

TERMS OF REFERENCE FOR CONSULTANTS

1. The knowledge and support technical assistance (TA) of the Asian Development Bank (ADB) for Turkmenistan will recruit international and national consultants to play a key role in planning, coordinating, and supporting the implementation of targeted technical assistance along strategic lines to the Ministry of Finance and Economy in Turkmenistan. The international consultants and advisors will bring in international experience relevant to the Turkmenistan country context. ADB will engage the consultants following the ADB Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions. ADB will prepare the terms of reference (TOR) for the consultants in close consultations with the TA Steering Committee that will be constituted to manage the ADB-supported technical assistance work.

A. Consultants for Policy Studies: Sector and Thematic Experts/Advisors (60 person-months international; 24 person-months national)

2. Indicative tasks that are aligned under Output 1 of the TA on supporting the formulation of sector policies and strategies for economic management and poverty reduction are as follows:

International Consultants: Sector or Thematic Experts/Advisors

- (i) Prepare relevant strategies and policies in close collaboration with the executing and implementing agencies and the ADB team as per the agreed timeline.
- (ii) Conceptualize each output in close consultation with the executing and implementing agencies and the ADB team, as elaborated in the specific Terms of Reference.
- (iii) Ensure all the work are informed by findings from relevant recent background analyses supported by the government.
- (iv) Take the lead to bring in international experience on the specific topic being analyzed, or sector policy being formulated that is relevant to the Turkmenistan country context. Include gender considerations as part of the analysis.
- (v) Channel user-friendly policy advice around a specific set of actionable recommendations and policy notes with the main options for implementation.

National Officers:

- (i) Coordinate with staff of executing and implementing agencies to identify related documents that are available which will be relevant to the assignment, coordinate with the working group in the executing and implementing agencies during the consultations and review process.
- (ii) Liaise with other development partners to identify relevant analytical reports that will be useful for preparation of the interim and final deliverables.
- (iii) Collate information, sex-disaggregated data and evidence from data-sets in a systematic manner based on the methodology. Ensure that the evidence-base is continually updated.
- (iv) Take the lead to ensure quality assurance of the translated versions of the reports from English to Russian. Take on other related activities as identified by the ADB team.

B. Consultants for Capacity Development: Capacity Development Experts/Advisors (40 person-months international; 24 person-months national)

3. Indicative tasks that are aligned under Output 2 of the TA on supporting institutional strengthening and capacity development are as follows:

International Consultants: Thematic Experts / Advisors

- (i) Prepare approaches on institutional strengthening through time-bound action plans on specific topics, in close collaboration with executing and implementing agencies and the wider ADB team as per the agreed timeline.
- (ii) Highlight capacity gaps and propose capacity development approaches that are available to arrive at the most effective distribution of functions across the different state bodies.
- (iii) Articulate policy options on the role of the implementing agency for a designated topic and include gender considerations as part of the analysis..
- (iv) Propose pathways through which enabling environment for business and private sector development can be promoted and for attracting foreign investments.
- (v) Identify specific areas for ADB support to ensure alignment of these with the key policy areas, priorities, and needs of the implementing agency.

National Officers:

- (i) Assist international consultants/advisors by undertaking tasks on background analysis, stakeholder consultations and preparation of interim products and final deliverables.
- (ii) Undertake desk review to consolidate the documents relevant to institutional strengthening work of the implementing agency including the relevant government decrees, institutional and organizational arrangements of different ministries and agencies.
- (iii) Coordinate with staff in the implementing agency to identify the related documents that are available which will be relevant to the assignment, coordinate with the team in the implementing agency during the consultations and review process.
- (iv) Take the lead to plan and organize capacity development approaches and liaise with other development partners. These will need to be closely coordinated to ensure continuity.
- (v) Translate all the materials as needed for timely review by the team. Take on other related activities as needed either those identified by the ADB team.