

## **TERMS OF REFERENCE FOR CONSULTANTS**

1. The consultants (consulting firm and individual consultants) will be selected and engaged in accordance with the Procurement Policy (2017, as amended from time to time) of the Asian Development Bank (ADB) and other arrangements satisfactory to ADB for the engagement of consultants. A consultant firm for about 400 person-months of international/national inputs (including 10 to 12 young professionals to be engaged by the firm) to support implementing agencies in project management; procurement; engineering; safeguards, gender mainstreaming; climate change and disaster risk resilience; and financial management will be hired to provide knowledge and capacity development support to both state and central government agencies if it is required by the technical assistance (TA). The terms of reference for up to 6-8 international and/or national consultants for up to 72 person-months of efforts are also outlined below.

### **A. Consulting Firm (National or International): Knowledge and Capacity Development Support (400 person-months)**

2. A national or international consulting firm will be hired to provide knowledge and capacity development support to both state and central government agencies for about 400 person-months of international/national inputs (including 10 to 12 young professionals to be engaged by the consulting firm). The firm will setup an office in Shillong to support NEC and satellite offices in other locations, as required, to support the concerned central/state government agencies.

3. The consulting firm will:

- (i) Assist select state governments and central ministries in infrastructure investment planning, institutional strengthening and capacity to promote sustainable infrastructure development and foster regional cooperation and integration;
- (ii) Assist in prefeasibility assessments and prioritization of potential infrastructure projects, including regional connectivity subprojects in select states;
- (iii) Provide knowledge support for infrastructure planning/ framework studies, quality assurance of potential transactions and related inputs including safeguards, gender mainstreaming, climate change and disaster risk resilience, financial and economic aspects and structuring project finance;
  - a. At the state government level, key knowledge outputs will be demand driven state/sector vision and investment plan documents, project concept notes, and guidance notes for investment/ project planning, design, and implementation;
  - b. At the central government level, knowledge support will be provided to strengthen their technical know-how for project identification, appraisal, monitoring and evaluation;
- (iv) Engage and train 10 to 12 young professionals from various disciplines (project management; procurement; engineering; safeguards and financial management etc.), preferably from local institutions, to support implementing agencies in project management; procurement; engineering; safeguards, gender mainstreaming; climate change and disaster risk resilience; and financial management, to develop local talent pool as potential resource for the northeastern states;
- (v) Carry out the training needs assessment and design and deliver capacity development programs at the state and central government level in identified areas including:
  - Project planning, preparation and management including procurement, contract management, construction supervision and quality control;
  - Identification and quantification of cross-border spillover effects on regional connectivity subprojects;
  - Portfolio and project performance monitoring;

- Safeguards, governance, gender mainstreaming and grievance redressal mechanism;
  - Basic concepts and framework on climate change and disaster risk screening, as well as climate adaptation and mitigation options for addressing significant risks identified for specific projects and sectors, including climate change risks assessment and actions (particularly, ADB/South Asia Department framework and practice);
- (vi) Support NEC/MDONER to strengthen their advisory and coordination roles for investment project identification, appraisal, accessing external funding for the identified opportunities under the TA;
- (vii) Provide support to northeastern states (as required) for quality assurance of detailed project reports (DPRs) prepared by the state's own fund/efforts and social/environmental/gender, climate change and disaster risk resilience, and financial due diligence, which will include a pool of specialist in key infrastructure sectors;
- (viii) Review of fund flow mechanism for central government/externally-aided projects; identification of gaps and suggested improvements;
- (ix) Develop and implement (a) mechanisms and tools for project planning, appraisal, monitoring and evaluation; (b) management information system for the TA; and (c) knowledge database/ repository;
- (x) Develop the methodology and detailed outline for the above tasks and provide monthly/ quarterly progress reports and completion report to implementing agencies (as required) and ADB;
- (xi) Prepare reports/manuals/guidelines as required under the TA; and
- (xii) Perform any other tasks, as assigned from time to time during TA implementation.

**B. Transport/ Urban/ Energy/ Financial Management/ Safeguards/ Gender/ Climate Change Experts: Short-Term/ Long-Term and International/ National Individual Consultants (72 person-months)**

4. The consultants will:

- (i) Provide support to ADB and state project teams in managing the outputs of the consulting firm/ consultants;
- (ii) Assist state governments and central agencies in:
- preparation of concept note and other requisite documents for project readiness financing (PRF) for ADB assistance;
  - preparation of documents for engaging PRF consultant(s) and subsequent recruitment; and
  - implementation of other pre-PRF/PRF activities;
- (iii) Assist in data collection, analysis, and preparation of reports on relevant subject matters identified during TA implementation and conduct desk research on specific sectors and topics, as required;
- (iv) Assist in preparation for workshops, seminars, and conferences; and participate in TA missions, as required;
- (v) Provide support to northeastern states (as required) for quality assurance of DPRs prepared by the state's own fund/efforts and social/environmental/gender, climate change and disaster risk resilience; and financial due diligence, which will include a pool of specialist in key infrastructure sectors;
- (vi) Support project development initiatives, including assessment of potential PPP modality, if any, and identification and prioritization of knowledge-driven investment ready infrastructure projects;
- (vii) Prepare reports/manuals/guidelines as required under the TA; and
- (viii) Perform any other tasks, as assigned from time to time during TA implementation.