

TERMS OF REFERENCE FOR CONSULTANTS

A. Introduction

1. The knowledge and support technical assistance (TA) aims to support selected developing member countries (DMCs) of South Asia Department (SARD) to (i) plan full recovery from the economic impact of coronavirus disease (COVID-19), and (ii) adjust their development strategies to changes in the global environment in the post-pandemic world
2. An international consulting firm, international and national individual consultants will be engaged to support implementation of activities.

B. International Consultants

i. Consulting firm (30 person-months, intermittent, cumulative)

3. The consulting firm will be engaged to conduct comprehensive analytical study on any of the following issues.
 - a. Logistics
 - Strengthening the manufacturing supply chains and building on food value chains, with focus on: (i) establishing benchmarks for agro and food logistics for activities such as storage, short and long haul transport, handling and distribution; institutional means for administration and enforcement of such standards; monitoring system that enables administrators to make the different logistics service providers accountable for meeting these standards; (ii) formulating multi-modal transport solutions; (iii) designing programs with cluster specific approaches for micro, small, and medium enterprise and industry and export firms to scale up domestic production in key product lines; and (iv) setting-up self-help groups in supply chains at the village level.
 - b. Social protection
 - Creation of a common social registry for harmonization among various social schemes for efficient benefit delivery mechanism including digitization of systems; (b) Conduct of impact evaluation of pro-poor and/or social welfare schemes and the possibility of convergence for higher impact/benefits; (c) Assessment of service delivery in education, skills or social protection to identify gaps and in view of the need for digital modes of service delivery; (d) Establishment of welfare facilities for the urban poor and construction workers including migrant laborers. Data disaggregated by sex and social aspects will be used to enable an extensive analysis of these schemes.
 - c. Migrant workers
 - Explore possible solutions to their vulnerability such as (i) portability of social sector benefits for workers outside their domicile, (ii) regional cooperation for support to address issue of undue fiscal stress on the host country; (iii) safety of migrant workers especially women who might face prejudice and discrimination; (iv) food security and financial assistance support to families of migrant workers; and (v) updating database of migrant workers with gender- age-disability disaggregated data.

4. Detailed tasks for the consulting firm include the following:
 - Collect and analyze quantitative and qualitative data on the impacts of COVID-19 on business, households, and governments.
 - Examine the responses of governments and private sector including support to workers and businesses to this health crisis. Identify the challenges encountered and provide recommendations on how these can be prevented in the future.
 - Examine the role of various stakeholders including public and private in mitigating the impact of the health crisis on the sector that will be studied.
 - Conduct extensive consultations with stakeholders to identify policy directions for the short- and medium-term responses for the affected sectors.
 - Recommend policy responses for the adoption of economic and social interventions to be proposed by the study.
 - Analyze financial implications of economic and social interventions and suggest financing modalities for its implementation.
 - Identify governance and regulatory structure for the implementation of development interventions and recommend detailed responsibilities for each agency that will be appointed to manage implementation.
 - Participate in consultations with governments and other stakeholders.
5. **Minimum Qualifications.** The firm should have extensive experience in the conduct of analytical studies on economic and social issues especially in SARD DMCs. Has a proven track record of preparing high-quality strategy and policy documents for governments.
 - ii. **Sector Specialists (9 persons, 43 person-months, cumulative)**
6. The specialists will lead the conduct of analytical studies on the following issues:
 - a. Agriculture
 - Strengthening the agricultural price monitoring systems by enhancing monitoring and evaluation through digital platforms.
 - Improving farm to fork supply chain systems by exploring interventions through common service centers.
 - b. Education
 - Promoting distance learning and digital education.
 - c. Finance
 - Strengthening fintech based solutions to promote cashless transactions with minimal touch points.
 - Mobilizing public sector management/resource to help national and local governments raise resources to meet immediate and short-term needs.
 - Assessing the financial sector particularly the stress on the banking system to keep credit flowing amidst deteriorating credit quality and formulate policy reforms to stabilize banking sector and develop capital markets.
 - d. Information and communication technology
 - Expanding access to information and communication technology connectivity.

- e. Labor Market
 - Assessing impact on the labor market in terms of (i) supply of migrant labor to ongoing projects; (ii) job creation in the medium-term for micro-, small- and medium-enterprises sector; (iii) protection of the most vulnerable workers including women.
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- f. Public sector management
 - Mobilizing public sector management/resource to help national and local governments raise resources to meet immediate and short-term needs.
- g. For issues that will not be assigned to a consulting firm, these will be handled by individual consultants.

7. Detailed tasks include the following:

- Assess the assigned sectors using most updated data, literature, and other comprehensive related reports to support the analysis.
- Assess regulatory and institutional framework governing the sectors and recommend policy measures to address any gaps.
- Identify infrastructure gaps of the assigned sectors and recommend financing option.
- Prepare reports discussing the results of the study and finalize the reports incorporating comments from governments and other stakeholders.
- Present the results of the studies in meetings or workshops to generate insights from concerned stakeholders both from the government and private.
- Participate in consultation meetings with government and other stakeholders as requested by supervisors.
- Provide technical inputs in the design and implementation of capacity building activities.
- Perform other tasks that maybe assigned by the supervisors.

8. **Minimum Qualifications.** The expert should have a master's degree in economics, public policy, development studies, business administration, or related fields. With a minimum 15 years of experience on economic research.

iii. Economics Editor (1 person, 4 person-months)

9. The economics editor will review and edit various knowledge products to be produced under this TA. Detailed tasks include:

- Edit knowledge products to be produced under this TA including but not limited to technical studies, reports, policy briefings, and articles, among others to ensure consistency and quality of discussions/messages,
- Ensure that style and usage of manuscripts is in accordance with ADB's Handbook of Style and Usage.
- Proofread manuscripts for publication.

10. **Minimum Qualifications.** The expert should have a degree in communications, public policy, development studies, or related fields. With a minimum 10 years of experience on editing documents for publication. Preferably with work experience with ADB.

C. National consultants

iv. Economists (10 persons, 60 person-months, cumulative)

11. The economists will support the conduct of analytical studies on various thematic sectors. Detailed tasks include:

- Review reports/literature on economic analysis of thematic sectors and provide recommendations on how best practices can be incorporated.
- Undertake economic analysis of the various sectors and estimate of its benefits.
- Prepare concept notes, supported by economic analysis, on the assigned sectors.
- Coordinate and liaise with stakeholders including government agencies to gather data and policy directions for cross-checking the results of the economic analysis and obtaining other relevant information for use in the analysis.
- Serve as a resource person in workshops and capacity building programs.
- Perform other tasks as assigned by the project leader.

12. **Minimum Qualifications.** The expert should have a master's degree in economics, public policy, development studies, business administration, or related fields. With a minimum 10 years of experience on economic research.

v. Research Analysts (2 persons, 18 person-months, cumulative)

13. The research analysts will provide a full range of technical and administrative support to the project manager and international consultants in implementing the TA including the undertaking analytical studies and other activities. Detailed tasks include:

- Assist in getting inputs for the conduct of the studies including data, literature, survey, development plans, policy materials, and up-to-date information relevant to the studies.
- Assist in the preparation of reports including their necessary elements such as tables, statistics, graphs, and reference lists.
- Review reports and provide comments and recommendations.
- Coordinate with relevant government agencies and various stakeholders (local / international) with regards to implementation of activities.
- Provide support in the conduct of various events such as meetings, consultations, workshops, and conferences.

14. **Minimum Qualifications.** The expert should have a degree in economics, public policy, development studies, business administration, or related fields. With a minimum 7 years of experience on economic research.