

TERMS OF REFERENCE FOR CONSULTANTS

1. The technical assistance (TA) will last 18 months, from July 2019–December 2020, with the Asian Development Bank (ADB) as the executing agency. The TA will use consulting services, and any new business processes, which may be approved by the relevant ADB authorities during TA implementation, to demonstrate effective and efficient engagement mechanisms with civil society organizations (CSO) in line with the deepening ADB-CSO engagement objectives of this TA. The TA will mobilize and engage an estimated 11.5 person months of individual national consultants; resources persons, and research assistants will be engaged as required.

2. All consultants will report to ADB's NGO and Civil Society Center (NGOC). ADB's relevant resident mission staff will coordinate implementation of in-country TA activities. Output-based lump sum contracts will be considered in all consulting services as the preferred contract form for individual contracts.

A. National Consultant (11.5 person-months)

3. **Civil Society Participation Consultant for Armenia, Georgia, and Uzbekistan (national, 11.5 person-months).** The Sustainable Development and Climate Change Department (SDCC) supports regional departments to operationalize corporate directions of Asian Development Bank (ADB) through meaningful engagement with civil society to improve development effectiveness through cluster technical assistance C-TA 0026: Deepening Civil Society Engagement for Development Effectiveness, approved on 27 November 2017. The third subproject, planned for July 2019–December 2020, will further deepen the TA cluster activities into selected countries in all regional departments by supporting three outputs: capacity for effective CSO engagement in the design, implementation, and monitoring of ADB projects improved; demonstration activities through effective CSO engagement conducted; and knowledge products about effective CSO engagement in ADB operations generated and shared.

4. To help achieve the deliverables of output 2, particularly to support the implementation of demonstration projects, develop two CSO country operations assessments and ADB-CSO–country cooperation action plans (Armenia and Uzbekistan) and to prepare two country reports on policies and programs for CSO engagement in national development plans prepared for two selected DMCs (Armenia and Uzbekistan), ADB will engage a Civil Society Participation Consultant.

5. **Objective and purpose of the assignment:** The purpose of the consultancy is to provide guidance and support to ADB to facilitate higher levels of CSO engagement in ADB operations in Armenia, Georgia, and Uzbekistan. The three-pronged approach for CWRD developing member countries, i.e., (i) development of a CSO Engagement Plan / ADB-CSO Country Cooperation Plan, (ii) development of CSO briefs, and (iii) project-specific engagement of CSOs to conduct community awareness-raising, capacity building, and other activities to support implementation of some of ADB's operations in these DMCs, can effectively demonstrate how best ADB can work with CSOs to better ground ADB operations and ensure that project benefits are better suited to the people's needs. The consultant must emphasize and strengthen the linkages among these three approaches, and demonstrate how can one approach inform the other. For example, how can experiences and lessons learned in engaging CSOs to implement the community engagement components of the projects, inform the CSO Engagement Plan, or input into the CSO briefs? Without defining the linkages, or at least how the different teams can work with each other, lessons learned from the projects are at risk of being lost in the CSO briefs and CSO Engagement Plan.

6. **Scope of work:** The consultant will coordinate closely with project officers to identify and implement opportunities for higher levels of CSO engagement and ensure that projects are designed with participation from CSOs working in the sectors of focus and with communities affected by ADB projects. The Civil Society Participation Consultant is responsible supporting the resident missions of Armenia, Georgia and Uzbekistan in facilitating consultation and participation of community and relevant civil society groups as per ADB's policies and guidelines into project operations at a country and project level. The consultant will also undertake specific research by collecting and analyzing projects communication and outreach practices to identify the gaps and address ways forward to strengthen the visibility of project activities, achievements, and results with the relevant stakeholders.

7. **Detailed tasks and/or expected outputs** include the following:

- Support the implementation of the CSO engagement action plan for GRM
- Assist Armenia Resident Mission prepare and implement a CSO engagement plan. Support at least one outreach event as in Armenia.
- Provide technical support on CSO engagement as needed to mission leaders
- Support 1 project ARM is designing that may have CSO engagement.
- Support the projects in GEO that have CSO engagement (current and future).
- Assist UZB Resident Mission prepare ADB–CSO–country cooperation action plan
- Support the implementation of the 3 CSO initiatives in UZB linked to the current portfolio.
- Update both the Armenia and Uzbekistan CSO briefs.
- Document the learning from these projects into a knowledge product that we publish.
- Lead a training session at the annual ADB staff training event
- Lead a training session on ADB/CSO cooperation for the key government counterparts in UZB
- Coordinate closely with the gender specialist in each project and resident mission and ensure coordination and non-duplication of efforts.

8. **Minimum Qualification Requirements** for the position include the following:

- Master's degree in social sciences, communications, developmental studies or similar subject area
- Experience working on CSO projects, government-financed development projects and/or projects supported by international development organizations; experience on ADB-financed project an advantage
- Substantial experience in working for a CSO at the community level, including projects with strong CSO, gender, and/or youth components and targeting the participation of vulnerable and marginalized groups
- A solid understanding of how civil society can support the design and implementation of ADB-financed projects in Armenia, Georgia and Uzbekistan
- Fluent in written and spoken English; Russian language an advantage
- The candidate should be fit for travel as the assignment includes visits to project sites.

9. **Deliverables** of the assignment are:

- Completed CSO country operations assessments and ADB–CSO–country cooperation action plans (Armenia and Uzbekistan)
- Completed country reports on policies and programs for CSO engagement in national development plans prepared for two selected DMCs (Armenia and Uzbekistan)
- Updated CSO Briefs for Armenia and Uzbekistan

- Projects with CSO engagement in Armenia, Georgia, and Uzbekistan successfully supported

10. **Schedule and location of assignment.** December 2019-December 2020, based in Georgia with travel to Armenia and Uzbekistan.

B. National Consulting Firms

1. Firm I: Community awareness raising campaign on water use and water hygiene (in support of the UZB: Second Tashkent Province Water Supply System Development Project)

11. **Project background.** SDCC supports regional departments to operationalize corporate directions of ADB through meaningful engagement with civil society to improve development effectiveness through cluster technical assistance C-TA 0026: Deepening Civil Society Engagement for Development Effectiveness, approved on 27 November 2017. The third subproject, planned for July 2019-December 2020, will further deepen the TA cluster activities into selected countries in all regional departments by supporting three outputs: capacity for effective CSO engagement in the design, implementation, and monitoring of ADB projects improved; demonstration activities through effective CSO engagement conducted; and knowledge products about effective CSO engagement in ADB operations generated and shared.

12. To help achieve the deliverables of output 2, particularly to support proposed ADB-financed projects through higher-level CSO engagement, ADB will engage a CSO operational in Uzbekistan to implement the *Community awareness raising campaign on water use and water hygiene* under the recently approved UZB: Second Tashkent Province Water Supply System Development Project. ADB will use consultants' qualifications selection, so proposing entities should detail their approach and how they will staff the assignment within the given budget. Proposals should include a replicability aspect for demonstrating activities to complement innovation and increase sustainability. Explain how activities may be scaled up.

13. **Objective and purpose of the assignment.** The purpose of the assignment is for CSOs and community-based organizations (mahallas) to ensure sustainability and promote accountability by empowering citizens to participate in the project.

14. **Scope of work:** The assignment supports three project outputs through a series of coordinated activities:

Output 1: Centralized urban wastewater systems in the cities of Angren, Akhangaran, Almalyk, Chirchik, Bekobod, Yangiyul and the Chinaz urban center improved

- Design and implement an education campaign in two population centers on climate change and the need to introduce water saving technologies. Ensure the education campaign is appropriate for the target group and is field tested before rollout. The education campaign must align with the project's objectives and have indicators to measure change in knowledge among target populations.
- Conduct five social mobilization activities in the 2 population centers such as (i) capacity development workshops for children and young people, their parents and teachers, as well as school administration and local government officials; (ii) establishing hygiene promotion mechanism in schools; and (3) school and hospitals based hygiene promotion events with involvement and participation of traditional and non-traditional media.

Output 2: Decentralized wastewater disposal systems in rural settlements of Chinaz and Yangiyul districts improved.

- Develop and execute an evidence-based behavior change communication strategy for rural settlements of Chinaz and Yangiyul districts to generate demand for improved sanitation among rural and poor households. The strategy may include, among other things, toolkits for awareness raising and an information campaign among rural communities for installation of individual household septic tanks.
- Design and implement a feedback mechanism to measure the efficiency of the improved decentralized waste water disposal system in one district.

Output 3: TPS wastewater management and project implementation capacity strengthened

- Facilitate target groups to develop and implement mechanisms for community-based decision-making processes.

15. **Expected outputs** of the assignment include:

- Completed education campaign, with documented change in understanding, on water saving technologies in 3 project target population centers
- Five social mobilization activities completed and documented
- Completed behavior change communication strategy on improving sanitation practices in one community where wastewater disposal systems are improved
- Operational feedback mechanism that is capturing feedback and successfully responding to feedback to improve efficiency
- Community-based decision-making mechanism in place in 3 project target population centers.

16. **Duration and Location of the Assignment.** The assignment will be based in Uzbekistan. The project will cover 2 project cities. ADB identifies expects that the successful team will begin work in Q4 2019. The project will last for 12 months.

17. **Proposal preparation.** Proposing entities are requested to prepare a detailed description of how they propose to deliver on the outputs of the contract in the section of their proposal called “Approach and Methodology.” In this narrative, entities should be explicit in explaining how they will achieve the outputs and include any information on any existing activities upon which they may build, as well as the details of staff that will comprise the project team. Proposing entities will determine the number and the nature of experts they will require to achieve the objectives of the contract, and the duration (in person months) of their inputs, in accordance with their proposed approach and methodology. Entities must describe their experience in the subject area in Uzbekistan.

2. **Firm II:** Farmer Awareness Raising and Capacity Building in support of the UZB: Livestock Value Chain Development Project

18. **Project background.** SDCC supports regional departments to operationalize corporate directions of ADB through meaningful engagement with civil society to improve development effectiveness through cluster technical assistance C-TA 0026: Deepening Civil Society Engagement for Development Effectiveness, approved on 27 November 2017. The third subproject, planned for July 2019-December 2020, will further deepen the TA cluster activities into selected countries in all regional departments by supporting three outputs: capacity for

effective CSO engagement in the design, implementation, and monitoring of ADB projects improved; demonstration activities through effective CSO engagement conducted; and knowledge products about effective CSO engagement in ADB operations generated and shared.

19. To help achieve the deliverables of output 2, particularly to support proposed ADB-financed projects through higher-level CSO engagement, ADB will engage a CSO to implement the Farmer awareness raising and capacity building demonstration project in support of the proposed UZB: Livestock Value Chain Development Project. ADB will use single source selection. The proposing entity should detail its approach and how it will staff the assignment. Proposals should include a replicability aspect for demonstrating activities to complement innovation and increase sustainability. Explain how activities may be scaled up.

20. **Objective and purpose of the assignment:** The purpose of the assignment is to increase the impact of the Livestock Value Chain Development Project by increasing farmers' awareness about raising livestock to maximize their economic return.

21. **Scope of work.** The successful entity will identify the areas where farmers can increase their awareness about the project's benefits to livestock producers and design a tailored capacity building program to address these knowledge gaps. Areas that the capacity building program may include are good practice in raising pedigree livestock, understanding how to finance the purchase of higher-value livestock, and the benefits of artificial insemination. The awareness raising campaign will include indicators for success of increased knowledge.

22. **Expected outputs** of the assignment include:

- Information campaign with specific target group, relevant messages, and methods of information dissemination developed and field tested;
- Completed information campaign with documented increase in knowledge and awareness of topics that lead to farmers benefitting more from the project.

23. **Duration and Location of the Assignment.** The assignment will be based in Uzbekistan. The campaign should be nationwide but may be adjusted to address regional issues or priorities. ADB identifies expects that the successful team will begin work in Q4 2019. The project will last 12 months.

24. **Proposal preparation.** Proposing entities are requested to prepare a detailed description of how they propose to deliver on the outputs of the contract in the section of their proposal called "Approach and Methodology." In this narrative, entities should be explicit in explaining how they will achieve the outputs and include any information on any existing activities upon which they may build, as well as the details of staff that will comprise the project team. Proposing entities will determine the number and the nature of experts they will require to achieve the objectives of the contract, and the duration (in person months) of their inputs, in accordance with their proposed approach and methodology. Entities must describe their experience in the subject area in Uzbekistan.

3. **Firm III: Empowering Women in Support of Gender Action Plan priorities (of the UZB: CAREC Corridor 2 Karakalpakstan Road Project)**

25. SDCC supports regional departments to operationalize corporate directions of ADB through meaningful engagement with civil society to improve development effectiveness through cluster technical assistance C-TA 0026: Deepening Civil Society Engagement for Development

Effectiveness, approved on 27 November 2017. The third subproject, planned for July 2019-December 2020, will further deepen the TA cluster activities into selected countries in all regional departments by supporting three outputs: capacity for effective CSO engagement in the design, implementation, and monitoring of ADB projects improved; demonstration activities through effective CSO engagement conducted; and knowledge products about effective CSO engagement in ADB operations generated and shared.

26. To help achieve the deliverables of output 2, particularly to support proposed ADB-financed projects through higher-level CSO engagement, ADB will engage a CSO to implement the *Empowering women through Gender Action Plan (GAP) Priorities* under the proposed UZB: CAREC Corridor 2 Karakalpakstan Road Project. ADB will use single source selection to engage Business Women's Association to complete this assignment.

27. **Objective and purpose of the assignment:** The CAREC Corridor 2 Karakalpakstan Road Project passes through some of the most remote and poorest areas of Uzbekistan. This demonstration project will enhance the impact of the road by supporting the creation of livelihood and jobs for women in the project's surrounding area. Proposals should include a replicability aspect for demonstrating activities to complement innovation and increase sustainability. Explain how activities may be scaled up.

28. **Scope of work:** The demonstration project will illustrate how CSO engagement can enhance the impact of ADB-financed projects in Uzbekistan through completion of the following activities:

- Conduct a needs assessment to understand what types of livelihood initiatives would best support poor women in the project area. Conduct a market assessment to identify where the opportunities for more providers lie in the project area.
- Design and implement a livelihood training program for at least 100 women in the Jaslik and Karakalpakstan Social Community Complexes (SCC) to be built by the Project, based on the needs identified in above assessment. Training may also include general topics, such as small business management, budgeting, and saving.
- Ensure that at least 10 out of 100 women trained open their own businesses with the assistance provided by the local Women's Committee
- Conduct a series of gender awareness training workshops with local leaders and communities in project area prior to the start of road construction in close cooperation with the local Women's Committee
- Conduct Information campaign about the Project (at least 2 articles in the local newspapers and 2 broadcasts at the local TV or Radio)
- Facilitate discussions with poor women in the project's target area about the upcoming project and identify any areas of concern women have, such as road safety, about which information campaigns could improve the value of the road to the communities near it.
- To facilitate a creation of 2 core groups of women-leaders in Jaslik and Karakalpakstan project area to support women' entrepreneurial undertakings
- Design, implement, and monitor progress of two information campaigns on issues raised by women during consultations.
- To ensure successful implementation of the project GAP to meet ADB' requirements for the assigned gender category

29. **Expected deliverables** of the assignment include the following:

- Needs assessment of livelihood training needs of poor women in project area and market assessment of local opportunities for income generation. (by month 3)

- Consultation report identifying concerns and recommendations by women in the project area and proposed action plan to address these issues.
- Completed livelihood training for at least 100 women to be conducted in the Jaslik and Karakalpakstan Social Community Complexes (SCC)
- Completed at least two gender awareness training workshops with local leaders and communities in project area prior to the start of road construction in close cooperation with the local Women's Committee
- Two completed information campaigns to increase positive impact of road project on nearby communities, with documented change in understanding of key issues among target population.
- At least 2 core groups of women-leaders in Jaslik and Karakalpakstan created and functional with a help of local Women's Committee to further support women' entrepreneurial undertakings
- Successful implementation of the Project GAP and submission of GAP' implementation report

30. **Duration and Location of the Assignment.** The assignment will be based in Karakalpakstan, Uzbekistan. ADB identifies expects that the successful team will begin work in Q4 2019. The project will last for 12 months.

31. **Proposal preparation.** Proposing entities are requested to prepare a detailed description of how they propose to deliver on the outputs of the contract in the section of their proposal called "Approach and Methodology." In this narrative, entities should be explicit in explaining how they will achieve the outputs and include any information on any existing activities upon which they may build, as well as the details of staff that will comprise the project team. Proposing entities will determine the number and the nature of experts they will require to achieve the objectives of the contract, and the duration (in person months) of their inputs, in accordance with their proposed approach and methodology. Entities must describe their experience in the subject area in Karakalpakstan, Uzbekistan.

4. **Firm IV: Innovative learning methodology for kindergartens in support to Livable Cities investment Program (Georgia)**

32. **Project Background.** Under upcoming MFF Livable Cities Investment Program, ADB is intending to mainstream integrated urban development in a participatory manner to achieve more balanced regional development. One of the priority areas underlined from the shortlist of projects in the three clusters of Telavi, Zugdidi and Mestia is upgrading urban infrastructure and services, which is linked to childcare services improvement. Local municipalities are tasked with delivery, management and financing of early childhood day-care, which is essential for the healthy development of young children and for supporting their caregivers and meeting their needs in terms of quality education. The implementation of neuroplasticity-based learning model in kindergartens is directly aligned with the project through enhancing learning abilities of young kids with innovative approaches improving overall livability for the families in the targeted regions. The kindergartens were flagged as one of the priority areas requiring improvements during stakeholder engagement meetings with local population, CSOs and local government conducted under policy advisory technical assistance (PATA) livable cities program.

33. The proposed support to kindergartens is in line with livable cities investment program outputs 1 (Adequacy and efficiency of urban infrastructure and services improved) and 3 (Institutional capacity for implementing and managing urban infrastructure and services enhanced) and overall outcome (Urban and tourism infrastructure and services across selected cluster

regions in Georgia improved, enhancing the quality of life of the residents) and will contribute to the development of livable cities with an improved quality of life, and the realization of the main aim of the project to create economically competitive, inclusive and resilient urban clusters in Georgia for the country's sustainable development. Proposals should include a replicability aspect for demonstrating activities to complement innovation and increase sustainability. Explain how activities may be scaled up.

34. **Preschool education in Georgia.** Early childhood education teaching methods based on neuroplasticity are well-established in number of developed countries and have proved to be one of the most effective methods in enabling children to overcome learning barriers and improve their performance. According to the international benchmarking tools used to assess achievements and the application of knowledge and skills (for instance, the Program for International Student Assessment), Georgia has a statistically lower average level compared to the mean scores among CEE/CIS and EU countries in reading and science literacy. Different studies have shown that pre-school education and attendance has a significant impact on learning performance in later stages of education. Preschool education is not yet fully developed in Georgia. This is especially true with learning methodologies that encourages early childhood brain development to aid better performance at school.

35. As a result of the adoption the Law of Georgia on Early and Preschool Education in 2016, the Government of Georgia started reforms to ensure better accessibility, equality and quality of pre-school education. Based on the law, the Ministry of Education, Science, Culture and Sport of Georgia introduced obligatory national standards and guidelines for early childhood development, including authorization systems for kindergartens and new teaching methods for pre-school teachers. These reforms are ongoing. Recently, a new training module – Core Principles for Early Childhood and Pre-school Learning and Education – has been introduced for pre-school teachers developed by the Ministry of Education. The module includes a neuroplasticity approach that is proposed teachers to use in their teaching methodologies with kindergarten children.

36. **Neuroplasticity-based learning.** This is a neuroscience-based approach to aid children's brain development. It is especially useful for those facing maltreatment or poverty, which as a number of studies have proved weaken the architecture of the developing brain and can lead to lifelong learning, behavioral, physical and mental health problems. Neuroplasticity relates to the forming and reforming of neural pathways, which is critical during the first five years of a child's life. Teaching methods based on this approach encourage children to better develop their emotional and physical health, cognitive and linguistic capacities, and social skills. These emerge in early years and are all important for success in school, the workplace, and in the larger community.

37. **Objectives of the Assignment.** The objective is to establish a new learning methodology for kindergartens in Georgia through applying innovative solutions and techniques to better serve children needs in the country.

38. **Scope of Services.** The assignment will include the following tasks:

- Output 1: Upgrade the learning modules based on neuroplastic methodology to tailor them to the needs of kindergartens in the regions (Kakheti and Samegrelo – Zemo Svaneti);
- Output 2: Develop new learning modules based on neuroplastic methodology for disabled children in specialized kindergarten in Tbilisi;

- Output 3: Develop a manual for interior and exterior design based on neuroplastic methodology for kindergartens; and
- Output 4: Conduct advocacy activities and social awareness campaign targeting key stakeholders to promote the new learning tools and methodology.

39. **Implementation arrangements, reporting requirements and timing for the consulting services**

Output 1:

- Conduct consultations with the key stakeholders to identify the list of kindergartens in two municipalities of Telavi and Mestia and agree with Local Governments and targeted municipalities on the selected 2 kindergartens to establish the new learning methodology;
- Identify the areas for upgrading the methodology to better fit the selected kindergartens needs;
- Prepare training modules for teachers and conduct trainings
- Identify the trainers at the municipality level and prepare targeted training modules (ToT) for trainers; conduct the training
- Monitor teachers and trainers' performance after the trainings and provide assessment and recommendation on further improvements.

Output 2:

- Conduct consultations with specialized kindergarten in Tbilisi and agree with responsible government agency to establish the new learning methodology for the children with different disabilities;
- Prepare training modules for children with different disabilities and conduct the training
- Prepare the ToT modules for the identified trainers at municipality level and conduct trainings

Output 3:

- Conduct assessment of the 3 kindergartens current interior and exterior design with regards to neuroplasticity-based learning methodology and based on the assessment prepare a draft design layout for 3 kindergartens identified;
- Prepare the draft manual for kindergartens interior and exterior design considering the neuroplasticity-based learning methodology.

Output 4:

- Prepare the advocacy and social awareness campaign time bound action plan with corresponding budget to include video clip proposals; brochures, leaflets etc
- Design one video clip, prepare and print brochures (600 units) and leaflets (600 units) for disseminations through social media and local population to increase awareness of the project
- Prepare draft recommendation notes on how government could scale up the new learning methodology approach in other regions of Georgia, including the draft time-bound action plan with corresponding budget.

40. **Key Timelines and Milestones for Outputs and Reporting Requirements**

Report No.	Description	Payment Percentage	Estimated Submission Date
1	Inception report and overall work plan	40%	2 weeks after the contract commencement
2	Midterm Report to cover progress on outputs 1-4	40%	6 months after the contract commencement date
3	Final report, which shall include (i) upgraded module for kindergarten; (ii) a new module for specialized kindergarten targeting children with different disabilities; (iii) Advocacy and social awareness campaign report (summarizing the activities conducted and results achieved)	20%	14 months after the contract commencement

41. **Duration and Location of the Assignment.** The assignment will be based in Tbilisi. The project will cover 3 municipalities in different regions of Georgia. ADB expects that the successful team will begin work in Q3 2019. The project will last for 14 months.

42. **Key Expertise Required.** Proposing entities will determine the number and the nature of experts they will require to achieve the objectives of the contract, and the duration (in person months) of their inputs, in accordance with their proposed approach and methodology. However, ADB requires two key positions: (i) Neuroplasticity-based Learning specialist, who will be expected to act as team leader, and (ii) a Project Coordinator.¹

43. The **Neuroplasticity-based Learning specialist** (national, intermittent inputs) will combine team leader functions with those of an expert in neuroscience-based learning model. The Expert will report to the ADB and will provide key expertise on proposed new learning methodology and guidance to targeted kindergartens and municipalities in implementation, capacity building through coaching, training, and monitoring, and field immersion direction. S/he will also oversee the team's development of technical documents such as project guidelines, operations manual, field trainers, training modules and staff terms of reference. The consultant will lead capacity building including training, coaching and mentoring. Finally, s/he will ensure the delivery of project outcomes. The minimum qualifications are:

- Experience of directly implementing the new learning methodology approach, in other municipalities of Georgia;
- Demonstrated ability to supervise a team of experts. S/he will coordinate with the various project stakeholders, will address any contract implementation issues as they arise, and will ensure the timely delivery of contract outputs;
- Advanced university degree in neurophysiology, physiology or relevant discipline, with excellent written and spoken English language skills.

44. The **Project Coordinator** (national) will oversee all administrative aspects of the project and day-to-day management, reporting to ADB to ensure full coordination with other team members. The expert will have a relevant university degree (Master's preferred but not required)

¹ The data sheet indicates a minimum input of 0.1 person months for each key expert. This is to allow full flexibility to the proposing entities to determine the input duration.

and will have demonstrated experience of at least 1 year, preferably with the IFI-financed program and project management experience. Specific tasks include:

- Support the management of in assessments, implementation oversight and management, support in training, and input on monitoring, documentation and knowledge management for the project;
- Manage potential external technical consultants and partners to ensure high quality outputs;
- Coordinate production of TA products including program design and budgets, monitoring and evaluation frameworks;
- Oversee the production of engagement-related documentation, reporting and communication functions as necessary; and
- Develop key knowledge products and disseminate experiences among other municipalities and regional administrative units and to share with relevant stakeholders, and external audiences.

45. In addition to the two required key experts, the proposing entity should also include in its technical proposal, in the personnel work plan, and in the financial proposal all other “non-key experts” required in accordance with their proposed approach and methodology. The proposing entity must also determine and indicate the number of person-months for which each key and non-key expert will be required. All experts engaged under the contract, whether key or non-key experts, must be citizens of one of the ADB member countries.

46. **Proposal Preparation.** Proposing entities are requested to prepare a detailed description of how they propose to deliver on the outputs of the contract in the section of their proposal called “Approach and Methodology.” In this narrative, entities should be explicit in explaining how they will achieve the outputs and include any information on any existing activities upon which they may build, as well as the details of staff that will comprise the project team. Entities must describe their experience in subject area in Georgia.

47. Only one curriculum vitae must be submitted for each key and non-key expert included in the proposal. Only the curriculum vitae of key experts will be scored as part of the technical evaluation of proposals. The curriculum vitae of non-key experts will not be scored, however ADB will review and individually approve or reject each CV for each non-key expert position in the proposal. The overall composition of the team, the credentials of non-key experts, and the design of the team as a whole – including the appropriateness of the level of inputs (home, field, total) – will be taken into account in the evaluation of Quality of Approach and Work Plan and Personnel Schedule criteria. All positions under the contract, both key and non-key experts, must be included and budgeted for in the financial proposal in accordance with the person-month allocation required for each as defined by the proposing organization.

48. **Terms of the Assignment and Implementation Arrangements.** The consulting team will report to the Senior Social Development Specialist, SDCC, for approval of payments. However, the Civil Society Participation consultant will provide technical support and oversight from Georgia Resident Mission, as well as the Livable Cities project officer.

49. The team will be based at the office space provided by the municipalities, with regular travel to the project sites to ensure that the project is harmonized with country policy and plans. The project coordinator, together with the respective focal points of the target municipalities and local government agencies, will facilitate training, monitoring and evaluation of the project. Project progress, directions, policies, and plans shall be discussed on a regular basis with ADB and local

government offices. Progress should be reflected in writing in the corresponding reports as described above under para 40.

5. **Firms V and VI: National CSOs—Direct Interventions in South Asia (4 months, 2 consulting firms/CSOs, intermittent)**

50. Two national CSOs will be engaged (2 months/CSO, intermittent) to conduct CSO demonstration activities in two selected SARD DMCs (1 CSO per DMC). Each CSO will be selected based on its (i) track record in engaging community-based organizations (CBOs) and other local CSOs in the sites of selected ADB-financed program/s or project/s in the DMC;² (ii) demonstrated ability to effectively design and implement CSO consultation and participation plans – based on an assessment of the needs and concerns of communities and CBOs; (iii) experience in coordinating with local governments, executing and/or implementing agencies for initiatives with CSO participation; and (iv) alignment of their technical proposal (on the approach for designing and implementing the consultation and participation plan) with the framework of the selected ADB-financed program/s or project/s. Each CSO will include three national experts: 1 project coordinator (2 person-months, intermittent) and 2 consultation and participation experts (2 person-months per expert; total of 4 person-months for 2 experts, intermittent). Proposals should include a replicability aspect for demonstrating activities to complement innovation and increase sustainability. Explain how activities may be scaled up. Outline terms of reference associated with the individual national experts of each CSO are outlined as follows:

- (i) **Project Coordinator (2 person-months, individual, intermittent).** The national expert will be responsible for ensuring the high standard delivery of agreed tasks and outputs of the CSO through (a) coordinating with the implementing agency and concerned HQ- and RM-based staff on the CSO consultation and participation requirements of selected ADB-financed program/s or project/s; (b) acting as the team leader of the two national consultation and participation experts and as their quality assurance advisor; (c) providing back-up support to the consultation and participation experts especially in situations of conflict with CSOs; and (d) consolidating the reports of the consultation and participation experts and submitting to the project implementing agency and concerned ADB HQ- and RM-based staff. The expert should have a post-graduate degree or equivalent level of training in program or project management and at least 5 years of experience in mobilizing CSO participation in programs or projects of the government or international development institutions, like ADB.
- (ii) **Consultation and Participation Experts (2 person-months per consultant, 2 individual consultants, intermittent).** The national experts will be responsible for (a) conducting stakeholder analysis of selected ADB-financed programs or projects; (b) preparing a CSO consultation and participation plan (with a stakeholder communication strategy), and finalizing the plan in consultation with their CSO Project Coordinator, project implementing agency, and concerned staff of selected ADB-financed program/s or project/s; (c) facilitating CSO consultation and participation activities based on the agreed consultation and participation plan; and (d) documenting CSO consultation and participation activities and submitting

² The number of ADB-financed programs or projects to be handled by a CSO will depend on the extent and complexity of CSO consultation and participation requirements of the selected programs or projects as to be determined by the project implementing agency and concerned ADB HQ- and RM-based staff. Two or more programs or projects per CSO could be covered in a 2 person-month engagement if the requirement is simple or not complex.

reports to their CSO project coordinator. The consultation and participation experts should have a college degree (preferably a post-graduate degree) or equivalent level of training in community development and at least 3 years of experience in mobilizing community participation in development programs or projects of the government, CSOs, or international development institutions, like ADB.

51. **Scope of work.** The national CSO will deliver the following outputs: (i) inception report presenting an initial stakeholder analysis of selected ADB-financed program/s or project/s, CSO consultation and participation plan/s, and project management plan (with key activities and expected number of work-days of the project coordinator and consultation and participation experts, and monitoring and reporting mechanisms) – 2 weeks after contract signing to be finalized based on the comments of project implementing agency (PMU or PIU); (ii) mid-term progress report on consultation and participation activities, outputs, and short-term outcomes in relation to the ADB-financed program or project – 1 person-month after contract signing; and (iii) completion report on all consultation and participation activities with sex- and ethnicity (if applicable)-disaggregated data on participants, outputs, and short-term outcomes in relation to the associated ADB-financed program or project– 2 weeks after completion of all consultation and participation activities. The CSO must ensure the equal opportunity of women and men to participate in all consultation and participation activities.

C. Non-consulting Services

Organizing the graduation approach learning event, September 2020

52. SDCC supports regional departments to operationalize corporate directions of ADB through meaningful engagement with civil society to improve development effectiveness through cluster technical assistance C-TA 0026: Deepening Civil Society Engagement for Development Effectiveness, approved on 27 November 2017. The third subproject, planned for July 2019-December 2020, will further deepen the TA cluster activities into selected countries in all regional departments by supporting three outputs: capacity for effective CSO engagement in the design, implementation, and monitoring of ADB projects improved; demonstration activities through effective CSO engagement conducted; and knowledge products about effective CSO engagement in ADB operations generated and shared.

53. **Project background.** To help achieve the deliverables of output 3, ADB will host a learning event in September 2020 about the graduation approach project in the Philippines jointly financed by Subproject 2 and TA 9017. This graduation event and immersion visit would be an opportunity to showcase ADB's existing investment in the graduation project led by the Department of Labor and Employment with support from partners BRAC and Innovations for Poverty Action. This project is the first government-led execution of the graduation approach in the Philippines and as such serves as not only a base for further expansion and scale nationally by government entities in the Philippines, including DOLE, but further constitutes an exceptionally strong demonstration effect for peer governments in the region.

54. **Objectives of the Assignment.** For this reason, this event consisting of a 2-day field immersion visit and 1-day event in Manila would bring together ministry officials from neighboring countries keen to delve into social protection and economic inclusion approaches akin to graduation. These officials will have opportunity to conduct an in-depth immersion visit to the DOLE pilot coupled with a learning event to showcase implementation lessons learned, a robust research agenda assessing impact and cost implications of the approach, as well as institutional arrangements which facilitated the launch of the pilot. It will further serve as a platform for regional

dialogue across country governments. In this way, the results of the DOLE Graduation pilot in the Philippines will be elevated to influence policy discourse as well as social assistance and economic inclusion programming in the region as a whole.

55. **Deliverables of the Assignment.** ADB will engage BRAC, who supported the project's implementation, to design and deliver the knowledge event. BRAC will report to the ADB project officer in SDCC. The assignment will include the following deliverables:

- (i) Design an agenda that will ensure participants have a full understanding of the graduation approach in general and the ADB and DOLE-financed project in the Philippines. Explain decisions around project design features, including the impact assessment. Ensure participants understand the value added by CSO collaboration.
- (ii) Identify appropriate government officials to attend the event, based on their interest in potentially establishing a similar project in their own country with ADB financing.
- (iii) Oversee all logistics for the field visit, including transportation, meals, guest speakers, and similar arrangements. Work with ADB staff to organize ADB HQ-based logistics for the event.