

TERMS OF REFERENCE FOR CONSULTANTS

A. Background

1. The purpose of the knowledge and support technical assistance (TA) is to strengthen the capacity of North Pacific developing member countries (DMCs) to assess and improve the responses to future external shocks. An international consulting firm will support the implementation of the TA.

B. Scope of Services

2. The consulting firm will assist the Pacific Department's Office of the Director General (PAOD) to examine the pandemics' effects on the flow of external resources (remittances and foreign direct investment [FDI]), demographics (including outmigration), and small and medium enterprises (SMEs), and propose actions to mitigate future shocks. The consulting will be engaged over a 2-year period from March 2021 to February 2023.

C. Outputs, Reporting Requirements and Payment Milestones

3. The consulting firm will (i) conduct an assessment of the North Pacific DMCs' policy response to the COVID-19 pandemic, and (ii) collect statistical and administrative data on key economic indicators by working with relevant ministries and/or agencies. Key activities required from the consulting firm include:

- i. Assessing the North Pacific DMCs' economic response to COVID-19, drawing out lessons learned for future events and identifying areas of weaknesses including actions for strengthening the response and planning recovery.
- ii. Developing survey materials and conduct surveys to gather data on demographics (including outmigration), remittances and FDI, and SMEs in the North Pacific.
- iii. Providing recommendations on how to maintain and update these key economic data on a regular basis.
- iv. Preparing and finalizing the country assessments and reports.
- v. Conducting dialogues with key government officials on findings made.
- vi. Submitting final written reports to ADB on all the findings and analyses.

4. The consulting firm will also seek ADB's approval on key decisions related to all activities to be undertaken under the contract.

5. The following table outlines the main contract deliverables, delivery timeframes and proposed payment structure.

Table 1: Outline of Main Contract Deliverables

Ref	Output	Estimated Submission Date	Activity Preceding Payment	Payment (%)
1	Mobilization	March 2021	Upon signing of the contract	10%

2	Survey materials finalized and ready for distribution	June 2021	Approved by ADB	5%
3	Progress report on FSM, Palau and RMI, including country assessments	December 2021	Receipt and approval by ADB	10%
4	FSM draft report	3 rd Quarter 2022	Receipt and approval by ADB	10%
5	Palau draft report	3 rd Quarter 2022	Receipt and approval by ADB	10%
6	RMI draft report	3 rd Quarter 2022	Receipt and approval by ADB	10%
7	FSM final report	February 2023	Receipt and approval by ADB	15%
8	Palau final report	February 2023	Receipt and approval by ADB	15%
9	RMI final report	February 2023	Receipt and approval by ADB	15%
Total				100%

ADB = Asian Development Bank; FSM = Federated States of Micronesia; RMI = Republic of the Marshall Islands

D. Proposal Preparation and Consulting Services

6. The consulting firm will field teams of key and non-key experts to deliver outputs supporting the objectives of the assignment. The consulting firm is required to assemble teams for deployment to the Federated States of Micronesia, Palau and the Republic of the Marshall Islands. As COVID-19 travel restrictions will likely preclude travel to these three countries at least during the initial stages of this assignment, a more flexible approach to data gathering and country consultations will need to be developed. The consulting firm shall prepare to conduct virtual missions and discussions with government counterparts from their home offices. Teams will be composed of key and non-key experts whose skills, experience, and expertise are appropriate to the specific requirements of the country. Key experts for the first anticipated deployment should be presented in consulting firms' proposals. Qualifications of key experts are provided below.

7. The consulting firm is invited to submit proposals demonstrating a suitable approach and methodology for preparation of the deliverables described herein. The firm is instructed to propose a personnel schedule and team composition that corresponds to their approach and methodology for executing the assignment. The firm must submit one CV for each key and non-key expert included in its proposal. The Key Expert will include an Economist (Team Leader). The Key Experts' CVs will be individually evaluated and scored. Other experts' CVs will be evaluated to confirm competence and acceptability to ADB for their proposed roles but will not be individually scored.

8. The consulting firm must include in its financial proposal a detailed breakdown of all expenses related to the execution of the contract, including remuneration for its experts (incl. detailed breakdown of remuneration), all travel expenses (incl. per diems, transfer expenses, visa costs, etc.), report preparation and circulation, administrative support costs, workshop-related expenses, etc.

a. Key Experts

9. **Economist (Team Leader)** (international or national, 18 person-months). As Team Leader, the expert will be responsible for managing the consultant team's work and overall completion of all consultant outputs and deliverables. The Team Leader will guide the preparation of all reports and presentations. The Team Leader should be qualified and experienced with at least 10 years professional experience as a program/project manager. A post graduate degree in public administration, economics or related studies, coupled with experience in economic data

analysis and reporting would be an advantage. Preferred skills include technical writing, facilitation and presentation.

b. Non-Key Experts

10. The consulting firm is instructed to propose a team of experts best suited to fulfill the requirements of the assignment, consistent with the firm's proposed approach and methodology to meet the objectives of the assignment. The consultant is invited to propose its own personnel schedule according to its own interpretation of the assignment's requirements and its proposed approach and methodology.

E. Procedure for Review and Acceptance of Outputs

11. ADB will require 10 working days to review and approve all outputs provided by the consulting firm. In the event of any reasonable comments by ADB on outputs received, the consulting firm shall submit a revised version of the report and the same review period will apply.

F. Implementation Arrangements

12. A lump sum contract will be signed for the delivery of the services, based on this output-based terms of reference.

13. The consulting firm's contract will be administered by the ADB. The recruitment shall be fully undertaken within ADB's Consultant Management system. The "minimum" person-months shown in the data sheet are required from a systems perspective and do not represent the expected inputs of the consultants. The consulting firm will mobilize its experts promptly after signing the contract agreement, and will compile, prepare and submit all required reports according to the delivery milestones agreed in the contract.