excellent communication skills in spoken and written English and must have demonstrated an ability to work in a multidisciplinary team for command area development (CAD). They will: (i) specify and supervise topographic surveys; (ii) carry out DEDs for CAD (watercourses,
drainage canals, and farm-roads) with farmers' participation for core subprojects; (iii) assist in carrying out DEDs for IDS and designing discharge capacity of the intake and/or diversion structures, main, distributaries and minors with their associated structures; (iv) estimate cost of subprojects, prepare BOQs, tender drawings, and complete all other requirements for forming bid documents; and (v) assess improved field application efficiency and water productivity and incorporate measures to improve efficiency and water productivity in DEDs of the core subprojects with reference to the feasibility studies to be developed.

(e) Hydraulic structures engineers (international, 3 person-months; national, 6 person-months)

17. Each consultant will have the required degree in irrigation or in a relevant branch of civil engineering. The international and national consultant will respectively have 15 and 5 years of experience in design of hydraulic structures including small dams, weirs, and irrigation systems, and estimating the costs of preparing BOQs. They must have excellent communication skills in spoken and written English and must have a demonstrated ability to work in a multidisciplinary team. The national hydraulic structural engineer shall have experience working with international consultants, preferably in donor-funded projects, to undertake similar requested tasks. The international and national consultants will assist the senior irrigation design engineers and on-farm irrigation and drainage specialists in: (i) carrying out DEDs for hydraulic structures which will form part of DEDs of R&M of IDS and CADs; (ii) prepare tender drawings and BOQs of the hydraulic structures and estimate the costs for core subprojects; (iii) identify the need to engage geotechnical specialists and prepare the terms of reference for the positions, if needed; and (iv) if the engagement of the geotechnical specialists are not required, identify the need to specify and supervise geotechnical studies and integrate these considerations into the design.

(f) Agricultural value chain specialists (international, 4 person-months; national, 6 person-months)

18. Each consultant will have the required degree in agricultural economics, agricultural development, or development economics, and at least 10 years of practical experience in the field of agriculture and rural development in Southeast Asia, especially related to agricultural enterprise development. They will have experience with value chain analysis and strong knowledge of private sector operations in agribusiness. They will (i) lead the consultations with the relevant government agencies and value chain stakeholders to establish the scope and methodology for development or improvement of value chains of key agricultural subsectors (groups of agricultural commodities); (ii) lead the public-private consultations on strategic market oriented value chain planning; (iii) lead the value chain analyses for the selected commodities; (iv) lead the analysis of demand and market including e-commerce for products within selected value chains and coordinate the inputs of the other consultants who have a lead or supportive role in this task; (v) lead the assessment of public investments critical for the selected value chains and design project intervention based on the assessment; (vi) lead the assessment of private sector operations related to the value chains and design project interventions with a particular focus on the possible application of high-level technology based on the assessment; (vii) lead the assessment of capacity of value chain stakeholders and design capacity building programs based on the assessment; and (viii) lead the assessment of policies, strategies, and regulations related to the enabling business environment and design project intervention for their changes as needed.
(g) **Business development and marketing specialists** (international, 2 person-months; national, 3 person-months)

19. Each consultant will have the required degree in marketing, business administration, economics, or a relevant field, and at least 10 years of practical experience in the field of private business development and marketing in the agriculture sector in Southeast Asia. They will (i) assess business and marketing of existing and potential project participating business entities and farmer cooperatives; and (ii) provide them with capacity building and business advisory support to improve their business strategy and marketing.

(h) **Horticulture specialists** (international, 2 person-months; national, 3 person-months)

20. Each consultant will have the required degree in agriculture science, horticulture science, agronomy, or a relevant field, and have at least 10 years of practical experience in the field of horticulture development from countries with advanced horticulture sectors preferably in Southeast Asia. They will (i) analyze horticulture sector performance of the project DMC and identify constraints and opportunities, (ii) update/strengthen the horticulture sector strategy, and (iii) prepare a program for investment and capacity building.

(i) **Climate change specialists** (international, 4 person-months; national, 6.5 person-months)

21. Each consultant will have the required degree in environmental science or natural resource management with training in climate change impacts, and at least 10 years of experience working in climate change adaptation and disaster risk reduction. They will have experience in preparing a climate and disaster risk assessment for international financial institutions (IFI) sponsored projects. They will (i) conduct a climate and disaster risk assessment for the project; (ii) incorporate climate proofing and, where possible, disaster risk reduction measures in the project design; (iii) identify options for reducing carbon footprint of value chains (e.g., promoting renewable energy for irrigation and other on-farm activities and off-farm activities such as processing) and ensuring climate-resilient design standards for infrastructure and, where possible, disaster risk reduction; and (iv) prepare relevant TORs for the project as required.

(j) **Project economists** (international, 7 person-months; national, 9 person-months)

22. Each consultant will have the required degree in agricultural economics, development economics, economics, or a relevant discipline, and experience with economic analysis of IFI projects. They will have experience in preparing ANR/agriculture sector assessments, strategies, and road maps (ASR) for developing member countries, particularly those in Southeast Asia. In accordance with ADB’s Guidelines for the Economic Analysis for Projects (2017) and Key Areas of Economic Analysis of Project, an Overview (2004), the consultants will (i) assess the macroeconomic and sector contexts; (ii) assess demand for project outputs; (iii) establish economic rationale of public sector involvement; (iv) assess least-cost investment options; (v) conduct project economic cost–benefit analysis; (vi) assess financial and institutional sustainability; (vii) conduct a distribution analysis; and (viii) conduct sensitivity and risk analyses. The consultants will prepare project cost estimates and a financing plan. In terms of ASR-related tasks, the consultant will (i) prepare ANR/ASR for an assigned country as and when needed; and (ii) help ADB identify ANR sector business development opportunities and pipeline investment projects.
(k) **Financial management specialists** (international, 2 person-months; national, 9 person-months)

23. Each consultant will have a professional accountancy qualification and experience with financial analysis of IFI projects. They will: (i) conduct a financial management assessment of the executing and implementing agencies, including their capacity to manage ADB’s advance fund and statement of expenditure procedures; (ii) assess executing and implementing agencies' policies and capacity for financial and disbursement management, and identify any further need for capacity development and funds flow design and disbursement arrangements; (iii) review existing procedures for disbursement, funds flow, and approvals, and design streamlined funds flow and procedures for contracting and disbursement under the project, as well as internal control and audits; (iv) review on-lending arrangements; (v) prepare and update project cost estimates and financing plans and conduct a financial viability evaluation of the project; (vi) assess and reach an agreement on financial reporting, auditing, and disclosure arrangements; (vii) conduct a financial analysis and sustainability assessment of the executing and implementing agencies; (viii) design financial covenants and a financial management action plan; and (ix) prepare relevant TORs for the project as required.

(l) **Environment safeguards specialists** (international, 5.5 person-months; national, 9.3 person-months)

24. Each consultant will have the required degree in environmental science, natural resource management, or a relevant discipline, and at least 10 years of experience working in the field of environmental management. They will have work experience as an environmental safeguard specialist for IFI projects. They will (i) assess the environmental impacts of the project; (ii) based on the assessment, prepare required environmental safeguard documents (e.g., environmental assessment and review framework, initial environmental examination(s), and environment and social management system) in compliance with ADB’s Safeguard Policy Statement (2009) and relevant national government requirements; (iii) develop an environmental safeguard monitoring program; (iv) provide environment safeguard training to concerned government agencies and, if applicable, participating financial intermediaries; and (v) prepare relevant TORs for the project as required.

(m) **Social safeguards specialists** (international, 6.5 person-months; national, 9.3 person-months)

25. Each consultant will have the required degree in social sciences, development studies, or a relevant discipline, and experience as a social safeguards specialist for IFI projects. They will cover area(s) of involuntary resettlement and/or indigenous peoples and will (i) assess the social safeguards impacts of the project; (ii) based on the assessment, prepare required social safeguards documents (e.g., involuntary resettlement plan, indigenous peoples plan, social safeguards framework, environment and social management system) in compliance with ADB’s Safeguard Policy Statement (2009) requirements and relevant national government requirements; (iii) develop a social safeguards monitoring program; (iv) provide social safeguards training to concerned government agencies and, if applicable, participating financial intermediaries; and (v) prepare relevant TORs for the project as required.
(n) **Social development and gender specialists** (international, 5.5 person-months; national, 8.3 person-months)

26. Each consultant will have the required degree in a relevant social science discipline and work experience as a social development and/or gender specialist for IFI projects. Knowledge of ADB Policy on Gender and Development and related procedures, and familiarity in using ADB’s Tool Kit on Gender Equality Results and Indicators⁶ and ADB Operations Manual (gender and development, and social dimensions) are expected. They will (i) conduct a poverty and social assessment with attention to poverty and vulnerability, inclusion, and labor and employment in the selected project areas in accordance with ADB’s Handbook on Poverty and Social Analysis: A Working Document (2012); (ii) prepare a poverty reduction and social strategy; (iii) conduct gender analysis and develop a gender action plan (GAP) and provide inputs to the design and monitoring framework; (iv) assess the need for capacity building of the relevant government agencies to ensure proper implementation and monitoring of GAP; (v) provide inputs to the relevant TORs of feasibility studies and/or assessments; and (vi) estimate budget for GAP implementation to incorporate in the overall project cost.

(o) **Procurement specialists** (international, 7.5 person-months; national, 11.3 person months)

27. Each consultant will have the required degree in civil engineering or other relevant fields. The international consultant will have at least 10 years of working experience as a procurement specialist for projects financed by ADB while the national consultant will have at least 5 years of working experience as a procurement specialist for projects financed by donors, preferably by ADB. They will both be responsible for assisting the EA and IA in procurement activities and ensuring that the bid documents comply with ADB requirements. They will also provide on-the-job training to staff of the relevant government agencies on all aspects of ADB procurement procedures, particularly the timely recruitment of consultants and procurement of works. The responsibilities will include, but are not limited to, the following two areas: (i) support and assist the executing and implementing agency in various stages of recruitment of consultants following QCBS procedure complying with ADB requirements; and (ii) support and assist the executing and implementing agency in all aspects of Procurement of Works to be procured through international competitive bidding in compliance with ADB requirements.⁷ They will particularly:

[for area (i)]

1) assist in advertising and seeking Expressions of Interest (EOI) from the prospective consulting firms;
2) assist in the preparation and submission of a long list and shortlist of technically qualified consulting firms;
3) support preparation of the Request for Proposals and its issuance to the shortlisted consulting firms;
4) assist in conducting pre-proposal conferences, and in the preparation and issuance of clarifications;
5) assist in the opening and evaluation of the technical proposals;
6) assist in conducting the opening of the financial proposals, evaluating the financial proposals and preparing the ranking of proposals; and

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⁶ ADB, 2013. *Tool Kit on Gender Equality Results and Indicators*. Manila.
⁷ The detailed tasks (i)-(viii) are listed based on the single-stage two-envelop procedures and the procedure will be determined in due course of the implementation of the services.
7) assist in negotiating the contract with the first ranked firm and the subsequent signing of the contract.

[for area (ii)]

8) assist in preparation and finalization of Bidding Documents and Invitation for Bids (IFB) for procurement of various works and goods including specifications and requirements, BOQs/schedules, qualification criteria and conditions of contract using FIDIC MDB Harmonized edition for works contracts;

9) assist in the issuance of IFB;

10) assist in conducting the Pre-bid meeting and in the preparation and issuance of clarifications;

11) assist in conducting bid opening and the evaluation of the technical bids;

12) assist in preparation and finalization of Technical Bid Evaluation Reports;

13) assist in conducting opening of the financial bids and evaluating the financial bids;

14) assist in preparation and finalization of Price Bid Evaluation Reports; and

15) assist in contract negotiations with the bidder and the subsequent signing of the contract.

28. Non-key specialists will be proposed by QCBS prequalified consultants in their technical proposals and approved by ADB. Proposed composition of non-key specialists will be assessed during ADB’s technical proposal review.

3. Request for Proposals

29. Once the concept paper of an ensuing project is approved, ADB will solicit technical proposals from the prequalified consultants for the ensuing project preparation and select one of them using QCBS (90:10) with full technical proposal. The request for proposal will describe the specific scope of consulting services, the related costs, and the expertise required. The consultant will carry out the services at the agreed prices during the prequalification stage. Partial lump-sum or output-based contracts will be considered.

4. Proposal Preparation

30. Technical proposal. Under the Approach and Methodology section, a QCBS prequalified consultant is required to prepare a detailed description of how they propose to deliver the outputs of the contract in the section of their proposal. In this narrative, the consultant should clearly explain how they will achieve the outputs and include detailed information on key and non-key specialists that will comprise the project team and their proposed input. The consultant must also describe the experience of the firm or joint venture in Southeast Asia.

31. Under the Personnel section, the consultant is required to submit: (i) one CV for each of the key specialists and state which of them is proposed as team leader; and (ii) one CV for each of the non-key international and national specialists. The national specialist should have the nationality of the country they are proposed for.

32. Financial proposal. Indicative consultant inputs allocation is in Appendix 2 of the TA facility paper. The consultant’s financial proposal should list the monthly remuneration rates for each of the key specialists. The cost of the non-key specialists is expected to be included in the proposed remuneration rates of the specialists. Only the remuneration costs for the specialists are competitive items. All other budget items, including per diem and travel, are non-competitive. For each assignment, the per diem will be based on the ADB issued per diem rates for the specific
countries and/or cities. The air travel costs will be budgeted on a case by case basis based on the costs for full economy class ticket for the most direct route.

5. Proposal Evaluation

33. The technical evaluation will consider: (i) experience and qualifications of the consulting firm; (ii) the proposed approach and methodology including appropriateness of the composition of specialists of different expertise; and (iii) the qualifications of the proposed key specialists.

34. The CVs of the key specialists will be scored and will contribute to the technical scoring of the proposal. The CVs of the non-key specialists will not be scored, but ADB will review these and may reject the CVs of non-key specialists if the experience and qualification of the specialists are considered inadequate or substandard. Nevertheless, the overall composition of the key specialist team, the credentials of non-key specialists, and the design of the team as a whole – including the appropriateness of the level of inputs (home, field, total) – will be taken into consideration in the evaluation of Quality of Approach and Work Plan and Personnel Schedule criteria.

35. The most qualified bidder will be requested to substitute the rejected CVs with acceptable CVs during contract negotiations. All accepted CVs will be the basis for reviewing proposed specialists of corresponding positions when negotiations on various assignments and concluding task orders.

36. The financial evaluation will only consider the remuneration as a competitive item. All other cost items are non-competitive. For the purpose of the evaluation, person-months for each of the key specialists have been estimated. The bidders are expected to provide monthly remuneration fees of all key and non-key specialists.

E. Terms of Reference for ICS Packages

(a) Project implementation support specialists (international, 2 person-months; national, 2 person-months)

37. The consultants will support implementation of ongoing projects such as the Climate Friendly Agribusiness Value Chains Sector Project in Myanmar. They will have the required degree in agriculture, natural resource management, or a related discipline and at least 8 years of experience in supporting the governments implement large investment projects. They will have work experience as a project implementation support specialist for ADB or World Bank or other development partner-assisted investment projects, especially in relation to procurement of works, goods, and services in Myanmar.

38. Each consultant will (i) review the project design and preparatory actions, including consultant recruitment and procurement that were already initiated; (ii) assist EA and IAs in various stages of recruitment of consultants, including refinement of terms of reference, preparation of evaluation criteria and requests for proposals, evaluation of expressions of interest and technical/financial proposals, preparation and participation in consultant selection committee meetings, and preparation of submission reports for ADB’s approval as per ADB procurement

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8 ADB. 2018. Report and Recommendation of the President to the Board of Directors: Proposed Loan and Administration of Grant to the Republic of the Union of Myanmar for the Climate-Friendly Agribusiness Value Chains Sector Project. Manila.
procedures and policies; (iii) update the procurement plan including packaging of works, services, and goods with estimated cost and time schedule; (iv) support the EA and IAs through its PMU in the preparation of bidding documents and invitations for bids, preparation of technical and financial bid opening meetings, evaluation of bids, and preparation of bid evaluation reports for ADB’s approval for the procurement of works and goods, especially those to be procured under advance action; (v) assist in the preparation of draft contracts and contract negotiations for the recruitment of consultants and procurement of goods and works, and prepare regular budget projections and support disbursement matters; (vi) collect information required for PMU for planning project activities in Year 1 and in project progress monitoring; (vii) propose detailed budget, advance, SOEs and other project fund management arrangements at the PMU and various subaccount levels to facilitate swift implementation of planned activities in Year 1; (viii) propose a periodic essential data collection system and efficient reporting system in line with the project progress report and GAFSP (Global Agriculture and Food Security Program) semi-annual project progress updates (on-line); and (ix) liaise with the GAFSP impact evaluation study team and suggest appropriate project progress monitoring arrangements required to adequately support the evaluation.

(b) Evaluation specialists (international, 1 person-month; national, 2 person-months)

39. The consultants will assist ADB evaluate and assess the overall implementation of ongoing ANR sector projects. Each consultant will have the required degree in agriculture, natural resource management, or a related discipline and at least 8 years of experience in monitoring and evaluating large investment projects. They will have work experience as an evaluation specialist for ADB or World Bank or other development partner-assisted investment projects, especially in relation to procurement of works, goods, and services.

40. The consultants will prepare reports based on analytical review of the design and implementation of the above-mentioned projects. The work will include, but would not be limited to, evaluation of the projects’ relevance, effectiveness, efficiency, sustainability, and development impact. They will have the following duties and responsibilities:

1) Prepare draft assessment of the projects’ relevance of design and formulation, including assessing projects’ relevance at appraisal, at mid-term, and at completion;
2) Prepare draft assessment of the implementation arrangements at appraisal, at mid-term, and during implementation;
3) Prepare draft assessment of the relevance of the covenants, indicating the degree of compliance;
4) Prepare draft assessment of the performance of the borrowers, executing and implementing agencies, and ADB;
5) Prepare preliminary evaluation of project outputs, achievement of its outcomes and its contribution to impact, indicating whether the projects’ benefits are sustainable, and extracting lessons learned;
6) Prepare draft assessment of the projects’ gender and development impact; and
7) Prepare draft recommendations—based on the evaluation and lessons—for future projects’ implementation.