

**TERMS OF REFERENCE FOR CONSULTANTS
Project Coordinator**

Source	National, Intermittent
Project	TA-6594: Mitigating the Impact of COVID-19 through Community-Led Interventions
Expertise	Social sciences, development studies, public administration
<p>Objective and Purpose of the Assignment</p> <p>In December 2020, the Asian Development Bank (ADB) approved the regional knowledge and support technical assistance (TA) to catalyze civil society organizations (CSO) – including community-based organizations and nongovernment organizations (NGOs) – in the delivery of services that mitigate the impact of COVID-19 on poor and vulnerable communities.</p> <p>The TA will provide opportunities to create new partnerships with CSOs in several of the following countries where civil society activity in the COVID-19 response complements the ADB portfolio: Armenia, Cambodia, Cook Islands, Lao People’s Democratic Republic, Mongolia, Myanmar, Niue, Philippines, Samoa, Thailand, Timor-Leste, and Viet Nam with financing from Japan Fund for Poverty Reduction. The TA will be implemented until November 2023.</p> <p>ADB will select a number of CSOs to deliver outputs in three areas: (i) increased capacity for community-based mitigation and prevention activities; (ii) social protection for vulnerable communities, including elderly care; and (iii) economic support for those with livelihoods affected by COVID-19.</p> <p>A project coordinator will be engaged to manage the day-to-day implementation and operation of the TA. The project coordinator will work closely with the TA Supervising Unit (TASU), project administrator, financial officer and CSOs to support the effective implementation of the TA activities.</p>	
<p>Scope of Work</p> <p>Under the direction of the program administrator and in coordination with the TASU, the project coordinator will provide technical and management support to the overall implementation of the TA. The project coordinator will serve as focal point for technical, administrative, and financial activities related to TA implementation and will assist in the overall monitoring and reporting of TA and timely delivery of high-quality project outputs. The project coordinator will support and coordinate with ADB staff, CSOs, resident missions and sector divisions involved in this regional TA to help implement project activities smoothly and efficiently.</p> <p>With particular reference to Covid-19, any need for travel shall be assessed by ADB and the consultant, using ADB’s advice at the time of travel. Subject to ADB’s approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.</p>	
<p>Detailed Tasks and/or Expected Outcome</p> <p>The consultant will undertake the following:</p> <ul style="list-style-type: none"> (i) Provide substantive inputs in the formulation of detailed work plan and budget and design of new activities under the TA; (ii) Provide informed procedural advice on issues that may arise during TA implementation; (iii) Provide administrative support to the team in preparing and processing TA changes in scope and supplementary financing; (iv) Prepare briefing notes, correspondence, and other documents as may be required; 	

- (v) Monitor the implementation of CSO activities by ensuring that activities are consistent with approved Terms of Reference and fund allocation and timely submission of subproject deliverables;
- (vi) Coordinate and facilitate communication between TASU, program administrator, CSO focal points, resident missions, and CSOs engaged under the TA;
- (vii) Provide inputs to progress reports particularly on fund utilization;
- (viii) Provide logistical support in organizing events, including the preparation of budget estimates, coordination with participants, facility use, among others
- (ix) Assist in managing knowledge products including in the production and dissemination of knowledge products, if required; and
- (x) Perform other tasks relevant to this TA, as may be required.

Minimum Qualifications Requirements

The Project Coordinator should have demonstrated strong ability for coordination support, and with excellent interpersonal and communications skills. He/she should have at least a bachelor’s degree in business administration, economics, or other related social sciences. He/she should have a minimum of 10 years of experience in project coordination and project management. Experience in working with or for CSOs in relevant fields of health, social services and/or livelihoods would be a strong advantage. Knowledge of and experience in ADB operations would be desirable.

Minimum general experience: 10 years

Minimum specific experience (relevant to the assignment): 7 years

Regional/country experience: Required

Deliverables The work outputs, as detailed above, will serve as deliverables of the consultancy.	Expected Date of Submission As agreed with TASU and Program Administrator
--	---

Schedule and Places of Assignment

<u>City and Country</u>	<u>Working Days</u>	<u>Estimated Period</u>
Home office	396	10 Jan 2020 – 30 Nov 2023
TOTAL	396	Intermittent

TERMS OF REFERENCE FOR CONSULTANTS
Financial Management Officer

Source	National, Intermittent
Project	TA-6594:Mitigating the Impact of COVID-19 through Community-Led Interventions
Expertise	Financial management, accountancy, business administration
Objective and Purpose of the Assignment <p>In December 2020, the Asian Development Bank (ADB) approved the regional knowledge and support technical assistance (TA) to catalyze civil society organizations (CSO) – including community-based organizations and nongovernment organizations (NGOs) – in the delivery of services that mitigate the impact of COVID-19 on poor and vulnerable communities. The TA will provide opportunities to create new partnerships with CSOs in several of the following countries where civil society activity in the COVID-19 response complements the ADB portfolio: Armenia, Cambodia, Cook Islands, Lao People’s Democratic Republic, Mongolia, Myanmar, Niue, Philippines, Samoa, Thailand, Timor-Leste, and Viet Nam with financing from Japan Fund for Poverty Reduction. The TA will be implemented until November 2023.</p> <p>ADB will select a number of CSOs to deliver outputs in three areas: (i) increased capacity for community-based mitigation and prevention activities; (ii) social protection for vulnerable communities, including elderly care; and (iii) economic support for those with livelihoods affected by COVID-19.</p> <p>ADB seeks a financial management officer to be part of the core team to oversee financial payments, statements, and transactions with the CSOs to ensure sound TA fund management for project activities. The consultant will work closely with the TA Supervising Unit (TASU), project coordinator, financial officer and CSOs to support the effective implementation of the TA activities.</p>	
Scope of Work <p>Under the direction of the program administrator and in coordination with the TASU, the financial management officer will assist in the implementation of the TA through proper fund management and reporting. The financial management officer will be responsible for financial monitoring and technical support on financial management to the CSOs engaged under the TA.</p> <p>With particular reference to Covid-19, any need for travel shall be assessed by ADB and the consultant using ADB’s advice at the time of travel. Subject to ADB’s approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.</p>	
Detailed Tasks and/or Expected Outcome <p>The consultant will undertake the following:</p> <ul style="list-style-type: none">(i) carry out all necessary financial due diligence process on CSOs;(ii) help closely monitor the progress of fund utilization(iii) assist in contracts management, processing variations, validating liquidations to ensure compliance with ADB TA disbursement guidelines and cofinancing agreements;(iv) provide support particularly in the preparation and validation of budget estimates for workshops and dissemination events;(v) maintain proper filing of all payment documents, invoices and other financial documents relating to project transactions;(vi) ensure that disbursement of TA funds follow sound accounting, budgeting, financial control and audit procedures(vii) conduct financial management assessment on the CSOs whenever required by ADB to evaluate	

- (viii) provide regular updates on TA budget; and
- (ix) perform other tasks relevant to this TA, as may be required.

Minimum Qualifications Requirements

The candidate should have a minimum of 10 years of experience in project and financial management, preferably with CPA or equivalent professional credentials, and good coordination skills. He/she should have at least a bachelor's degree in business administration, finance, or other related disciplines and with excellent inter-personal and communications skills. Knowledge of and experience in ADB operations would be desirable

Minimum general experience: 10

Minimum specific experience (relevant to the assignment): 8

Regional/country experience: Required

Deliverables The work outputs, as detailed above, will serve as deliverables of the consultancy	Expected Date of Submission As agreed with TASU and Program Administrator
Schedule and Places of Assignment	
<u>City and Country</u>	<u>Working Days</u>
Home office	387
Field (TBD)	75
TOTAL	462
	<u>Estimated Period</u>
	10 Jan 2020 – 30 Nov 2023 Intermittent

**TERMS OF REFERENCE FOR CONSULTANTS
Program Administrator**

Source	International, Intermittent
Project	TA-6594: Mitigating the Impact of COVID-19 through Community-Led Interventions
Expertise	Social sciences, development studies, public administration
<p>Objective and Purpose of the Assignment</p> <p>In December 2020, the Asian Development Bank (ADB) approved the regional knowledge and support technical assistance (TA) to catalyze civil society organizations (CSO) – including community-based organizations and nongovernment organizations (NGOs) – in the delivery of services that mitigate the impact of COVID-19 on poor and vulnerable communities.</p> <p>The TA will provide opportunities to create new partnerships with CSOs in several of the following countries where civil society activity in the COVID-19 response complements the ADB portfolio: Armenia, Cambodia, Cook Islands, Lao People’s Democratic Republic, Mongolia, Myanmar, Niue, Philippines, Samoa, Thailand, Timor-Leste, and Viet Nam with financing from Japan Fund for Poverty Reduction. The TA will be implemented until November 2023.</p> <p>ADB will select a number of CSOs to deliver outputs in three areas: (i) increased capacity for community-based mitigation and prevention activities; (ii) social protection for vulnerable communities, including elderly care; and (iii) economic support for those with livelihoods affected by COVID-19.</p> <p>A program administrator will be engaged to lead the day-to-day implementation and operation of the TA. The program administrator will work closely with the TA Supervising Unit (TASU), project coordinator, financial officer and CSOs to support the effective implementation of the TA activities.</p>	
<p>Scope of Work</p> <p>Under the direction of the TASU, a Program Administrator will provide overall coordination and technical support to the CSOs and manage the implementation of the TA. The program administrator will serve as a focal point for implementing CSOs, provide technical and administrative direction to the delivery of high quality and timely outputs, and conduct the monitoring and reporting of the TA. The individual will coordinate with TASU, CSOs, TA project coordinator, financial management officer, and with resident missions and CSO focal points involved in this regional TA to help implement project activities smoothly and efficiently.</p> <p>With particular reference to Covid-19, any need for travel shall be assessed by ADB and the consultant using ADB’s advice at the time of travel. Subject to ADB’s approval, the consultant may use remote video technology meetings to replace face-to-face meetings as considered necessary.</p>	
<p>Detailed Tasks and/or Expected Outcome</p> <p>The consultant will undertake the following:</p> <ul style="list-style-type: none"> (i) Organize and oversee technical, financial, and administrative orientation for CSOs; (ii) Review CSO workplans, budgets and monitoring frameworks for approval; (iii) Provide technical support to CSOs to improve the implementation of activities; (iv) Develop monitoring framework and conduct regular monitoring of CSO’s implementation (virtual and in country, if possible); (v) Maintain effective communication with CSO focal points and resident missions for smooth implementation; (vi) Prepare TA monitoring reports; (vii) Oversee necessary knowledge production and dissemination of knowledge products, including internal ADB awareness raising material and events; (viii) Manage the project coordinator and the financial management officer; 	

- (ix) Provide technical advice to ADB on lessons learnt in delivery and working effectively with CSOs and opportunities to further build on experiences gained in TA.
- (x) Perform other tasks relevant to this TA, as may be required.

Minimum Qualifications Requirements

The Program Administrator should have demonstrated strong project management experience with excellent inter-personal and communications skills. He/she should have at least a master’s degree in development management, public health business or related social sciences. He/she should have a minimum of 15 years of experience in project management include demonstrable experience in working with or for CSOs in relevant fields of health, social services and/or livelihoods. Knowledge of and experience in ADB operations would be a strong advantage.

Minimum general experience: 15 years

Minimum specific experience (relevant to the assignment): 10 years

Regional/country experience: Required

Deliverables The work outputs, as detailed above, will serve as deliverables of the consultancy.	Expected Date of Submission As agreed with TASU.
--	--

Schedule and Places of Assignment

<u>City and Country</u>	<u>Working Days</u>	<u>Estimated Period</u>
Home office	50	10 Jan 2020 – 30 Nov 2023 Intermittent
Manila, Philippines	86	
Field (TBD)	40	
TOTAL	176	