



Technical Assistance Report

Project Number: 45039-001
Regional Capacity Development Technical Assistance (R-CDTA)
October 2011

Harnessing Climate Change Mitigation Initiatives to Benefit Women (Financed by the Nordic Development Fund)

ABBREVIATIONS

ADB	–	Asian Development Bank
DMC	–	developing member country
GMS	–	Greater Mekong Subregion
Lao PDR	–	Lao People’s Democratic Republic
NDF	–	Nordic Development Fund
NGO	–	nongovernment organization
TA	–	technical assistance

TECHNICAL ASSISTANCE CLASSIFICATION

Type	–	Regional Capacity Development Technical Assistance (R-CDTA)
Targeting classification	–	Targeted intervention-MDGs
Sector (subsectors)	–	Multisector (energy efficiency and conservation, waste management, urban sector development)
Themes (subthemes)	–	Gender equity (economic opportunities, empowerment and rights); environmental sustainability (urban environmental improvement); capacity development (institutional development); social development (human development)
Climate change	–	Climate change mitigation
Location (impact)	–	Urban (high), national (medium), regional (high)
Partnership	–	Nordic Development Fund

NOTE

In this report, "\$" refers to US dollars unless otherwise stated.

Vice-President	S. Groff, Vice-President, Operations 2
Director General	K. Senga, Southeast Asia Department (SERD)
Director	A. Leung, Urban Development and Water Division, SERD
Team leader	L. Adams, Social Development Specialist, SERD
Team members	J. Acharya, Climate Change Specialist (Clean Energy), Regional and Sustainable Development Department (RSDD)
	T. Culla, Associate Social Development Officer, SERD
	A. B. Frielink, Principal Country Economist, SERD
	C. Hem, Senior Project Officer, SERD
	H. Jenny, Principal Urban Development Specialist, SERD
	C. Kim, Programs Officer, SERD
	S. Phanouvong, Senior Project Officer, SERD
	K. Schelzig Bloom, Social Sector Specialist, SERD
	L. Sorkin, Country Specialist, SERD
	J. Van Rijn, Senior Public Management Specialist, RSDD

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I. INTRODUCTION

1. The proposed regional capacity development technical assistance (TA) did not appear in the country strategy and program for Cambodia, the Lao People's Democratic Republic (Lao PDR), and Viet Nam because the innovation described in the TA was not envisioned at the preparation of the country partnership strategy. The regional capacity development TA concept was initially presented and endorsed by the Greater Mekong Subregion (GMS) countries at the 10th Annual Meeting of the Working Group for Human Resource Development held in the Lao PDR in May 2011. The GMS countries requested the Asian Development Bank (ADB) to identify and develop programs and actions for climate change and disaster-affected communities. In July 2011, a fact-finding mission was fielded in Cambodia, the Lao PDR, and Viet Nam and agreements were reached on the impact, outcome, outputs, implementation arrangements, cost, financing arrangements, and terms of reference.¹ The design and monitoring framework is in Appendix 1.

II. ISSUES

2. Climate change impacts are not gender neutral. There is a strong rationale to link the impacts of climate change on natural resource depletion and livelihoods with gender roles and responsibilities. In the face of seasonal and/or catastrophic climate change events, women are less equipped to respond and, due to gender roles, often face the brunt of these events. Women and girls have disproportionately poor access to employment and income generating opportunities, and low socioeconomic status. In addition, the provision of services (clean water, waste management, and household energy) and associated exposure to environmental hazards are linked to gender roles. Disproportionate impacts on poor and vulnerable groups, and in particular on women, disrupt livelihoods, produce unsafe environments and limit access to clean water and essential services.

3. Women are powerful agents of change in promoting climate change responses—and not simply hapless victims of climate change—as they are traditional stewards and managers of water, fuel, and waste resources. Evidence, including from Nepal and India,² demonstrates that linkages that serve to empower women as resource managers and entrepreneurs constitute a powerful strategy to address local and global environment concerns. Despite this, an institutional gender blindness to women's participation and contributions results in resource management being incorrectly treated as “gender neutral”. National energy, transport and urban development policies and organizations overlook women's specific needs and contributions.

4. Climate change financing mechanisms have neglected sustainable development concerns. As a result of the Copenhagen Accord, developed countries pledged to mobilize \$30 billion in climate change financing for 2010–2012, and \$100 billion per year by 2020. Dedicated financing windows and partnerships have been established, but despite increasing attention on low-carbon and climate-resilient growth paths, the social dimensions of climate change are poorly understood. Climate change financing mechanisms have been criticized for prioritizing greenhouse gas emission reductions over sustainable development concerns. Many financial instruments responding to the climate change challenge are new and just beginning to consider social safeguards to govern their distribution. Vulnerable, resource-dependent groups such as indigenous peoples are being taken into account in emerging policy discussions, but gender

¹ The TA first appeared in the business opportunities section of ADB's website on 30 September 2011.

² <http://www.wepco.org.np/what-we-do/swm-activities/> and <http://labl.teriin.org/>.

concerns are sorely missing. A new approach is needed to weave gender concerns into national or subnational strategies, action plans, and screening processes so that (i) gender concerns are incorporated in project design guidelines, (ii) impacts are monitored or verified, and (iii) wider stakeholder representation in national climate change planning forums is enabled. Innovative approaches are needed to ensure climate change financing mechanisms value sustainable development benefits and facilitate projects with high development impact and gender co-benefits.

5. In addition to recognizing the impact of climate change on national development and the importance of developing strategy and action plans in response, there is a need to include gender in policy discussions and institutional capacity development. These include (i) national and provincial authorities responsible for the capture, regulation, and distribution of climate change finance; (ii) national women's ministries, which are mandated to promote gender mainstreaming, but lack expertise to respond to technical sectors related to climate change; and (iii) communities positioned to identify projects that meet local needs and priorities, but that lack knowledge of technical and financial requirements to access carbon finance opportunities.

6. Low-carbon technologies and access to carbon financing opportunities present co-benefits for women. The considerable funding mobilized under the existing carbon finance mechanisms provides opportunities for projects with significant implications for local and women's livelihoods. Carbon finance projects can reduce the vulnerability of women to climate change by providing more secure livelihoods and access to modern technology, while also promoting the Millennium Development Goals for environmental sustainability and gender equality (goals 3 and 7). Women could spend less time obtaining fuel wood, have access to cleaner energy sources and clean water, provide safe local environmental conditions and improve their own livelihoods. In urban areas, renewable energies, landfill methane recovery and utilization as energy, comprehensive waste management, and alternative waste management (recycling, composting and others) have been identified as priority mitigation options that also address these issues.

7. There are a number of established low-carbon technologies, but inadequate financing is available to enable these to spread. The transaction costs are expected to be high, which has hindered both small-scale project development and access to climate finance. Despite their often significant social development impact, the distributive costs associated with high client spread may make international finance institutions less inclined to make significant investments in human resource-intensive projects. An additional challenge that can inhibit small-scale projects from accessing climate finance is high upfront project development costs. However, despite these development challenges, climate financing is attractive as it offers a long-term source of revenue to sustain projects. Further, given women's roles and responsibilities in fuel and waste management, low-carbon technologies provide a platform to improve the global environment and empower women through co-benefits.³ Revenue from market-based climate mechanisms, such as carbon markets, provides an important opportunity to empower women's groups to implement these technologies as an entrepreneurial initiative, earning benefits from the carbon revenue and developing skills to handle clean technologies and improved waste management approaches.

³ Co-benefits reduce time from fuel collection; enable income generation opportunities from distribution/maintenance of low-carbon technologies; reduce health and sanitation risks; and increase access to clean energy sources.

III. THE PROPOSED TECHNICAL ASSISTANCE

A. Impact and Outcome

8. The impact of the regional capacity development TA will be improved access to low-carbon technology and improved livelihoods of women in urban and peri-urban areas in developing member country (DMC) pilot sites through carbon revenue financing. The expected outcome of the TA will be an improved enabling environment for gender sensitive climate change mitigation policies and finance in target DMCs.

B. Methodology and Key Activities

9. The purpose of the TA is to influence the supply and demand of gender-equitable climate change responses. Increasing supply driven responses involves building the skill levels of government agencies responsible for subnational climate change responses such that climate change strategies, actions plans and screening mechanisms are gender-inclusive. The promotion of supply and demand-driven responses from women's ministries (which are mandated to support gender mainstreaming) involves equipping them with the skills needed to engage in and promote gender-equitable benefit-capture from climate change responses. Beneficiary demand-driven responses include support that (i) develops the skills of beneficiaries to effectively advocate to influence policy, (ii) improves their knowledge, and (iii) helps them acquire the skills needed to access resources from climate change finance mechanisms. The TA will have three main outputs.

10. **Output 1. Gender concerns mainstreamed in national or provincial climate change strategies, action plans and mitigation plans.** This component will develop the capacity of national and provincial agencies responsible for climate change responses to integrate gender analysis into climate change strategies, action plans, screening criteria, monitoring and evaluation, and benefit distribution of low-carbon projects.⁴ The capacity of national and/or provincial women's agencies, which are mandated to support gender mainstreaming, will be strengthened in terms of the expertise needed to engage in and promote more gender-equitable benefit capture in technical sectors related to climate change. In addition to creating an enabling environment for wider stakeholder participation in policy dialogue and a greater share of benefits from low-carbon projects, the TA will build the strength of women's entrepreneur groups through the provision of functional training and follow-up support related to women's leadership, negotiation and advocacy skills, monitoring and evaluation, and know-how to access carbon financing.

⁴ The TA will respond to the different opportunities and stages in climate change policy development present in each country. Cambodia is in the initial stage of preparing a Climate Change Strategy and Action Plan to provide a strategic framework for climate change adaptation and mitigation. The National Adaptation Programme of Action to Climate Change (NAPA) was prepared in October 2006. The Cambodia Climate Change Alliance, coordinated by the Ministry of Environment, manages a trust fund to support climate change projects. The current cycle of applications prioritizes adaptation projects based on the NAPA. The Viet Nam Climate Change Strategy to 2050 has recently been drafted by the Ministry of Natural Resources and Environment for consultation. The National Strategy on Climate Change (NSCC) was approved by the Government of the Lao PDR in March 2010. A NAPA was prepared in May 2009. The government has identified the next steps, which include preparation of National Appropriate Mitigation Actions and Action Plan for the NSCC, and development of national capacity. For example, support is being provided to the eight climate change technical working groups in the National Climate Change Office through ADB. 2010. *Capacity Enhancement for Coping with Climate Change in the Lao People's Democratic Republic*. Manila.

11. **Output 2. Effective mechanism supporting stakeholder engagement process and gender-equitable benefit distribution identified for replication.** A Regional Knowledge Coordination Hub will be established to support an enabling environment, share and exchange national pilot lessons, provide a convening platform for stakeholder consultations, and promote continuous monitoring and evaluation and enhancement of capacity-building activities. The purpose will be to facilitate communication and build capacity to mainstream gender issues into climate change planning at operational and policy levels. At the operational level, the consultation will build upon lessons from developing guiding principles for evaluation and revenue sharing, while policy-level consultations will focus on enabling reforms needed to integrate gender into nationally appropriate mitigation actions and national climate change strategies. Starting with the sharing of outcomes and lessons from this TA, knowledge will be reflected through established sector and knowledge-sharing groups⁵ to sustain best practice approaches in and outside the region.

12. **Output 3. Three pilot projects successfully implemented by women's groups⁶ to develop local tools and mechanisms in order to access climate financing.** The pilot projects will demonstrate a model of female entrepreneurs addressing climate change issues. The pilot will focus on women's groups as agents of change, enabling them to take action to improve urban services, including small-scale renewable energy systems and upgrading and maintaining distributed wastewater treatment and solid waste management systems.⁷ The TA will assist women's groups in accessing climate financing to demonstrate how climate financing can provide benefits to women for their contributions to greenhouse gas reductions, in addition to productive industries. The Technical Support Facility from ADB's Carbon Market Program and other support agents will work in close coordination with regional and national coordinators and national women's groups in helping to identify and develop low-carbon projects that seek co-benefits and are prospective for various sources of climate change financing, including the carbon markets.

C. Cost and Financing

13. The cost of the TA is estimated at \$3 million equivalent, of which \$2.7 million equivalent will be financed on a grant basis by the Nordic Development Fund (NDF) to be administered by ADB. Technical support will be allocated according to need and will be balanced among the three countries. The governments of Cambodia, the Lao PDR and Viet Nam will fund the remaining \$300,000 equivalent in kind by providing office accommodation, counterpart staff, and support facilities. The cost estimates and financing plan are in Appendix 2.

D. Implementation Arrangements

14. ADB will be the executing agency. Overall supervision and guidance for TA

⁵ Established sector and climate change knowledge sharing groups include GMS Working Group on Agriculture, GMS Working Group on Environment, Cities Development Initiative for Asia platform, Asia Pacific Water Forum Water knowledge hubs, Environment Operations Center, The Institute for Global Environmental Strategies and United Nations Framework Convention on Climate Change platforms etc.

⁶ One pilot project per country.

⁷ Small-scale renewable energy refers to production and marketing of improved cook stoves. Low-carbon technologies for distributed water and waste management may include (i) community-based garbage and recyclables collection and/or sale, (ii) engaging women's groups in management of solid waste entering municipal landfills through solid waste separation and composting of the organic portions, and (iii) improved solid waste management and handling of organic component through decentralized anaerobic digestion (with the additional benefit of biogas and fertilizer generation at small and medium scale).

implementation and stakeholder coordination will be provided by a steering committee led by the GMS Working Group Agriculture coordinator (Cambodia); GMS National Secretariat (Lao PDR); and Quang Binh Provincial People's Committee (Viet Nam). The Ministry of Agriculture, Forestry and Fisheries will be the implementing agency in Cambodia. The Ministry of Natural Resources and Environment will be the implementing agency in the Lao PDR, and the Department of Natural Resources and Environment will be the implementing agency in Viet Nam. The TA technical support unit will be based in the GMS Environmental Operations Center,⁸ located in Bangkok, to ensure synergy with other GMS regional cooperation programs. The ADB resident mission teams will work closely with implementing agencies to supervise pilots, depending upon capacity. The implementation structure is within existing country institutional arrangements as diagrammed in the Supplementary Appendix (available upon request).

15. The TA will be implemented over 36 months, from 1 January 2012 to 31 December 2014. The outline terms of reference for consultants are in Appendix 3. Four types of consulting services are required, using 69 person-months of international consultant services and 95 person-months of national consultant services. Consulting recruitment arrangements are in Appendix 4. ADB will select and engage consultants in accordance with ADB's Guidelines on the Use of Consultants (2010, as amended from time to time). Disbursements under the TA will be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time). All procurement will be made in accordance with ADB's Procurement Guidelines (2010, as amended from time to time). Advance actions for recruitment will be undertaken to ensure timely fielding of consultants immediately after TA effectiveness. After completion of the TA, the equipment will be handed over to the implementing agencies.

16. The Regional Knowledge Coordination Hub will provide the institutional structure for dissemination of good practices and lessons from the pilot projects and benefit distribution mechanisms. In addition to transfer of technical knowledge and capacity to DMC national agencies and women's groups' project participants, outcomes and lessons generated from this TA will be reflected through established sector and knowledge-sharing groups to sustain such best practice approaches in and outside the region. The key results and lessons of the TA will be disseminated through national, regional and international seminar briefings; NDF briefing materials; ADB Southeast Asia Urban Development and Water Division knowledge products; and the ADB website. The TA plans to conduct an impact evaluation of the Viet Nam pilot site(s).⁹

IV. THE PRESIDENT'S RECOMMENDATION

17. The President recommends that the Board approve ADB administering technical assistance not exceeding the equivalent of \$2,700,000 to the governments of Cambodia, the Lao People's Democratic Republic, and Viet Nam, to be financed on a grant basis by the Nordic Development Fund for Harnessing Climate Change Mitigation Initiatives to Benefit Women.

⁸ The Environmental Operations Center, is the implementation facility for ADB, established by the ADB. 2005. *Technical Assistance for the Core Environment Program and Biodiversity Conservation Corridors Initiative in the Greater Mekong Subregion*. Manila (TA 6289-REG) which supports the GMS Working Group on Environment.

⁹ Subject to the approval of the Steering Committee of the Implementing Impact Evaluation at ADB TA (ADB. 2010. *Implementing Impact Evaluation at ADB*. Manila), a proposal has been submitted to conduct an impact evaluation of Viet Nam pilot sites in order to develop and identify optimal mechanisms that improve the share of benefits women receive from climate change mitigation initiatives.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact Improved access to low-carbon technology, and carbon revenue financing improves livelihoods of women in urban and peri-urban areas in DMC pilot sites</p>	<p>The number of women-led enterprises using low-carbon technologies in the project areas increased by 50% by 2020 (from 2011 baseline).</p> <p>GHG emissions reduced by xx tons of CO² equivalent per DMC pilot site, with women receiving xx% of the benefits from the resultant revenue^a</p>	<p>DNA annual reports in Cambodia, the Lao PDR, and Viet Nam</p> <p>IGES and UN RISOE databases</p> <p>Low-carbon project reports</p> <p>Impact evaluation report</p>	<p>Assumption DMC growth strategies and urban population pressure on nonrenewable resources makes low-carbon technologies attractive.</p>
<p>Outcome Improved enabling environment for gender-sensitive climate change mitigation policies and finance in target DMCs</p>	<p>Gender is mainstreamed in national, provincial; or subsector policy frameworks and action plans, by 2015.</p>	<p>DMC Climate Change Policy and action plans</p> <p>20% of projects approved by DNA with gender co-benefits</p> <p>Impact evaluation report</p> <p>ADB monitoring reports, project completion reports</p>	<p>Assumption DMC government is supportive of gender-focused climate finance initiative</p> <p>Risk Cultural constraints to women's leadership</p>
<p>Outputs</p> <p>1. Gender concerns mainstreamed in national, provincial; or subsector climate change strategies, action plans, and mitigation plans^b</p> <p>2. Effective mechanism supporting stakeholder engagement process and gender equitable benefit distribution identified for replication</p>	<p>Capacity development implementation plans prepared for Cambodia, the Lao PDR, and Viet Nam</p> <p>Gender-specific goals and targets incorporated in the climate change action plans of participating countries</p> <p>National, provincial; or subsector screening criteria for carbon finance projects in participating countries include gender-responsive benefit distribution goals and targets</p> <p>Mechanism identified</p> <p>Regional knowledge coordination hub established</p> <p>Guiding principles and frameworks for benefit sharing formulated and shared</p>	<p>Capacity development plans for Cambodia, the Lao PDR, and Viet Nam</p> <p>National, provincial; or subsector climate change action plans</p> <p>National, provincial, or subsector climate change financing documents</p> <p>Low-carbon project reports</p> <p>ADB monitoring reports, project completion reports</p> <p>MOU with international organization with reputable experience in climate change issues and mechanisms</p> <p>Country-specific recommendations produced in consultation with government and civil society stakeholders</p>	<p>Assumptions Sustainable development is a priority for GMS countries.</p> <p>Carbon finance methodology exists to receive carbon credits from voluntary or compliance market for proposed projects.</p> <p>Risk National procedures on carbon credit financing are unclear.</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>3. Three pilot projects successfully implemented by national women's groups to develop local tools and mechanisms in order to access climate financing</p>	<p>Lessons from stakeholder engagement process shared at national and regional levels</p> <p>xx households in GMS pilot sites benefiting from lower-carbon technologies^c (by end of 2012)</p> <p>xx women's groups trained to develop and access climate change finance project development and financing (by end of 2012)^d</p> <p>Pipeline of projects led by women for climate finance developed (by end of 2013)</p>	<p>Knowledge products, lessons, and best practices publications prepared for sharing through UNFCCC processes, Rio+20 United Nations Conference on Sustainable Development processes, and established sector and climate knowledge sharing groups and/or hubs^e</p> <p>Project idea note Project design documents</p> <p>Successful approval of climate change financing</p>	
<p>Activities with Milestones</p> <p>1. Output 1</p> <p>1.1 Conduct scoping study to identify relevant government and NGO organizations, women's groups and low-carbon technology experts to form the national or provincial project teams and project advisors, by the by the end of 2012.</p> <p>1.2 Conduct institutional analysis of relevant implementing agencies and women's groups in the three GMS countries, by month 2 from start of project.</p> <p>1.3 Conduct consultative workshops in each country to identify gaps in capacity and prepare capacity development implementation plans, by the end of 2012.</p> <p>1.4 Enhance skills and knowledge of national project advisors (e.g., MRV assessments, women's leadership, group formation and organizing, M&E) to provide training, as part of the regional team, to national ministries and women's organizations, by the end of 2012.</p> <p>1.5 Develop and conduct tailored courses on climate change and urban development, gender and climate change responses, women's leadership, negotiation skills, advocacy skills, climate change financing mechanisms, and monitoring and evaluation, by the end of 2012.</p> <p>1.6 Mobilize a regional team (comprising three national project advisors, carbon project development or TSF experts, and low-carbon technology experts) to provide training inputs and technical assistance to national ministries and women's organizations, by the end of 2012.</p> <p>2. Output 2</p> <p>2.1 Map appropriate modalities and potential barriers to securing carbon finance for communities and women's groups, by the end of 2012</p> <p>2.2 Map experiences with carbon revenue sharing to formulate guiding principles and allocation rules for equitable benefit sharing from climate change projects in Cambodia, the Lao PDR, and Viet Nam, by the end of 2012.</p> <p>2.3 Convene country consultations to mainstream gender into climate change policy frameworks (in particular NAMAs), from by the end of 2012.</p> <p>2.4 Share and exchange lessons through the UNFCCC processes, Rio+20 processes, and other forums where project results can be disseminated to a wider audience, from December 2013.</p> <p>2.5 Review DMC provincial sector climate change mitigation programs of action, project screening criteria, monitoring and evaluation, and benefit distribution (in month 3):</p>			<p>Inputs</p> <p>Nordic Development Fund: \$2.7 million (€2 million)</p> <p>Consultant services (international consulting services, 68 person-months; national consulting services 95 person-months): \$1,920,000</p> <p>Training, workshops and seminars: \$265,000</p> <p>Surveys, pilot projects, studies and monitoring: \$200,000</p> <p>Equipment: \$25,000</p> <p>Miscellaneous, administration and support costs: \$155,000</p> <p>Contingency: \$135,000</p> <p>Governments of Cambodia, the Lao PDR, and Viet Nam: \$300,000 (in kind)</p>

Activities with Milestones	Inputs
<p>identify issues and provide recommendations (i) to improve support structure for gender co-benefits (end year 1), and (ii) carbon revenue sharing (by the end of 2015) as outputs of national and regional consultation exercises.</p>	
<p>2.6 Prepare and disseminate publications/ and/or case studies (ongoing).</p>	
<p>3. Output 3</p>	
<p>3.1 Evaluate availability of sex-disaggregated national data, review ongoing and past baseline data for entrepreneurial support projects, and improve TA baseline, by the end of 2012</p>	
<p>3.2 Review and identify and consolidate best practices from previous low-carbon technology projects that were community-driven or led by women to guide development of GMS-appropriate pipeline projects, by the end of 2012.</p>	
<p>3.3 Conduct country-level resource assessments to determine priority low-carbon interventions to be led by women, and priority pilot projects, by the end of 2012</p>	
<p>3.4 Develop selection criteria and review existing formal or informal women's groups in terms of their institutional setup, programming and planning activities to determine suitability for pilot project support, by the end of 2012.</p>	
<p>3.5 Study the feasibility of implementing selected pilot projects, by the end of 2012.</p>	
<p>3.6 Based on scoping study and pilot selection process, xx women's groups per country will be provided with technical training (e.g. climate resilience, urban waste management, clean energy and other low-carbon technologies, carbon markets, business development, leadership, and negotiation), by end of 2012.</p>	
<p>3.7 Provide support to women's microenterprises in accessing and using modern energy services and complementary business inputs such as financing, climate change financing, and linkages with relevant institutions.</p>	
<p>3.8 Develop a pipeline of projects led by women eligible for climate change financing, selected from host investment projects (from each GMS country, covering a variety of low-carbon technologies: improved cook stoves, waste management, recycling/composting), by the end of 2012.</p>	
<p>3.9 Prepare a climate finance development plan for selected priority interventions and pilot projects by the end of 2012)</p>	
<p>3.10 Prepare technical project design documents and other related reports to register the selected pilot project by end of 2013.</p>	
<p>3.11 Document pilot lesson learning and best practices and disseminate these through various sector knowledge hubs and national, regional, and international forums, from June 2013.</p>	

ADB = Asian Development Bank; CO² = carbon dioxide; DMC = developing member country; DNA = designated national authority; GHG = greenhouse gas; GMS = Greater Mekong Subregion; IGES = Institute for Global Environmental Strategies; M&E = monitoring and evaluation; MOU = memorandum of understanding; MRV = monitoring, reporting, and verification; NAMA = nationally appropriate mitigation action; NGO = nongovernment organization; TSF = technical support facility; UNFCCC = United Nations Framework Convention on Climate Change; UN RISOE = United Nations Environment Program Risoe Centre on Energy, Climate and Sustainable Development.

^a Amount of GHG emission reductions and percent of benefits to be determined after completion of the baseline study.

^b The technical assistance will engage at different levels, responding to the opportunities and requirements in each country.

^c Number of households to be determined after confirmation of low-carbon technology to maximize co-benefits, determination of minimum requirements justifying carbon development, and selection of appropriate methodologies under pilot development activities.

^d Final number of women's groups to be determined after confirmation of low-carbon technology to maximize co-benefits, determination of minimum requirements justifying carbon development, and selection of appropriate methodologies under pilot development activities.

^e Established sector and climate knowledge sharing groups include GMS Working Group on Agriculture, GMS Working Group on Environment, CDIA platform, Asia Pacific Water Forum Water Knowledge hubs, Environment Operations Center, IGES and UNFCC platforms.

Source: Asian Development Bank.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Total Cost
A. Nordic Development Fund^a	
1. Consultants	
a. Remuneration and per diem	
i. International consultants	1,360.00
ii. National consultants	380.00
b. International and local travel	160.00
c. Reports and communications	20.00
2. Equipment ^b	25.00
3. Training, seminars, and conferences ^c	265.00
4. Surveys, studies, and impact monitoring ^d	200.00
5. Miscellaneous administration and support costs	155.00
6. Contingencies	135.00
Subtotal (A)	2,700.00
B. Government Financing^e	
1. Office accommodation and transport	120.00
2. Remuneration and per diem of counterpart staff	130.00
3. Contingencies	50.00
Subtotal (B)	300.00
Total	3,000.00

^a Administered by the Asian Development Bank (ADB). This amount includes ADB's administration fee, audit costs, bank charges, and a provision for foreign exchange fluctuation (if any), to the extent that these items are not covered by the interest and investment income earned on this grant.

^b Includes computers, printers, office equipment, software, and accessories. The implementing agencies will retain the equipment at the end of the technical assistance implementation.

^c Includes honorarium and travel costs for resource persons and facilitators, participants' travel costs, staff travel costs as resource persons and/or speakers, and logistical costs.

^d Includes implementation of pilot projects. Funding to support pilot projects will be supplemented by additional resources of \$2.8 million through the Urban Financing Partnership Facility from the proposed Coastal Cities Urban Environment and Climate Change Project (Viet Nam) (scheduled to be approved in 2012), ADB. 2011. *Technical Assistance Capacity Building for the Efficient Utilization of Biomass for Bioenergy and Food Security in the Greater Mekong Subregion*. Manila (approved on 29 June); and SNV Improved Cookstoves National Program (Lao). It is expected that supplementary activities under ADB. 2010. *Technical Assistance Implementing Impact Evaluation at ADB*. Manila (TA 7680-REG, for \$1 million, approved on 7 December) will support impact evaluation of the Viet Nam pilot sites.

^e The governments of Cambodia, the Lao People's Democratic Republic, and Viet Nam will provide in-kind contributions covering personnel inputs, data, necessary information, and other administrative support.

Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

A. Consulting Services

1. The technical assistance (TA) project will be carried out by a team of consultants, and will require 68 person-months of international and 95 person-months of national consulting services.

B. Technical Assistance Coordination and Administration

2. **Regional coordinator and team leader** (one international expert, 30 person-months). The team leader will have overall management and coordination responsibilities for the effective and timely implementation of the TA. The regional coordinator¹ will be responsible for coordination of the pilot projects across Cambodia, the Lao People's Democratic Republic (Lao PDR), and Viet Nam and of technical skills and knowledge transfer—including administration of training and seminars—to national ministries and women's groups. The team leader will report progress of the TA to the Asian Development Bank (ADB) and the implementing agencies. He or she will have recognized gender advocacy and climate change expertise with a good understanding of low-carbon technologies in the urban sector and carbon financing. Experience working in Greater Mekong Subregion (GMS) countries is desirable. The team leader's responsibilities will include, but not be limited to, the following tasks:

- (i) finalize the detailed work plan and implementation schedule;
- (ii) coordinate all consultant activities for timely delivery of outputs, working in close collaboration with implementing agencies and host investment partners;
- (iii) review existing background data and projects. Extract lessons on community-driven low-carbon technologies and climate change development from relevant studies and projects in the GMS and elsewhere;
- (iv) assess ongoing and proposed government and private sector programs for low-carbon technology dissemination in the urban sector in each developing member country (DMC);
- (v) assess the capacity of the implementing agencies and beneficiaries and develop and oversee appropriate capacity-development activities;
- (vi) lead the preparation of all aspects of pilot project design and implementation;
- (vii) oversee the formulation of the project monitoring plan based on stakeholder consultations and study analyses;
- (viii) prepare the inception, interim, and final reports in a timely manner; and
- (ix) communicate project goals, approaches and results to beneficiaries, policymakers and sector specialists; create basic outreach materials to be translated into local languages and communicate with beneficiaries from the project outset; and compile and disseminate project experiences through various knowledge hubs and centers of excellence.

¹ The regional coordinator will be based at the GMS Environmental Operations Center to ensure synergy with other GMS regional cooperation programs and provide a central platform for deployment of technical assistance across pilot countries.

3. **Project advisor** (three national experts: 12 person-months (intermittent) each in Cambodia and Viet Nam, and 24 person-months in the Lao PDR; total of 48 person-months). One project advisor will be recruited to support the project coordination office in each country. They will manage all stakeholders, including the implementing agencies and entities responsible for pilot project implementation, and will report to the team leader. They will be responsible for overall coordination of the TA at the country level, including stakeholder policy dialogue, capacity building, knowledge dissemination, and coordination with the pilot investment project. Tasks include:

- (i) manage the day-to-day implementation of the TA at the national level; work closely with the implementing agency and key project stakeholders to prepare a detailed work plan and implementation schedule; ensure proper consultation and effective communication among stakeholders; track TA progress; establish and maintain a project administration system; and proactively address potential risks and barriers;
- (ii) conduct stakeholder analysis, prepare project framework, and, in collaboration with the technical experts engaged under the TA, coordinate and conduct relevant workshops, stakeholder consultations, trainings and capacity development activities at the national level and support and participate in regional activities as appropriate;
- (iii) review and extract lessons from experiences relevant to the project in each DMC, and review findings from ADB or other low-carbon interventions in urban sectors;
- (iv) assess government policies, and ongoing and proposed government programs for low-carbon development in the urban sectors in the assigned country, and provide inputs to and assist the international experts in literature review and data collection;
- (v) obtain relevant country background information and conduct resource and institutional assessments to identify priority interventions and project areas;
- (vi) assist proponents in the preparation of feasibility studies for the selected pilot projects;
- (vii) prepare national monitoring and evaluation (M&E) systems for the TA and the pilot projects;
- (viii) assist in the preparation of the inception, interim, draft final and final reports;
- (ix) assess various sources of climate change financing and prepare a finance development plan for priority interventions and pilot projects;
- (x) support implementing agencies as required to ensure the effective and timely implementation of the TA; and
- (xi) assemble country-level documentation of lessons and best practices arising from pilot project implementation.

4. **Project implementation specialist** (one national expert in the Lao PDR, 6 person-months, intermittent). A project implementation specialist will be engaged in the Lao PDR to liaise with the host investment project and guide day-to-day pilot implementation, including management of the project entities—the producer group(s) responsible for pilot project implementation. The consultant must have local experience implementing community-driven carbon finance projects, and experience linking female entrepreneurs to international climate finance flows. He or she will report directly to the project advisor. Responsibilities include:

- (i) liaise with pilot project proponents and ensure effective communication flows with other TA stakeholders so that pilot project experiences are fed into policy dialogue and vice versa;
- (ii) ensure pilot project representatives, especially women, are included in stakeholder policy dialogues;
- (iii) assist in assessing training and capacity-building needs of pilot project participants and designing and implementing appropriate capacity-development activities;

- (iv) assist in preparing national M&E systems for the pilot projects, and gather monitoring data and report on pilot progress;
- (v) assist project proponents in the preparation of feasibility studies, and/or technical, economic and financial analyses for the selected pilot projects, if required;
- (vi) work with pilot project proponents to refine the project design in response to TA findings;
- (vii) disseminate learning and experiences from the pilot project among other TA stakeholders through knowledge products or events.

5. **TA administrator** (one national expert, 24 person-months, based at ADB headquarters). The TA administrator will be responsible for TA administration and provide direct support to the TA task manager (Southeast Asia Urban Development and Water Division social development specialist). They will contribute to achieving all the TA activities to enhance gender equality in SEUW operations. They will have a minimum of 5 years experience in project administration and coordination. The TA administrator's tasks will include the following:

- (i) monitor physical progress in TA implementation, including tracking and following up on procurement/contract awards; monitoring progress in terms of outputs and deliverables; following up on submission of project reports and financial statements; maintaining related documents, records, and files for projects; and maintaining a computer-based information system for project administration matters;
- (ii) assist in consultant recruitment, claims processing and contract variations;
- (iii) assist in preparing project briefs and presentation materials;
- (iv) review all TA outputs and flag issues for the attention of the ADB project officer; and
- (v) provide technical and logistical support for national and regional learning events.

6. **Institutional development specialist** (one international expert, 4 person-months, intermittent). The institutional development specialist will have an extensive track record in the areas of process or change management and gender. Experience with the preparation and monitoring of performance-based contract management modalities is highly desirable. They will develop the capacity development implementation plan in the first year of the project, in close consultation with all stakeholders, and will monitor progress annually thereafter. Responsibilities include:

- (i) conduct institutional analysis of relevant implementing agencies in the three GMS countries to inform the capacity development implementation plan and provide a baseline for the monitoring of all capacity development activities;
- (ii) liaise with other team members in identifying training and capacity-development needs and target beneficiaries; assist the team leader and project advisors in each country to conduct stakeholder consultations and workshops, trainings, and capacity development activities; and
- (iii) prepare and budget country-specific, capacity-development implementation plans to be structured around the expected outputs of the project and report progress annually.

C. Regional Knowledge Coordination Hub

7. **Knowledge hub coordinator and climate change specialist** (one international expert, 9 person-months, intermittent) and **knowledge hub researcher** (one international expert, 12 person-months, intermittent). The knowledge hub coordinator and knowledge hub researcher will manage stakeholder policy dialogue to generate recommendations arising from the project level to inform national and/or subnational policy and planning and the broader climate change and development audience. They will conduct background research and field surveys; convene stakeholder consultation; generate and assemble documentation of lessons and best practices;

and disseminate knowledge products through established sector and knowledge sharing forums. They will be supported by inputs from gender and climate change specialists to lead capacity-building activities for mainstreaming gender and enhancing the participation of women in policy dialogue. Specific tasks include:

- (i) map appropriate modalities and potential barriers to securing carbon finance for communities and women's groups;
- (ii) analyze experiences with eligibility criteria and carbon revenue sharing to support the formulation of gender-sensitive screening criteria and allocation rules for equitable benefit sharing from climate change projects in each DMC;
- (iii) convene country consultations and field surveys to recommend project screening criteria, M&E, and benefit distribution rules that strengthen support for gender co-benefits and carbon revenue sharing in each DMC (by end of 2012);
conduct surveys to understand relationship between climate change project planning and national or provincial climate change mitigation programs of action in each DMC;
convene regional consultations to strengthen link between project planning and climate change policy frameworks in the GMS;
- (iv) prepare and disseminate knowledge products through the United Nations Framework Convention on Climate Change processes, Rio+20 United Nations Conference on Sustainable Development processes, and other relevant forums.

D. Technical Transfer

8. **Social development/gender specialists** (one international expert, 6 person-months, intermittent and three national experts, 3 person months each, intermittent). They will have primary responsibility for coordination and overall quality control of gender inputs in capacity development and knowledge products; women's group selection criteria; and pilot design. Responsibilities include:

- (i) provide recommendations in the development of selection criteria for women's groups;
- (ii) prepare a gender analysis, including an assessment of gender impacts as a result of the low-carbon technology intervention, and of the potential to empower beneficiaries or stakeholders or to widen inequalities depending on access and benefits from technologies introduced by the project; and make appropriate design recommendations to maximize gender co-benefits;
- (iii) assess sociocultural and economic impacts of climate change policy, the legal and regulatory framework, and the economic impact and consequences arising from the introduction of the pilot project to the project communities, and propose actions to enhance the capacity of the implementing agencies and other relevant government agencies to deal with the distinctive sociocultural and economic situation of women;
- (iv) assist the team leader in finalizing the pilot project design such that any adverse project impacts on the environment and affected people will be avoided. Where avoidance is not possible, assist in the design of measures to minimize, mitigate or compensate for adverse impacts in accordance with ADB's Safeguard Policy Statement (2009);
- (v) lead the social preparation activities as well as the organization of women's groups and strengthen the capacity of new and established women's groups;
- (vi) engage governments and stakeholders and lead capacity-building activities for mainstreaming gender and enhancing participation of women and women's groups in policy and decision making;
- (vii) assist the team leader in finalizing the pilot project design and required reports; and
- (viii) participate in the project's consultative workshops, as needed.

9. **Carbon finance specialists** (one international expert, 3 person-months, intermittent and two national experts in Cambodia and Viet Nam, 4 person-months each, intermittent). The carbon finance specialists will have experience developing community-driven climate change mitigation projects, with a track record of successfully accessing carbon finance from the voluntary market or through the Clean Development Mechanism. The specialists will:

- (i) assess various sources of climate change financing and prepare a finance development plan for priority interventions and pilot projects; if required, assess existing carbon standards in the voluntary and compliance markets and assist in identifying the most appropriate standard under which the pilots can be developed;
- (ii) prepare technical project design documents that include evaluation of emission reductions, identification of baseline and monitoring methodologies, establishment of baseline and additionality, monitoring plans, and assessment of sustainable development and environmental implications of the projects;
- (iii) prepare all other related reports and documents required for seeking successful registration of the project with the identified standard as well as for seeking host country approval of the national climate change focal point, such as the designated national authority;
- (iv) assist in identifying potential buyers for the carbon credits, as required;
- (v) build capacity of national government, local practitioners and women's groups in developing, implementing, monitoring, and accessing carbon finance for climate change mitigation projects; and
- (vi) conduct national and regional climate change finance workshops.

10. **Monitoring and evaluation specialist** (one international expert, 4 person-months, intermittent). The expert will have extensive experience in formulating M&E frameworks for projects, relating to community development, as well as capacity building and influencing policy. They will oversee the design and implementation of an M&E plan covering all aspects of the project. Specific tasks include:

- (i) formulate preliminary and final design and monitoring framework for the project based on stakeholder consultations and study analyses,
- (ii) prepare selection criteria and evaluation procedures for women's groups to be considered under the pilot project,
- (iii) assist the team leader in finalizing the pilot project design and required reports,
- (iv) build capacity and assist project proponents and implementing agencies in M&E of the pilot projects and activities under the TA, and
- (v) bring contextual knowledge and background to performing evaluation of projects related to women's initiatives and climate change activities.

OUTLINE CONSULTANCY RECRUITMENT ARRANGEMENTS

1. The Asian Development Bank (ADB) will engage consulting firms, nongovernment organizations (NGOs), globally recognized centers of excellence in climate change and individual consultants to provide 68 person-months of international consulting services¹ to (i) coordinate technical skills and knowledge transfer and administer training and seminars to national ministries and women's producer groups across the three Greater Mekong Subregion (GMS) countries (package 1), (ii) guide and manage stakeholder² engagement and policy dialogue to integrate gender analysis in national climate change policy frameworks and screening of emission reduction projects, and (iii) generate and assemble lessons and best practices as knowledge products to a broader climate change and development audience across the three GMS countries (package 2). In addition, the technical assistance (TA) project will provide 95 person-months of services by national consultants³ to work with the international consultants in (i) coordinating local stakeholders, (ii) managing day-to-day pilot activities, (iii) providing socioeconomic and baseline data (package 1), and (iv) administering the TA and providing technical and logistical support for in-country and regional learning events across the three GMS countries (package 3). National consultants will be recruited in the Lao People's Democratic Republic to strengthen and support the GMS National Secretariat to manage project coordination and guide pilot implementation with the NGO host investment partner (package 4).

2. A technical support unit will be established within the GMS Environmental Operations Center to coordinate TA across the three participating countries. A consulting firm or consortium will be engaged to manage the Technical Support Unit using quality- and cost-based selection for full technical proposal, with a quality–cost ratio of 90:10 (package 1) as the TA is complex and requires a high standard of technical qualification from the consultants. ADB will engage a research institute or NGO with internationally recognized expertise in climate change strategy and policy using consultant's qualification selection for package 2. This method will be used because: (i) few consultants are qualified, (ii) the quality of the firm's output relies on credible experience and authority in convening national and/or regional stakeholder dialogues on critical issues in climate change negotiations, and (iii) the consultant must be a leader in the development and dissemination of knowledge products on climate change to maximize the pilot's intended wider replication and policy impact effect.⁴

3. ADB will also recruit a national, ADB headquarters-based consultant to be TA administrator (package 3), through the individual consultant system, for a minimum of 24 person-months (with the possibility of extension) for project coordination and consolidation of findings and recommendations of the different outputs and trainings to ensure effective TA implementation.

4. For the Lao People's Democratic Republic, the national consultants will be allocated for in-country coordination and pilot implementation (package 4) using individual consultant system. A project advisor will be recruited for a minimum of 24 person-months to work with the national coordinator, who will be nominated by the GMS National Secretariat to manage the project coordination office within the GMS National Secretariat. A project implementation specialist will

¹ Estimated cost of international consultants is \$1,360,000.

² Stakeholders include government agencies managing national climate change responses, national/provincial women's ministries mandated to promote women's empowerment and gender mainstreaming, and pilot women's producer groups.

³ Estimated cost of national consultants is \$380,000.

⁴ The institution must have demonstrated international recognition and stature in the research of climate change issues, policies and strategies.

be recruited to liaise with the host investment project to guide day-to-day pilot implementation, including management of the project entities—the producer group(s) which will be responsible for project implementation at the country level. The minimum qualification of the consultants includes: (i) local experience implementing community-driven carbon finance projects, (ii) experience linking female entrepreneurs to international climate finance flows, and (iii) prior project coordination experience.