

## **TERMS OF REFERENCE FOR CONSULTANTS**

1. A total 223 total individual consulting inputs will be allocated as follows: (i) 24 person-months to eight international consultants, (ii) 196 person-months to 21 national consultants and (iii) three person months to seven resource persons. The international contracts (including out-of-pocket expenses) are estimated to cost \$442,000 while the national contracts are estimated at \$644,000. The total package for the resource persons/facilitators (under the workshop budget) is estimated at \$58,000. Individual consultants will be recruited using Individual Consultant Selection.

### **A. Central and National Secretariat Consultants**

1. **Regional Cooperation Coordination Specialist** (international, 10 person-months).

2. **Objective and Purpose of Assignment.** The Consultant will be part of a core team engaged to: (1) provide a proactive approach in defining, carrying out and monitoring the GMS program as well as in the conduct of any follow-on activities to be agreed upon and endorsed by the GMS Leaders during the GMS Summit or the GMS Ministers during the Ministerial Conference, (2) support the work programs of the various GMS working groups with a focus on enhancing development results, (3) examine ways to engage the private sector through public-private partnerships and private sector participation in GMS projects, (4) provide more effective coordination among development partners, and (5) assist the capacity of national coordinators and line agencies in the GMS countries.

### **3. Detailed Tasks**

- (i) prepare analytical criteria and process for the review of GMS Program initiatives, projects, and activities based on, among others, the completed sector strategy studies, and the management for development results (MfDR) framework adopted by ADB;
- (ii) help update the Regional Investment Framework (RIF), together with ADB sector divisions concerned, and recommend improvements in its use for planning and programming and resource mobilization for the GMS Program;
- (iii) assist in the implementation and monitoring of the GMS Regional Investment Framework and Implementation Plan (RIF IP) and in the preparation and presentation of recommendations on the RIF IP to appropriate GMS forums;
- (iv) provide support for the follow-on activities in the assigned GMS working group based on the directions of the 6th GMS Summit and the annual GMS Ministerial Conference;
- (v) help counterpart national secretariats prepare resource papers, in consultation with ADB sector divisions concerned, for follow-up actions on directives from the Fifth GMS Summit, annual GMS ministerial conferences, GMS Economic Corridor Forums, Sub-corridor Task Force Workshops, and/or working groups and other high-level follow-up activities or GMS-related events (e.g., nongovernment organization dialogues);
- (vi) provide updates to the GMS regional pipeline (transport projects);
- (vii) provide the required documentation needed in the GMS transport sector working group and other activities for easy future reference by counterpart GMS national secretariats and concerned ADB staff;
- (viii) participate in consultation and monitoring missions to the GMS countries as required;
- (ix) provide inputs on improvements in the style and content of the GMS website; and
- (x) coordinate the inputs of other GMS consultants.

#### 4. Deliverables

- (i) Conference Proceedings, Meeting Agenda, Workflow
- (ii) Inputs to papers, GMS RIF, SEA RCI Pipeline
- (iii) Inputs to regular ADB reporting systems and management requests

#### 5. Qualifications

- (i) Graduate degree in Economics or related field
- (ii) Extensive work experience in the Greater Mekong Subregion and regional cooperation and integration

- 2. **Regional Cooperation Coordination Specialist** (national, 3 people, 52 person-months total)

6. **Objective and Purpose of Assignment.** The Consultants will be part of a core team engaged to (1) provide a proactive approach in defining, carrying out and monitoring the GMS program as well as in the conduct of any follow-on activities to be agreed upon and endorsed by the GMS Leaders during the GMS Summit or the GMS Ministers during the Ministerial Conference, (2) support the work programs of the various GMS working groups with a focus on enhancing development results, (3) examine ways to engage the private sector through public-private partnerships and private sector participation in GMS projects, (4) provide more effective coordination among development partners, and (5) assist the capacity of national coordinators and line agencies in the GMS countries. The three consultants will coordinate different sector working groups.

#### 7. Detailed Tasks

- (i) help update the Regional Investment Framework (RIF), together with ADB sector divisions concerned, and recommend improvements in its use for planning and programming and resource mobilization for the GMS Program;
- (ii) help counterpart national secretariats prepare resource papers, in consultation with ADB sector divisions concerned, for follow-up actions on directives from the Fifth GMS Summit, annual GMS ministerial conferences, GMS Economic Corridor Forums, Sub-corridor Task Force Workshops, and/or working groups and other high-level follow-up activities or GMS-related events (e.g., nongovernment organization dialogues);
- (iii) provide the required documentation needed in assigned GMS working group and other activities for easy future reference by counterpart GMS national secretariats and concerned ADB staff;
- (iv) backstop the conduct of quick reaction, problem-specific and issue-focused studies for the GMS for the sectors that the expert is handling;
- (v) provide inputs to improve the GMS website and to formulate and implement the GMS publications and information program;
- (vi) participate in consultation and monitoring missions to the GMS countries as required.

#### 8. Deliverables

- (i) Conference Proceedings, Meeting Agenda, Workflow
- (ii) Inputs to papers, GMS RIF, SEA RCI Pipeline

- (iii) Inputs to regular ADB reporting systems and management requests

## 9. **Qualifications**

- (i) Graduate degree in Economics or related field
- (ii) Extensive work experience in the Greater Mekong Subregion and regional cooperation and integration

### 3. **Project Coordinator and Analyst** (national, 21 person-months)

10. **Objective and Purpose of Assignment.** The Project Analyst/Coordinator will organize various activities related to the implementation of the GMS Program, and assist in efficiently mobilizing knowledge/ information needs, and coordinate/obtain feedback from GMS stakeholders. The consultant will ensure the timely exchange of information about programs and priorities in GMS among GMS stakeholders, including between (i) GMS sector working groups, forums, and national secretariats; (ii) ADB and other development partners involved in the subregion.

## 11. **Detailed Tasks**

- (i) liaise with GMS government focal persons, ADB project officers and various stakeholders including other development partners on the implementation of GMS activities;
- (ii) support the organization of capacity building workshops and conferences (e.g., sector working group/task force meetings, senior officials' meetings, economic corridor forum, and the ministerial conferences)—including preparing draft correspondence, briefing folders, budget estimates, liquidation
- (iii) of workshop expenses; identifying conference venues and negotiating a conference package with the hotel; monitoring the room requirements and flight schedules of participants; and providing overall logistical support;
- (iv) facilitate GMS-related consultation missions through coordination with concerned agencies for meeting and travel; including arranging translation services for the meetings as required;
- (v) coordinate with ADB staff regarding equipment, printing, and other physical requirements of the GMS Program;
- (vi) ensure the smooth flow of documents and communication on GMS activities at the Regional Cooperation and Operations Coordination Division (SERC), Southeast Asia Department;
- (vii) provide systematic and adequate documentation on procedures and logistics of organizing GMS working groups and other activities for easy future reference by counterpart GMS national secretariats;
- (viii) enhance the dissemination of information on the GMS Program by helping to produce and distribute GMS publications, updating GMS mailing lists, and regularly updating the GMS website;
- (ix) assist in preparation of tables, charts or PowerPoint presentations; and
- (x) participate in ADB missions as required.

## 12. **Deliverables**

- (i) Cost Estimates and liquidation of workshop expenses
- (ii) Effective communication/correspondence with ADB staff & gov't counterparts

- (iii) Proper filing of TA documents
- (iv) Organized/well packaged workshop, workshop documents briefing folders

13. **Qualifications**

- (i) relevant work experience on organizing workshops/conferences/training in ADB;
- (ii) excellent communication abilities;
- (iii) proven organizational and management skills;
- (iv) good interpersonal skills (team player);
- (v) initiative and resourcefulness in undertaking assigned tasks, especially under stressful circumstances when organizing high level events; and
- (vi) trustworthy.

4. **GMS Secretariat Coordinator** (national, 5 consultants, 55 person-months total)

14. **Objective and Purpose of Assignment.** The KSTA seeks to strengthen GMS national secretariats (GNSs) so that they can take on more responsibility in managing the GMS Program. One national consultant will be hired in each of five GMS countries to assist during the transition process. The national consultants will provide timely and efficient support to the effective implementation of the Greater Mekong Subregion (GMS) Economic Cooperation Program

15. **Detailed Tasks**

- (i) liaise with GMS government focal persons, ADB project officers and various stakeholders including other development partners on the implementation of GMS activities;
- (ii) facilitate dialogue between the GMS Secretariat and concerned government agencies, e.g., the GMS National Coordinator and other regional cooperation focal points to resolve issues and implement planned work, and assist in conceptualizing future activities;
- (iii) support the GMS Secretariat on economic corridor-related activities involving the country, including the GMS Working Group Meetings;
- (iv) assist in the timely liquidation of workshop advances
- (v) assist in translation of some documents (especially receipts submitted for workshop expenses);
- (vi) support the preparation of the Country Operations Business Plan and the Southeast Asia Regional Cooperation and Integration Pipeline;
- (vii) establish relationships and liaise with appropriate counterparts in the line ministries, and relevant departments within ADB including SERC, and other ADB resident missions to facilitate participation of government officials in GMS events;
- (viii) support the organization of in-country consultations, capacity building workshops and conferences (e.g., sector coordinating committee meetings, senior officials' meetings, and the ministerial conferences), and assist in drafting of minutes and proceedings;
- (ix) facilitate GMS-related missions through coordination with concerned national agencies and other stakeholders for meeting and travel arrangements, including arranging interpretation services for the meetings of the various GMS groups, forums and ADB missions to be held in the country as required;
- (x) provide research and coordination assistance in the conduct of studies and research projects involving Lao PDR, including to assess needs for developing effective secretariat capacity as needed;

- (xi) analyze GMS related issues and provide adequate advice to the Senior Country Specialist, LRM and ADB Headquarters, as requested.

#### 16. Deliverables

- (i) Information and processed data as requested by ADB staff
- (ii) Timely booking and purchase of tickets for government participants who will participate in GMS meetings
- (iii) Liquidation of workshop advances
- (iv) Quotations from hotels and suppliers for GMS events
- (v) Draft of various documentation necessary for project implementation
- (vi) Help organize and participate in GMS missions from HQ to the country

#### 17. Qualifications

- (i) Bachelor's degree in business, communication or another relevant course,
- (ii) Excellent communication skills;
- (iii) Relevant work experience on organizing workshops/conferences/training in ADB;
- (iv) Proven organizational and management skills;
- (v) Good interpersonal skills (team player);
- (vi) Initiative and resourcefulness in undertaking assigned tasks, especially under stressful circumstances when organizing high level events.

### B. Web, Database and Statistics consultants

#### 5. Statistics Specialist (1 national consultant, 9 person-months)

18. **Objective and Purpose of Assignment.** A statistical database is being developed to provide comparative time series data and indicators from 1992—the inception year of the GMS cooperation—up to the latest available data. A statistics specialist will develop and update economic statistics comprising GMS macroeconomic indicators and data across key strategic sectors (i.e., transport, energy, agriculture, environment, urban development, tourism, transport and trade facilitation, and information and communications technology).

19. **Detailed tasks.** The Statistics Specialist will continue to develop the statistical database by: (i) populating/updating the completed data and indicators and/or improve collected data and indicators given the availability of new and better data sources, national and/or international ; (ii) search, prepare, collect and estimate data and indicators for the GMS sectors; (iii) expand the infrastructure indicators by adding supply side indicators; (iv) collect and process trade indicators showing bilateral intra-trade for each GMS country and GMS trade data by origin and destination; (v) supervise work of Information Web Programmer and Web Graphic Designer in the integration of the static statistical database into the GMS website; (vi) Work with web programmer in designing and developing a content management system in preparation for an interactive GMS statistical database; (vii) supervise the preparation and publication of succeeding issues of the GMS statistical database booklet.

#### 20. Deliverables:

- (i) Expanded statistical database with indicators for all GMS sectors
- (ii) Updated information and/or estimates for all existing data and indicators in the database

- (iii) GMS statistics Portal integrated with the GMS website
- (iv) Fourth and Fifth GMS Statistical Booklet

21. **Qualifications.** The statistics specialist will have a postgraduate degree in economics or statistics, relevant experience with regional cooperation in Southeast Asia, familiarity with the GMS Program, and a good understanding of the development issues in its priority sectors of cooperation.

#### 6. **Geographic Information System Specialist** (international, 3 person months)

22. **Objective and Purpose of Assignment.** The project database in the GMS website also GIS maps. The GIS maps will maximize the usefulness of the GMS project portfolio database for regional planning, monitoring and public information through the development of a database and online portal that joins latest Information management technologies and principles. Several knowledge products will also be produced under the KSTA that require inclusion of maps using GIS technology. The expert will prepare the required GIS maps for the GMS website and knowledge products.

#### 23. **Detailed tasks**

- (i) Update and further develop a database format for GMS projects that reflects stakeholder's information requirements that is GIS-compatible,
- (ii) Populate the database with information available at the GMS secretariat and consult with stakeholders to fill data gaps,
- (iii) Collect, process and consolidate GIS baseline datasets required for project mapping (administrative boundaries, towns, roads, railways, energy assets, basin boundaries, rivers etc.) for the new projects,
- (iv) Review GIS baseline datasets accuracy and, where necessary, update them in coordination with program stakeholders,
- (v) Map GMS projects using the GIS baseline datasets,
- (vi) Prepare GIS maps needed for knowledge products to be produced under the KSTA,
- (vii) Revise the maps after review and error checking by GMS

#### 24. **Deliverables**

- (i) Produce GIS maps for review by GMS stakeholders, and
- (ii) Revise the maps based on comments received from ADB and GMS governments

25. **Qualifications.** The GIS Specialist should have at least 7 years of experience in designing, capturing, storing, manipulating, analyzing, managing, and presenting all types of spatial or geographical data. He/she should have at least a Bachelor's Degree in related social sciences disciplines. Previous experience working on ADB projects particularly GMS projects would be an advantage.

#### 7. **Web Technical Developer and Administrator** (national, 9 person-months)

26. **Objective and Purpose of Assignment.** The web technical developer and administrator will be engaged as part of the GMS web team based in ADB headquarters to assist in developing the GMS website as an information portal for GMS projects and activities, and as a repository for

information on GMS program meetings and documents, publications, geocoded project information, and other relevant materials.

**27. Detailed tasks**

- (i) further develop website specifications of the externally hosted GMS website, including design and navigation facilities and business and technical requirements, using relevant technologies and related programs;
- (ii) contribute to development and maintenance of a content management system for the GMS website, including uploading of documents, sorting and searching materials, managing tracking system, checking broken or dead links, monitoring website user access or hits, and producing monthly analytics reports;
- (iii) undertake coding and testing and live testing of site as required;
- (iv) contribute to development and population of relevant database-related systems for the website, including the GMS geocoded project database and the monitoring database for the Regional Investment Framework Implementation Plan;
- (v) assist in development of interactive maps for the GMS Program;
- (vi) assist in the administration of the database and web server operating systems, as necessary;
- (vii) assist in managing and maintaining the externally hosted development server; and
- (viii) undertake other information technology-related tasks necessary for updating website content.

**28. Deliverable.** Functioning GMS Website.

**29. Qualifications.**

- (i) Degree in Computer Science, Computer Engineering or related field,
- (ii) At least 5 years of work experience of developing modern and standards compliant websites (example sites for review)
- (iii) At least 5 years of experience in web server configuration, management or maintenance and domain management and configuration
- (iv) At least 5 years of programming experience in HTML, JavaScript, PHP, MySQL
- (v) At least 2 years of experience with the Drupal framework
- (vi) Knowledge of the Google Map Application Programming Interface and the Bootstrap Framework is considered an advantage.

**8. Web Database Developer** (national, 9 person-months)

**30. Objective and Purpose of Assignment.** The web database developer will maintain the GMS project portfolio online map and the GMS project portfolio online database, and deploy scripts and coding that enable seamless data input and/or output between the website, interactive map (front end), geographic information system server, and database server.

**31. Detailed tasks**

- (i) Further develop website specifications of the externally-hosted GMS website, including design/navigation facilities, and business and technical requirements, using relevant technologies and related programs;
- (ii) Contribute to development and maintenance of content management system for [www.gmsprogram.org](http://www.gmsprogram.org) (to include uploading of documents, sorting and searching of

- materials, managing tracking system, checking broken or dead links, monitoring website user access/hits and producing monthly analytics reports);
- (iii) Undertake coding and testing/live testing of site as required; troubleshoot errors on the server and the program applications;
  - (iv) Contribute to development and population of relevant database-related systems for the website including the GMS projects database and the monitoring database for the Regional Investment Framework Implementation Plan;
  - (v) Administer the database and web server operating systems, implement and deploy fixes as necessary;
  - (vi) Provide technical support to IT/web programmer during the development of the planned GMS statistical database;
  - (vii) Coordinate with team developing statistical database to ensure efficient integration of GMS statistical database into the GMS website;
  - (viii) Provide maintenance of the GMS statistical database after its integration into the GMS website
  - (ix) Prepare technical documentation for the designed website (Website architecture, user manual for CMS etc.).

32. **Deliverables.**

- (i) Functioning interactive online project database
- (ii) Monthly web development reports to include report of updates and uploads to the program website
- (iii) technical documentation for the designed website

33. **Qualifications.**

- (i) Degree in Computer Science, Computer Engineering or related field,
- (ii) At least 5 years of work experience of developing modern and standards compliant websites (example sites for review)
- (iii) At least 5 years of experience in web server configuration, management or maintenance and domain management and configuration
- (iv) At least 5 years of programming experience in HTML, JavaScript, PHP, MySQL
- (v) At least 2 years of experience with the Drupal framework
- (vi) Knowledge of the Google Map Application Programming Interface and the Bootstrap Framework is considered an advantage.

9. **Web Graphic Designer** (national, 6 person months)

34. **Objective and Purpose of Assignment.** The web graphic designer will be engaged as part of the GMS web team based in ADB headquarters to assist in developing the GMS website as an information portal for GMS projects and activities, and as a repository for information on GMS program meetings and documents, publications, geocoded project information, and other relevant materials.

35. **Detailed tasks.** The consultant will improve the GMS website by undertaking graphic design work. Under the supervision of SERC staff, the consultant will:

- (i) carry out design modifications to the existing website;
- (ii) conceptualize and execute specified designs, including icons and thumbnails of new web pages and additional subsites;

- (iii) coordinate with other departments to ensure graphic design work of the website are consistent with design guidelines followed in ADB; and
- (iv) carry out other tasks related to web graphical design as assigned by SERC staff.

36. **Deliverables.** Graphic designs for the GMS website.

37. **Qualifications.** The consultant should have at least 5 years of relevant professional experience in the graphic design of websites. He/she must have a bachelor's degree in fine arts or other relevant degree. Previous experience in ADB is preferred, but not required.

#### 10. **Web Writer and Content Manager** (national, 8 person-months)

38. **Objective and Purpose of Assignment.** The consultant will be responsible for (i) developing content for the website, in coordination with designated ADB staff; (ii) planning a pipeline of content; (iii) maintaining social media platforms affiliated with the website and the GMS program, including regular information dissemination and engagement; (iii) strengthening awareness raising through the website and social media platforms, and through the quarterly production and dissemination of an electronic newsletter.

39. **Detailed tasks.**

- (i) Regularly develop content for the GMS website (including writing web features, articles, news events, etc.) and for all new web subpages in a timely manner;
- (ii) Develop a long-term plan for content development, ensuring a strong content pipeline for the website;
- (iii) Maintain social media channels affiliated with the website and GMS program, ensuring regular content and engagement;
- (iv) Produce and disseminate the GMS e-newsletter on a quarterly basis; and
- (v) Develop and implement a schedule to ensure regular and comprehensive updating of all website pages, and ensure that all links to documents, other pages within the site, and external websites are working, and that content remains current and accurate.

40. **Deliverables**

- (i) GMS e-newsletter
- (ii) Support to social media channels
- (iii) GMS website content: Web features, articles, news

41. **Qualifications.** The web writer and content manager will have an educational background in communications, international relations, or a related field with experience in website content writing, development, and maintenance. Familiarity with practical website design and development, graphic arts, and development and management of social media is considered an advantage.

#### 11. **Projects Database Analyst** (national, 9 person-months)

42. **Objective and Purpose of Assignment.** The GMS projects database serves as an online platform for GMS stakeholders (countries, development partners, private sector) and other interested stakeholders to access information about projects in the GMS program. The projects

database analyst will collect and process the data that will be included in the GMS projects database.

43. **Detailed tasks.** The GMS Projects Database Analyst will be responsible for the maintenance, refinement and updating of content/information on projects in the GMS projects database. These include: (i) geocoding and uploading information of new GMS projects; (ii) incorporating project details (e.g. points of contact, project status, project photos, and impact stories); and (iii) linking the Regional Investment Framework (RIF) Monitoring System to the projects in the database

44. **Deliverables.**

- (i) geocoded and uploaded new GMS projects in to the projects database;
- (ii) linked project updates from the RIF-IP Monitoring System to the projects in the database
- (iii) added project details such as project photos and impact stories

45. **Qualifications.** The Project Database Analyst should have at least 5 years of experience as a data analyst and content management, with relevant experience in the design and management of websites. Knowledge and experience in working with geographical information systems is preferred.

### C. Knowledge Experts

12. **Issues Experts and Resource Persons** (international individual, 4 people, 7 person-months total; 7 resource persons, 3 person months).

46. **Objective and Purpose of Assignment.** The GMS is evolving in a dynamic context, affected by changes in the global and regional trading environment, investment climate, and delivery of public goods including security, and public health and social issues. These changes create both new opportunities and vulnerabilities. The TA provides for engaging experts to provide prompt and results-oriented advice in response to unforeseen or emergent issues related to regional. The experts may be engaged to write a paper on relevant emerging topics, support the preparation of work plans of working groups, or simply be invited as a facilitator, speaker or panelist in high-level meetings (Governor's Forum, ECF, MC, and Summit) to discuss current topics affecting GMS or in the thematic seminars to discuss current issues that support the GMS Summit and MC.

47. **Detailed tasks**

- (i) prepare quick, pragmatic, and results-focused studies to address emerging issues and problems raised by GMS countries during TA implementation, in consultation with GMS countries;
- (ii) prepare recommended actions to address the issues and problems quickly and practically;
- (iii) facilitate the discussion, endorsement, and adoption of the studies' results and recommendations by the countries;
- (iv) document and synthesize findings for useful and easy reference; and
- (v) present their study in GMS meetings, if needed.

48. **Deliverables**

- (i) First draft of the paper which follows the suggested outline of the paper
- (ii) Second Draft of the Report incorporating comments of ADB staff
- (iii) Final draft incorporating comments of GMS countries
- (iv) For Resource Persons: Presentation during the meeting.

49. **Qualifications.** The issues experts will be recognized experts in their respective fields, with good communication skills and experience with economic development (particularly in developing Asian economies).

13. **National Advisors** (national, 4 people, 16 person-months).

50. **Objective and Purpose of Assignment.** Sector and/or country RCI assessments will be prepared to inform the preparation of sector strategies, Country Partnership Strategies, Country Operations Business Plan.

51. **Detailed tasks.**

- (i) Undertake a detailed review of national and/or sector plans in GMS countries, with focus on how development priorities link to regional cooperation.
- (ii) Undertake consultations with government agencies, ministries and relevant subnational authorities to identify development priorities that may be addressed under the GMS program through investments or policy coordination.
- (iii) Review appropriate academic and policy studies and consult with relevant private sector entities to identify national/sectoral initiatives and priorities that may benefit from, or contribute further to GMS regional cooperation.
- (iv) Prepare a draft study based on (i)-(iii) above. To enhance consultations, the study will be made available in both English and national language (with translation cost to be covered by ADB).
- (v) Present the paper in the appropriate forum.

52. **Deliverables.**

- (i) First draft of the paper which follows the suggested outline of the paper
- (ii) Second Draft of the Report incorporating comments of ADB staff
- (iii) Final draft incorporating comments of GMS countries
- (iv) For Resource Persons: Presentation during the meeting.

53. **Qualifications.**

- (i) Extensive work experience in GMS and on regional cooperation and integration
- (ii) Advanced degree and at least 10 years of experience in development or regional cooperation

14. **Corridor Performance Specialists** (international, 2 people, 4 person-months total).

54. **Objective and Purpose of Assignment.** Two consultants will be engaged to prepare two surveys on two GMS countries. The survey will monitor the performance of selected GMS corridors

55. **Detailed tasks.** The required tasks of the consultants, in relation to each activity of the assignment are as follows:

A1: Launch the study with a kick-off meeting

- (i) Prepare a preliminary report on the target corridors based on a comprehensive review of available studies and documents (in consultation with the staff of ADB and UNESCAP)
- (ii) Participate in the kick-off meeting, present preliminary report and facilitate discussion on the report
- (iii) Engage in all the discussions during the kick-off meeting and consult GMS stakeholders, especially, the private sector. If necessary, the Consultants may have additional meetings with or visit stakeholders during the mission.
- (iv) Lead a discussion among the joint team of consultants on detailed plan for conducting the study during the mission, in consultation with the staff of ADB and ESCAP
- (v) Join the site visit.

A2: Organize a Business Process Analysis (BPA) training for stakeholders. The Consultant is required to join the BPA training, which will be organized back-to-back with the study's kick-off meeting, to learn relevant techniques and apply them in conducting the study.

A3: Organize a Mid-term study review meeting to discuss the findings of the study, identify the gaps and set the study finalization plan.

- (i) Participate in the meeting and lead a discussion on and review of the draft study done by other four national consultants.
- (ii) Compile a draft study report in accordance by integrating the parts of study contribution from the other four national consultants
- (iii) Send the compiled study report to four other national consultants and the staff of ADB and ESCAP for national review and comments as soon as it is available, but not later than 20 August 2018.
- (iv) Deliver the revised draft study report by 20 September 2018, by integrating national comments from four other national consultants as well as comments from the staff of ADB and ESCAP.

A4: Organize a high-level stakeholder workshop to discuss the findings of the study and come up with possible action plans to improve issues on trade and transit.

56. The Consultant is required to join the High-level stakeholder workshop and conduct the following tasks.

- (i) Present the findings of the draft study report (revised version from the Mid-term review meeting) and engage in discussion during a regional Workshop.

- (ii) Take note of all the views, comments and suggestions from the Workshop. If necessary, the consultant may have an informal meeting on discussions of the Workshop with other four national consultants and other participants.
- (iii) Revise the draft study report, by integrating comments, suggestions and discussions from the Workshop and the staff of ADB and ESCAP. If necessary, the consultant gets support from other four national consultants on the relevant parts of the study report.
- (iv) Deliver the revised study report by 31 October 2018.

A5: Publish the study report. The Consultant is required to submit the revised study to the staff of ADB and ESCAP, after integrating the feedback from the High-level stakeholder workshop. The Consultant may need to go through multiple round of review process with the staff of ADB and ESCAP until delivering the final draft by the end of November 2018.

#### 57. **Qualifications**

- (i) Good interpersonal communication;
- (ii) Good analytical skills;
- (iii) Good coordination skill in multi-cultural and multi-lingual environment; and
- (iv) Strong English writing skills.

58. **Deliverables.** Each Consultant is required to produce a study report through a comprehensive Business Process Analysis (BPA) study for GMS countries. The report should be produced in close collaboration with national consultants and in close consultation with the staff of ADB and Economic and Social Commission for Asia and the Pacific (ESCAP). The Consultant should lead discussion and collaboration among the consultants, coordinate the joint work and be responsible for producing the study report, integrating all the contributions from the other four national consultants. The consultant is required to engage in frequent online discussions with other four national consultants to coordinate findings of the study, views and relevant issues. If necessary, the consultant may travel to target countries to visit relevant facilities/sites and stakeholders as well as to coordinate the work with other national consultant(s).

59. The consultant is required to utilize the findings from the relevant studies already conducted by ADB and ESCAP and other organizations as much as possible to avoid any duplication of work and effort. All the collected references and documents are to be submitted to the staff of ADB and ESCAP. When completed, the study report will provide a clear analysis of trade and transit processes along the key subregional corridors, major bottlenecks involved, and action plans for addressing the identified issues, including bilateral and sub-regional cooperation arrangements for GMS countries.

15. **Corridor Performance Specialists** (2 people, national, 2 person-months total).

60. **Objective and Purpose of Assignment.** Two consultants will be engaged to support the preparation of two surveys on two GMS countries. The survey will monitor the performance of selected GMS corridors.

61. **Detailed Tasks.** The required tasks of the Consultant, in relation to each activity of the project, are as follows:

A1: Launch the study with kick-off meeting.

- (i) Prepare a preliminary information note on the corridors in the country through desk-top research and use of available references (in consultation with the staff of ADB and ESCAP)
- (ii) Participate in the kick-off meeting, share the collected preliminary information and engage in a discussion on the preliminary information (travel to be arranged by ADB).
- (iii) Engage in all the discussions during the kick-off.
- (iv) Participate in a discussion among the joint team of consultants on detailed plan for conducting the study during the mission, in consultation with the staff of ADB and ESCAP
- (v) Join the site visit to selected border points.

A2: Organize a Business Process Analysis (BPA) training for stakeholders. The Consultant is required to join the BPA training, which is to be organized back-to-back with the study kick-off meeting, to learn relevant techniques and apply them in conducting the study.

A3: Organize a Mid-term study review meeting to discuss the findings of the study, identify the gaps and set the study finalization plan.

- (i) Participate in the Meeting (travel to be arranged by ADB)
- (ii) Present the portion of draft study and the BPA done.
- (iii) Join a discussion on and review of the draft study done by other three national consultants.
- (iv) Revise your portion of draft study and the BPA by integrating comments, discussions and decisions of the Meeting.
- (v) Send works done on your assigned portion of draft study report to the international consultant and the staff of ADB and ESCAP by 10 August 2018.
- (vi) Review and circulate the compiled study report for national review by key stakeholders from both public and private sectors, and send the collected comments and your comments to the international consultant by 10 September 2018.

A4: Organize a high-level stakeholder workshop to discuss the findings of the study and come up with possible action plans to improve the issues of trade and transit.

- (i) Participate in the workshop (travel to be arranged by ADB) and support the international consultant in presenting the findings of the draft study report (revised version from the Mid-term review meeting) and engage in discussion during the Workshop.
- (ii) Help identify and invite the relevant government officials in the country to the Workshop
- (iii) Take note of all the views, comments and suggestions from the Workshop on the allocated portion of the study that you are responsible for. If necessary, the consultant may have an informal meeting on discussions of the Workshop with the international consultant, other three national consultants and other participants.
- (iv) Support the international consultant in revising the draft study report by integrating comments, suggestions and discussions from the Workshop by ADB and ESCAP staff on the portion of the study report for which the consultant is responsible.

A5: Publish the study report. The consultant may need to support the international consultant in clarifying certain portion of the study report during the final revision process.

- (i) The national consultant for each country is required to conduct a comprehensive BPA study on corridors in national territories and produce the assigned portion of study report on GMS trade and transit corridors based on the findings from the study and in accordance with the table of contents to be defined during the detailed planning of the study in the study kick-off Meeting.
- (ii) The work should be produced in close collaboration with the international consultant as well as other two national consultants and in close consultation with the staff of ADB and ESCAP. The consultant is required to make necessary visits to stakeholders, sites and facilities such as border/port and conduct necessary research. The consultant is requested to utilize the findings from the relevant studies already conducted by ESCAP and other organizations as much as possible to avoid any duplication of work and effort. All the collected references and documents are to be submitted to the staff of ADB and ESCAP.
- (iii) When completed, the assigned portion of study report will contribute to the completion of the study report that provides a clear landscape of GMS trade and transit corridors, major bottlenecks involved, and action plans for addressing the identified issues, including bilateral and sub-regional cooperation arrangement of GMS countries.

**62. Detailed Deliverables**

- (i) Information note on the corridors in the country
- (ii) Business Process Analysis study

**63. Qualifications**

- (i) Good interpersonal communication;
- (ii) Good analytical skills; and
- (iii) Good English writing skills.