

TERMS OF REFERENCE FOR CONSULTANTS

A. Introduction

1. The knowledge and support technical assistance (TA) will strengthen implementation of the Asian Development Bank’s (ADB’s) Safeguard Policy Statement (SPS) and support the sixth operational priority of Strategy 2030 on strengthening governance and institutional capacity in relation to upholding safeguards. It will develop the capacity of executing agencies (EAs) and implementing agencies (IAs) for ADB projects to implement safeguards, through enhanced guidance, tools, good practice notes, training materials, and, safeguard management systems, including integrated environmental and social assessment to address thematic cross cutting issues.

B. Summary Term of References

2. Either individual consultants or consulting firms will be employed to undertake the diagnostic studies and develop and test safeguard resources for the various cross-cutting thematic areas depending on how the required level of expertise is best secured since it will vary by thematic area. Based on the outcome of the diagnostic studies a multi-disciplinary consulting firm will then be employed to develop and test the integrated assessment toolkit. Individual consultants will be employed to (i) develop the Integrated Safeguard Performance and Tracking System; (ii) develop the online foundational training course; (iii) as subject-specific technical experts for research studies on “sensitive” issues or “problematic” implementation situations; and (iv) for administration support.

Table 1: Overview of Consultants

Consultants	Deliverables	Requirements
C.1 Firm or Individual Consultants for Diagnostic Studies and Safeguard Resources	<p>Design and conduct diagnostic studies relevant to safeguards implementation with specific attention to vulnerable affected persons as applicable. The topic and scope of the diagnostic studies is to be decided during the TA implementation, but at least six of them will address thematic cross cutting issues.</p> <p>Informed by the findings of the diagnostic studies develop at least 12 new or updated safeguard resources including guidance, tools, good practice notes, and, training materials; at least six of these safeguard resources will address thematic cross cutting issues.</p> <p>Support selected ADB projects in testing the draft safeguard</p>	<p>For each diagnostic study a Firm or Individual Consultants team is to be composed of the following expertise,</p> <p>1 Senior Safeguards Researcher/Team Lead (International)</p> <p>1 Senior Topic Researcher (International)</p> <p>1 Capacity Development Specialist (International)</p> <p>1 Junior Topic Researcher (National)</p> <p>In-Country Topic Experts (National, per DMC involved)</p>

Consultants	Deliverables	Requirements
	<p>resources developed for thematic cross cutting issues at DMC level. Finalize the safeguard resources developed based on the lessons learned. Develop and disseminate good practice case studies for each project supported.</p> <p>Develop training materials related to safeguard resources developed and conduct trainings for (i) EAs/IAs of selected ADB projects supported, and (ii) during four regional training events.</p>	
<p>C.2 Firm for Integrated Assessment Toolkit</p>	<p>Informed by the findings of the diagnostic studies and making use of available safeguard resources; design and develop a toolkit to facilitate integrated environmental and social assessment of ADB projects.</p> <p>Support selected ADB projects in testing the working version of the integrated assessment toolkit developed. Prepare good practice case studies for each project supported in order to demonstrate the benefits of integrated assessment approach. Finalize the integrated assessment toolkit based on lessons learned.</p> <p>Develop training materials for integrated assessment and conduct trainings for (i) EAs/IAs of selected ADB projects supported, and (ii) during four regional training events.</p>	<p>The Firm will put together a project management team and subject specific technical working groups including at least the following expertise:</p> <p>International Consultants:</p> <ul style="list-style-type: none"> - Project director - Project manager - Environment assessment - Social impact assessment - Health impact assessment - Air, noise, and water pollution - Community health and safety - Climate change - Disaster risk management - Gender, including GBV/SEAH - Social development - Occupational health and safety - Core labor standards - Resettlement - Livelihoods - Indigenous peoples - Fragile and conflict situations - Stakeholder consultation - Consultation led design - Capacity development <p>National Consultant expertise:</p> <ul style="list-style-type: none"> - Project planner - GIS/spatial data analysis - Solutions architect (designer) - Software developer - In-country topic experts per DMC involved - Administrative coordinator

Consultants	Deliverables	Requirements
<p>C.3 Individual Consultants for Online Foundational Training Course</p>	<p>Design, draft and finalize online foundational training course curriculum.</p> <p>Participate in online foundational training course development workshops with ADB and other experts in course of curriculum development.</p> <p>Development and coding of the online training course per agreed curriculum.</p> <p>Testing, finalization and roll-out.</p> <p>Training on maintenance of the online training course to enable future changes.</p>	<p>Individual Consultants team is to be composed of the following expertise,</p> <p>1 Senior Environment and Social Safeguard Expert/Team Leader (International)</p> <p>1 Environment Safeguard/CCDRM Expert (National)</p> <p>1 Social Safeguard/Gender Expert (National)</p> <p>1 Solutions Architect (designer) (National)</p> <p>1 Software Developer (National)</p>
<p>C.4 Individual Consultants for Development of Integrated Safeguard Performance and Tracking System (ISPTS)</p>	<p>Design and conduct an analytical study (including development workshops with ADB) of existing and planned ADB and other MDB safeguard risk management and monitoring tools.</p> <p>Informed by the findings of the analytical study provide recommendations for the design and development of the ISPTS and a draft TOR for the development of the ISPTS.</p> <p>Based on the recommendations of the analytical study and agreed TOR develop and code the ISPTS to facilitate safeguards risk management and monitoring at project and portfolio level.</p> <p>Pilot and test ISPTS to facilitate safeguards risk management and monitoring at project and portfolio level, finalize it based on lessons learned.</p> <p>Once ISPTS is finalized, develop guidance and training materials on data capture, encoding, and report generation.</p>	<p>Individual Consultants team is to be composed of the following expertise,</p> <p>1 Senior Environment and Social Safeguard Analyst/Team Leader (International)</p> <p>1 Environment Safeguard/CCDRM Analyst (National)</p> <p>1 Social Safeguard/Gender Analyst (National)</p> <p>1 Solutions Architect (designer) (National)</p> <p>1 Software Developer (National)</p>

Consultants	Deliverables	Requirements
	Roll out ISPTS including delivering trainings to build capacity on its effective use and maintenance to enable future changes.	
C.5 Individual Consultants as International Subject-specific Technical Experts for Research Studies on “Sensitive” Issues or “Problematic” Implementation Situations	Provide as-needed subject specific technical expert support, by conducting research studies and capacity development activities on “sensitive” issues or “problematic” implementation situations including desk reviews, meetings/workshops, and field visits. Prepare and help disseminate good practice case studies on knowledge and lessons learnt.	Senior Environmental and Social Safeguards Experts (various topics) (International) – biodiversity conservation pollution physical cultural resources labor health and safety risks involuntary resettlement livelihood restoration indigenous peoples
C.6 TA Administration (individual consultant)	Support to TA Administration	TA Administration Consultant (National)

C. Terms of Reference

C1. Firm or Individual Consultants for Diagnostic Studies and Safeguard Resources

I. Background of the Assignment

3. To identify gaps and seek to enhance good practice related to (i) safeguard management systems, (ii) technical assessments, (iii) different lending modalities and implementation arrangements for both sovereign and non-sovereign operations, and (iv) thematic cross-cutting issues associated with construction and operation including through the use of integrated environmental and social assessment, SDSS is undertaking select research activities, supported by guidance, tools, good practice notes, and, trainings materials. Research activities and the development of safeguard resources will be undertaken in conjunction with the relevant thematic groups, to help understand and improve current practice at ADB in relation to persistent challenges and emerging issues, considering current practices at other IFIs and their implications for ADB safeguards including on [*insert topic*] ensuring specific attention is paid to vulnerable affected persons where applicable.

II. Objective of the Assignment

4. The purpose of the assignment is to undertake a diagnostic study of how ADB and other IFIs are currently addressing [*insert topic*] identifying gaps and recommendations to address this topic; developing appropriate safeguard resources (including guidance, tools, good practice notes, and, training materials) and providing capacity development to strengthen consideration of this topic in ADB projects, including through the use of integrated environmental and social assessment.

III. Scope of Work

5. In relation to *[insert topic]*:
- (i) Provide an inception report setting out the methodology to be adopted, implementation schedule etc.
 - (ii) Undertake an analysis of persistent challenges and emerging issues
 - (iii) Ensure clear distinction between SPS (safeguard compliance) requirements and other ADB procedural requirements
 - (iv) Undertake an analysis of and identify examples of international good practices, including use of technologies
 - (v) Review the current practices of sovereign and nonsovereign operations at ADB, including consideration of existing formats and templates used, through desk-based review, interviews, and workshops with thematic and safeguard specialists
 - (vi) Review lessons learned from prior and current TA on safeguards and *[insert topic]*
 - (vii) Review lessons learned from and existing/best practices of operations departments, resident missions, and DMCs, including use of existing formats and templates, through desk-based review of existing publications and project documents, interviews, and workshops, and if relevant, undertake project site visits
 - (viii) Review is to consider time and resources required for adequate assessment and management, and the role of other agencies in the project preparation and implementation process
 - (ix) Review is to consider the role of bidding and contract documentation, including differences in design-build-operate projects and public private partnership projects compared to where detailed design is already completed before the contract award
 - (x) Review is to consider the issues and challenges related to project readiness and implementation delays
 - (xi) Review is to consider the best time in the project cycle including CPS and COBP to address *[insert topic]*—consider use of strategic environmental and social assessment to identify environmental and social impacts and opportunities of plans and programs upstream in the policy cycle when there is greater potential for adverse impacts to be avoided
 - (xii) Review is to consider how *[insert topic]* is applicable to and could benefit from an integrated assessment approach
 - (xiii) Undertake an analysis of how the existing legislative and capacity situation differs across DMCs in relation to international good practice
 - (xiv) Undertake an analysis of how *[insert topic]* consideration differs in sovereign and nonsovereign operations
 - (xv) Review the current practices of IFI through desk-based review and interviews; and their implications for ADB safeguards; in relation to existing safeguard resources developed by IFIs consider application in ADB sovereign and nonsovereign operations situation and potential of harmonization
 - (xvi) Review the draft IED evaluation findings and their implications for ADB safeguards (if available)
 - (xvii) To inform review undertake stakeholder consultations and policy dialogue including with CSOs
 - (xviii) Produce a draft, final draft, and final diagnostic study including recommendations for approaches to strengthen consideration of this topic in ADB projects considering project readiness and that approaches will need to vary based on DMCs; the diagnostic study to include best time in the project cycle to address *[topic]* and apply integrated assessment, and consideration of application of any technology solutions

- (xix) Based on the findings of the final diagnostic study develop draft, final draft, and final safeguard resources (including guidance, tools, good practice notes, and, training materials in a format suitable for publication on an existing ADB portal e.g. Development Asia) and in consideration of thematic cross-cutting issues provide recommendations for use of the safeguard resources in the integrated assessment toolkit
- (xx) For thematic cross-cutting issues test the application of the draft safeguard resources developed through provision of support to selected projects including trainings for involved EA/IA to which other DMC participants can be invited to participate – this task is to be undertaken in conjunction with the consulting firm leading on the integrated assessment toolkit
- (xxi) Prepare good practice case studies on [insert topic] based on select project support
- (xxii) Develop training materials based on the findings of the diagnostic study and safeguard resources developed, to include use of photos and videos to illustrate DMC, sector and good practice case studies
- (xxiii) Participate in at least four regional trainings at ADB headquarters and/or resident missions

IV. Deliverables

6. The deliverables are:

No.	Deliverables
1	Diagnostic Study Report (draft, final draft, final)
2	Safeguard Resources (including guidance, tools, good practice notes, and, training materials) (draft, final draft, final)
3	Good Practice Case Studies (based on select project support) (draft, final draft, final)
4	Training Course (training materials and deliver trainings)

V. Qualification Requirements

The qualifications and TORs of each consultant are:

7. **Senior Safeguards Researcher/Team Lead (International, 6 person-months).** The consultant should have at least a master's qualification in a relevant environmental/social field. They should have at least 15 years of experience in conducting environmental/social safeguards related research and demonstrated knowledge of persistent challenges and emerging issues as applicable to a development project design and implementation context. Experience in both sovereign and nonsovereign operations will be beneficial. The consultant will be responsible for developing the research design for the diagnostic study with support of the topic expert researcher, carrying out the required research, supporting the capacity development expert with developing appropriate safeguard resources, for cross-cutting issues supporting the in-country topic experts in testing application of the safeguard resources at project level and preparing good practice case studies, developing and delivering training materials with the capacity development expert, and coordinating, monitoring and carrying out quality review of other consultants' inputs. They will also lead interviews with ADB and consultations and policy dialogue with other stakeholders including EAs/IAs, MDBs and CSOs. The detailed TOR and outputs will be prepared during project implementation.

8. **Senior Topic Researcher (International, 6 person-months)/Junior Topic Researcher (National, 8 person-months).** The consultants should at least a master's for senior/bachelor's for junior qualification, in a relevant environmental/social field. They should have at least 15 for senior/10 for junior years of experience in undertaking research on the topic including in the context of development project design and implementation. Experience in both sovereign and nonsovereign operations will be beneficial. The consultants shall carry out research for the diagnostic study in accordance with the agreed research design; identify gaps and recommendations to strengthen consideration of this topic in ADB projects, including areas where guidance/tools/good practice notes and training materials need to be developed. The consultants will support the capacity development expert with developing appropriate safeguard resources, for cross-cutting thematic issues support the in-country topic experts in testing application of the safeguard resources at project level and preparing good practice case studies, and, develop and deliver training materials with the capacity development expert. The detailed TORs and outputs will be prepared during project implementation.

9. **Capacity Development Specialist (International, 4 person-months).** The consultant should have at least a degree in a relevant environmental/social field. They should have at least 10 years of experience in capacity development for environment/social safeguards on development projects ideally including ADB projects. The consultant will support the other consultants to develop appropriate safeguard resources, for cross-cutting thematic issues support the in-country topic experts in testing application of the safeguard resources at project level and preparing good practice case studies, and, develop and deliver training materials with the technical support of the other consultants. Safeguard resources will be developed in a format that can be subsequently be tailored by operations departments to DMC or EA/IA situations and be in a format suitable for publication on an existing ADB portal. To scale up the availability of training opportunities, options for online learning and accreditation of training providers, including regional learning centers, will need to be explored by the consultant. The detailed TORs and outputs will be prepared during project implementation.

10. **In-Country Topic Experts (National, 25 person months).** The consultants should have at least a master's in a relevant environmental/social field. They should have at least 15 years of experience in undertaking assessment on the topic including in the context of development project design and implementation. Experience in both sovereign and nonsovereign operations will be beneficial. The consultants shall test application of the safeguard resources at project level and support preparation of good practice case studies, and, the development and delivery of training materials with the capacity development expert. The detailed TORs and outputs will be prepared during project implementation.

C2. Firm for Integrated Assessment Toolkit

I. Background of the Assignment

11. SDSS is seeking to develop an integrated assessment toolkit which will make use of smart technologies (e.g. app based, for spatial elements linked to GIS) for use by DMCs with an initial focus on urban linear projects.

II. Objective of the Assignment

12. The consultant will develop the beta version of an integrated assessment toolkit (i) informed by the outcomes of diagnostic studies on thematic cross-cutting issues, (ii) making use of available safeguard resources (guidance, tools, good practice notes, and, training materials)

and (iii) considering existing formats and templates to maximize synergies and minimize duplication, particularly from the perspective of DMCs. The beta version will be tested through application to urban linear projects (in the urban, water, transport, and energy sectors) in UCCRTF supported DMCs through consultant support supplemental to operations department support. Once tested and the beta version refined, four regional trainings on addressing thematic cross-cutting issues through integrated assessment will be delivered, presenting the final integrated assessment toolkit.

13. The toolkit and training materials will be developed in a format that can be subsequently be tailored by operations departments to DMC or EA/IA situations. The toolkit will make use of smart technologies, e.g. app based, and for spatial elements use of GIS and other innovative practices, in order to capture the results of assessments and store information digitally for future use in project design and implementation. It should make use of a platform, system and software that ensures its sustainability in the long term, and that is compatible with both android and mac operating systems, with a responsive user interface that adapts to desktop and mobile (mobile and tablet) devices; as well as being useable offline in case of internet connection not being available. If using the Cloud, risk assessment to OIST requirements will be required. To scale up the availability of training opportunities, options for providing online learning and accreditation of training providers, including regional learning centers, will need to be explored by the consulting firm.

III. Scope of Work

14. The scope of work is:

- (i) Provide an inception report setting out the methodology to be adopted, implementation schedule etc.
- (ii) Review the findings of the diagnostic studies and recommendations for approaches to strengthen consideration of thematic cross-cutting issues in ADB projects;
- (iii) Review available thematic cross-cutting safeguard resources to be incorporated into the toolkit;
- (iv) Review existing formats and templates that need to be considered in developing the toolkit, including those procedurally required by ADB or otherwise used by operations departments;
- (v) Review OIST and other ADB requirements in relation to systems, platforms and software available to support the toolkit, carry out risk assessment to meet OIST requirements if the Cloud may be utilised;
- (vi) Building on these findings provide recommendations for, agree on the scope of, and develop the integrated assessment toolkit in consultation with SDCC and the operations departments, considering;
 - a. streamlining and consolidation of existing formats and templates in order that the focus is on the integrated assessment process rather than procedural paperwork,
 - b. use of strategic environmental and social assessment at policy and program level,
 - c. use of smart technologies e.g. app based, using GIS and other innovative practices, and
 - d. security and the sustainability of the platform, system or software used to support the toolkit in the long term. It will also need to be compatible with both mac and android operating systems as well as being useable offline in case of internet connection not being available.
- (vii) Develop guidance note for using the integrated assessment toolkit for subsequent dissemination to DMCs.

- (viii) Procure handheld devices for testing the integrated assessment toolkit, in developing specification consider any DMC specific technology constraints to use.
- (ix) Test the beta version of the toolkit through application to three selected linear urban projects; based in Bangladesh, India, Indonesia, Myanmar, Nepal, Pakistan, Philippines, or Viet Nam, from the urban, water, transport or energy sectors including trainings for involved EA/IA to which other DMC participants can be invited;
- (x) Prepare good practice case studies based on the selected projects to which the integrated assessment toolkit was applied;
- (xi) Develop regional training materials addressing the benefits of an integrated assessment approach, and on how to use the integrated assessment toolkit;
- (xii) Deliver four regional trainings at ADB headquarters and resident missions.

IV. Deliverables

15. The deliverables are below:

No.	Deliverables
1	Integrated Assessment Toolkit to Test (draft, beta version)
2	Good Practice Case Studies (draft, final draft, final)
3	Final Integrated Assessment Toolkit
4	Regional Training (training materials and deliver trainings)

V. Qualification Requirements

The TOR and qualification requirements are:

16. **Qualifications and TOR of the consulting firm.** The consulting firm will put together a team to include project director, project manager, project planner, administrative coordinator, environmental assessment expert, social assessment expert, health impact assessment expert, air, noise, and water pollution experts, community health and safety expert, climate change expert, DRM expert, gender expert with GBV and SEAH expertise, core labor standards expert, etc. The consulting firm should demonstrate that they have undertaking similar work in DMCs, in the context of environment/social safeguards in projects and construction of linear projects (from the urban, water, energy and transport sectors) in densely populated urban areas. Experience in the Asia and Pacific, a range of DMCs from ADB regions, and ADB SPS and other MDB safeguard policies is essential. Experience in both sovereign and nonsovereign operations would be beneficial. The consulting firm will be responsible in coordinating experts to develop and test the toolkit and to implement the training on integrated assessment.

17. **Qualifications and TOR of the topic experts (International/National, 18 person-months).** The experts should have at least a master's degree in relevant field to the topic area with at least 15 years' relevant experience in and familiarly with SPS and MBD safeguard policies as applied to sovereign and non-sovereign projects, ADB requirements for the topic area, and related IFI safeguard policies and other requirements. They should have experience related to the construction of linear projects (from the urban, water, energy and transport sectors) in densely populated urban areas. The experts will provide the required inputs related to their expertise in the development of the toolkit, testing it through application to urban linear projects in DMCs, and

in developing and delivering the training materials. The detailed TOR and outputs will be prepared during project implementation.

C3. Individual Consultants for Online Foundational Training Course

18. The terms of reference are:

I. Scope of Work

- (i) Provide inputs to an inception report setting out the methodology to be adopted, implementation schedule etc.
- (ii) Identify through interviews with environment and social staff and thematic group focal points and through review of existing training materials the relevant content of the online foundational training course whose purpose is to emphasize to project team leaders and analysts the importance of addressing safeguards and cross-cutting issues in achieving project outcomes; as well as a basic understanding of the time and resources required for safeguard plan preparation and implementation.
- (iii) In conjunction with SDSS design the content of the online training course including an integrated assessment and safeguards certification test component for (i) project team leaders and (ii) project analysts ready for translation to online format.
- (iv) Review OIST and other ADB requirements in relation to systems and platforms available to support the online training course, it is anticipated that an existing ADB portal e.g. Development Asia will be utilised to ensure sustainability on access in the long term.
- (v) Once the scope has been agreed, develop and code the online training and beta test on project team leaders and analysts then develop the final version for roll out to DMCs.
- (vi) Provide SDSS with training on maintenance of the online training course to enable future changes.

II. Deliverables

No.	Deliverables
1	Online Training Design (draft, final draft, final)
2	Online Training to Test (draft, beta version)
3	Final Training Course (training materials and deliver trainings)

III. Qualification Requirements

Qualifications and TORs of each Consultant

19. **Senior Safeguards Analyst/Team Lead. (International, 1 person-month)** The consultant should at least a master's qualification, in a relevant environmental/social field. They should have at least 15 years of experience in conducting or reviewing environmental/social safeguards assessments and demonstratable knowledge of the importance of addressing cross-cutting issues in relation to ADB projects. Experience in both sovereign and nonsovereign operations would be beneficial. The consultant will support SDSS to design the online training

course content, testing it on project team leaders and analysts, and be responsible for coordinating, monitoring and carrying out quality review of other consultants' inputs. They will also lead on the interviews with ADB. The detailed TOR and outputs will be prepared during project implementation.

20. Environment Safeguards/CCDRM and Social Safeguard/Gender Analysts. (International, 1 person-month each) The consultants should have at least a bachelor's in a relevant environmental/social field. They should have at least 10 years of experience in conducting or reviewing environmental/social safeguards assessments and demonstratable knowledge of the importance of addressing cross-cutting issues in relation to ADB projects. Experience in both sovereign and nonsovereign operations would be beneficial. The consultants shall support SDSS to design the online training course content. The detailed TORs and outputs will be prepared during project implementation.

21. Solutions Architect/Software Developer. (National, 4 person-months) The consultant should have at least a bachelor's in a relevant IT field. They should have at least 5 years of professional experience in the design/development/coding of online training courses. The consultants shall design/develop the training course under the guidance of ADB and in accordance with the agreed TOR and provide trainings on its maintenance. The detailed TORs and outputs will be prepared during project implementation.

C.4 Individual Consultants for Integrated Safeguard Performance and Tracking System (ISPTS)

I. Background of the Assignment

22. To improve risk management and monitoring of safeguards performance at DMC and EA/IA level, SDSS is planning to establish, test, and, roll out, an interactive project and portfolio-wide risk management and monitoring system (Integrated Safeguard Performance Tracking System (ISPTS)). Standardization of data capture by operations departments and EAs/IAs will not only prevent duplication of efforts but more importantly facilitate analytical assessment and reporting on critical safeguard issues at both project and portfolio level which can be made available to DMCs. Given the exact scope of the ISPTS is still to be developed, a phased approach shall be adopted.

II. Objective of the Assignment

23. The consultants will support SDSS to develop, test and roll out, an ISPTS that integrates with existing and planned monitoring tools used by operations departments within ADB. The ISPTS will have both repository and decision-support functions to enable easy report generation at both project and portfolio level. To ensure consistency with existing systems and minimize duplication of effort, the Phase 1 consultants will undertake an analytical study to evaluate existing and planned safeguard monitoring tools within ADB such as the Project Performance Rating System and SARD's cloud-based safeguard monitoring system, as well as similar tools from other multilateral development banks and private sector institutions in order to inform the design and development of the ISPTS. This evaluation will help to define the relevant data to be captured such as timely disclosure of safeguard documents, grievance redress, and, corrective action; status of safeguard loan covenants implementation; key safeguards indicators including number of resettled persons, greenhouse gas emissions, health and safety incidents/accidents including fatalities; and safeguard categories and project risk ratings. ISPTS should cover both sovereign

and nonsovereign operations, subject to any restrictions in relation to client confidentiality issues for the nonsovereign operations.

24. The Phase 2 consultants will then develop a beta version of the ISPTS based on the TOR developed during Phase 1. ISPTS should make use of a platform or system that ensures its sustainability in the long term, and that is compatible with both android and mac operating systems, as well as being useable offline in case of internet connection not being available. If using the Cloud, risk assessment to OIST requirements will be required. Key considerations are security and the sustainability of the platform, system and software used to support the ISPTS in the long term. It will also need to be compatible with both mac and android operating systems. Once tested and the beta version refined, guidance and trainings on data capture, encoding, and report generation will be provided and trainings to build capacity on its effective use and maintenance to enable future changes delivered. SDSS will be the primary owner of the ISPTS, operations departments including resident missions will also be providing data input on a regular basis.

25. In developing the ISPTS the consultants shall work closely with ADB following its Software Development Lifecycle Process (SDLC) for Vendors.

III. Scope of Work

Phase 1: Analytical Study

- (i) Provide inputs to an inception report setting out the methodology to be adopted for Phase 1, implementation schedule etc.
- (ii) Review how easy it is to access past and existing safeguard information available to SDSS and operations departments (including different approaches between operations departments) along the lines of sector, DMCs, financing modalities, safeguard categories etc.
- (iii) Identify through interviews with environment and social staff and thematic group focal points the relevant data to be captured by the ISPTS, such as, timely disclosure of safeguard documents, grievance redress, and, corrective action; status of loan covenants implementation; key safeguard indicators including number of resettled persons, GHG emissions, health and safety incidents/accidents including fatalities; and safeguard categories and project risk ratings etc.
- (iv) In relation to data to be captured identify any client confidentiality issues in relation to nonsovereign operations;
- (v) Identify existing and planned safeguard risk management and monitoring tools being used within ADB and evaluate their strengths and weaknesses in terms of coverage and technical functionalities;
- (vi) Identify existing and planned safeguard risk management and monitoring tools being used by other MDBs against and evaluate their strengths and weaknesses in terms of coverage and technical functionalities;
- (vii) Complete a benchmarking exercise of the existing and planned safeguard risk management and monitoring tools within ADB and (i) relevant data requirements, and (ii) tools being used by other MDBs;
- (viii) Scope the systems, platforms and software requirements for the ISPTS, taking into account available budget, to enable its integration with existing and planned safeguard risk management and monitoring tools being used within ADB as well as ADB's SharePoint and eOperations, including use of AI capability to undertake analysis of data to see patterns;

- (ix) Identify OIST and other ADB requirements in relation to systems, platforms and software;
- (x) Carry out risk assessment to meet OIST requirements if the Cloud may be utilised;
- (xi) Due to resource constraint, priority will need to be given to data capture for projects under preparation but the means to capture past and existing safeguard information should also be considered; and
- (xii) Produce an analytical study reflecting on the above tasks and including recommendations for the design and development of the ISPTS including TOR for Phase 2.

Phase 2: System Development

- (i) Provide inputs to an inception report setting out the approach to be adopted for Phase 2, implementation schedule etc.
- (ii) Develop the ISPTS based on the TOR developed during Phase 1, beta test and then develop the final version.
- (iii) The ISPTS shall have the following functionalities (not exhaustive)
 - b) Project knowledge repository function: the ISPTS shall include a knowledge repository for environmental and social project information generated over the lifetime of each project. At each stage in the project cycle, key environmental and social project information shall be captured e.g. safeguard categories, risk rating on SEAH, risk of climate change etc.
 - c) Project processing workflow and collaboration function: project team leaders/safeguard specialists can submit a ticket/request for safeguards review to SDSS whose progress will be tracked against Service Level Agreements. Through digitization, the ISPTS shall enable SDSS to exchange comments and assign tasks instead of the use of emails; in order to keep valuable comments linked to the environmental and social project information and link in thematic groups. Task assignment shall include instant email notification. It can also be used to ensure a project can only advance from project preparation to project appraisal and then contract award if the relevant safeguard requirements have been adequately fulfilled—a step that is verified by SDSS for Category A prior to Board approval and the operations department safeguards specialist if otherwise.
 - d) Project implementation tracking function: linked to eOperations and other existing and planned safeguard risk management and monitoring tools within ADB, so it can be used to directly monitor project safeguards compliance as well as reporting on key indicators.
 - e) Performance dashboard: in the form of statistics for key indicators and the status of calendar deadlines.

Additional solution requirements:

- a) be intuitive and easy to use by a range of safeguard and project staff at different levels.
- b) compatible with SharePoint, most used versions of IE, Chrome and Mozilla browsers, and android and mac operating systems.
- c) responsive user interface that adapts to desktop and mobile devices: mobile and tablet.
- d) use of a content management system that will allow non-technical staff to quickly update the content e.g. templates.
- e) generate analytical reports, including the creation of Excel tables and graphs.

- f) Search engine allowing retrieval of documents and data in a user-friendly manner (e.g. by operations department, region, DMC, sector, EA/IA, financing modality, sovereign, NSO, etc.

IV. Deliverables

26. The deliverables are below:

No.	Deliverables
1	Analytical Study and TOR (draft, final draft, final)
2	ISPTS to Test (draft, beta version)
3	Final ISPTS and Trainings (training materials and deliver trainings)

V. Qualification Requirements

Qualifications and TORs of each Consultant

27. **Senior Safeguards Analyst/Team Lead. (International, 1 person-month)** The consultant should at least a master's qualification, in a relevant environmental/social field. They should have at least 15 years of experience in conducting environmental/social safeguards related analysis and demonstrated knowledge of safeguard risk management and monitoring systems. Experience in both sovereign and nonsovereign operations would be beneficial. The consultant will be responsible for developing the analytical study research design, carrying out the required analysis, and developing recommendations and TOR for Phase 2, as well as coordinating, monitoring and carrying out quality review of other consultants' inputs. They will also lead on the interviews with ADB and consultations with other MDBs. The detailed TOR and outputs will be prepared during project implementation.

28. **Environment Safeguards/CCDRM and Social Safeguard/Gender Analysts. (National, 1 person-month each)** The consultants should have at least a bachelor's in a relevant environmental/social field. They should have at least 10 years of experience in conducting environmental/social safeguards related research including CCDRM/gender experience and demonstrated knowledge of safeguard risk management and monitoring systems. Experience in both sovereign and nonsovereign operations would be beneficial. The consultants shall carry out research for the analytical study in accordance with the agreed research design, help develop recommendations and the TOR for Phase 2. The detailed TORs and outputs will be prepared during project implementation.

29. **Solutions Architect/Software Developer (National, 4 person-months).** The consultant should have at least a bachelor's in a relevant computer science field. They should have at least 5 years of professional experience in the design/development of software and in implementing fit for purpose solutions with open source technologies and a minimum of 3 years of experience in SharePoint, and Java/Grails platforms. They should have experience in integrating content management systems to SharePoint, Java/Grails applications; HTML5 or Bootstrap and responsive user interface development; migration of critical systems; and in implementing dashboards with graphs. The consultants shall design/develop the ISPTS under the guidance of ADB and in accordance with the agreed TOR. The detailed TORs and outputs will be prepared during project implementation.

C5. Individual Consultants: Environmental and Social Safeguards Subject-Specific Technical Experts in relation to biodiversity conservation, pollution, physical cultural resources, labor, health and safety risks, involuntary resettlement, livelihood restoration, and Indigenous Peoples (International, 3 person-months)

I. Scope of Work

30. The TA will provide technical expertise to support DMCs in conducting research studies and capacity development activities to help them deal with “sensitive” issues or “problematic” implementation situations. “Sensitive” refers to the presence of natural or critical habitat, protected area, internationally or nationally important physical cultural resources, or particularly disadvantaged or vulnerable individuals or groups at risk. “Problematic” refers to high environmental or social risk implementation situations in DMCs with weak country safeguard systems. Subject Specific Technical Experts will provide as-needed support to DMCs with ADB projects at processing or implementation stage in order to help guide EAs/IAs and their consultants in undertaking the appropriate level of safeguards assessment and management to best address the issues or situations identified. The detailed TORs and outputs will be prepared during project implementation.

II. Qualification Requirements

31. The consultants should at least a master’s qualification, in a relevant environmental/social field. They should have at least 15 years of extensive international experience in conducting or reviewing environmental/social safeguards assessments in relation to *[insert topic]* and demonstratable knowledge and experience of dealing with “sensitive” issues or “problematic” implementation situations. Experience in both sovereign and nonsovereign operations would be beneficial. The consultants will be engaged and deployed by SDSS to carry out research studies in order to validate or supplement impact or risk assessment activities already carried out by the borrower, to provide recommendations on how to address the issues or situations identified, and to provide capacity development activities to support the borrower in implementing the recommendations agreed. The detailed TOR and outputs will be prepared during project implementation.

C6. Individual Consultant, TA Administration (National, 22 person-months)

32. The scope of work is:

I. Scope of Work

- (i) Support the ADB TA Officer by providing project and financial administration including budgeting of costs, tracking of costs, expenses liquidation in accordance with the TA Disbursement Handbook etc.
- (ii) Support the ADB TA Officer to organize, coordinate, plan/design, and manage overall TA implementation, including other consultants’ inputs.
- (iii) Support the ADB TA Officer to develop a TA Inception Report for implementation of the overall TA (incorporating details of implementation and coordination arrangements with interested internal and external parties, implementation arrangements for components, project implementation schedules and budget) (output—TA inception report including work plan).
- (iv) Support selection of the consultants and their inputs to the TA.
- (v) Support the ADB TA Officer to design and oversee implementation of and prepare a report on trainings/workshops. Tasks to include acting as secretariat, budget and

program development, management of participants including travel and visa arrangements, management of evaluation, management of presenters including reimbursements, organizing venue arrangements and floor management adhering to ADB protocols (outputs—trainings/workshops and workshop reports).

- (vi) Support the ADB TA Officer in liaising with ADB regional departments and/or country directors and DMC officials to identify opportunities for potential test projects, apply the agreed selection criteria, and get the commitment of projects to be assisted (output—at least six projects selected and committed).
- (vii) Support the ADB TA Officer to track and update the TA Implementation Plan as necessary during implementation and apply adaptive management approaches to ensure smooth delivery of the TA tasks and deliverables. Support the ADB TA Officer with regular reporting to the UCCRTF to facilitate smooth progress, monitoring and review of activities, and to ensure timely action to address issues as needed (output—progress reports).
- (viii) The consultant will also perform any other tasks as may be required to ensure the aims, outcome, and outputs of the TA are satisfactorily achieved.

II. Qualification Requirements

33. The qualification requirements are:

- (i) The consultant should have at least a bachelor's degree in accounting, finance, management or related discipline and have excellent oral and written communication skills (in English) with at least 8 years of experience. Experience in ADB TAs is an advantage. Knowledge of and experience of SPS is also an advantage.