



# Technical Assistance Report

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Project Number: 46075-001  
Regional—Capacity Development Technical Assistance (R-CDTA)  
December 2012

## Supporting Evaluation Outreach, Knowledge-Sharing, and Partnership Initiatives in Selected Developing Member Countries

Asian Development Bank

## ABBREVIATIONS

ADB	–	Asian Development Bank
DMC	–	developing member country
IED	–	Independent Evaluation Department
TA	–	technical assistance
TASF	–	Technical Assistance Special Fund

## TECHNICAL ASSISTANCE CLASSIFICATION

<b>Type</b>	– Regional—Capacity development technical assistance (R-CDTA)
<b>Targeting classification</b>	– General intervention
<b>Sector (subsectors)</b>	– Multisector (land-based natural resource management, education sector development, energy efficiency and conservation, microfinance, road transport, social protection, trade and services, water supply and sanitation, urban sector development)
<b>Theme (subthemes)</b>	– <b>Capacity development</b> (client relations, network and partnerships development); economic growth (promoting economic efficiency and enabling business environment, widening access to markets and economic opportunities); environmental sustainability (global and regional transboundary environmental concerns); social development (disaster risk management, human development)

## NOTE

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

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<b>Team leader Team members</b>	J. G. Tubadeza, Evaluation Specialist (Operations Coordination) L. Calderon, Evaluation Assistant, IED M. Diza, Associate Evaluation Officer, IED R. Lumain, Senior Evaluation Officer, IED

In preparing any country program or strategy, financing any project, or by making any designation of or reference to a particular territory or geographic area in this document, the Asian Development Bank does not intend to make any judgments as to the legal or other status of any territory or area.

## I. INTRODUCTION

1. Evaluations provide value addition in two ways: (i) accountability, through the use of evaluation findings to understand if resources were well spent and if the planned outcomes were achieved; and (ii) learning, by communicating evaluation results and lessons to the Asian Development Bank (ADB), developing member countries (DMCs) of ADB, and other stakeholders to improve development impact. Sharing knowledge solutions with the DMCs and the region is one of the strategic objectives of the Independent Evaluation Department (IED). Its work program is guided by the need to provide relevant knowledge on emerging development issues in the region and to proactively communicate this knowledge to inform development policymaking in the DMCs.<sup>1</sup>

2. To fulfill its mandate, role, and functions as guided by ADB's evaluation policy,<sup>2</sup> IED has initiated significant adjustments to its work program, with more proactive communication, dissemination, and outreach to make evaluation more relevant, responsive, and influential to ADB and its DMCs. The proposed regional capacity development technical assistance (TA) will support the dissemination of IED evaluation products, encourage partnerships and networking activities, and promote learning from development evaluation among stakeholders.<sup>3</sup> As a pilot initiative for organizing and managing evaluation outreach and sharing evaluation approaches and results to DMCs, the initiative will contribute to discussions and policy debates on development issues that are important to the DMCs and key stakeholders.<sup>4</sup>

## II. ISSUES

3. More effective knowledge management requires improvements at each major stage of the knowledge cycle: needs identification, generation, sharing, and use.<sup>5</sup> IED has made steady improvements in the identification and generation of evaluation knowledge and has increased initiatives to strengthen the last two stages.

4. IED recognizes sharing knowledge with decision makers can make its evaluations more influential and useful. But like other central evaluation units of multilateral and bilateral development institutions, IED faces challenges with evaluation utilization.<sup>6</sup> These include (i) inadequate consultation with evaluation clients and poor understanding of their information needs, (ii) inappropriate timing or findings that are not shared in a timely manner to potential users, and (iii) information that is not presented in a format that makes it easy to use. Low utilization, which implies wasted effort, highlights the importance of IED efforts to ensure effective outreach and sharing to bring greater awareness and ultimately greater utilization of evaluation results.

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<sup>1</sup> The Development Effectiveness Committee (DEC) of the ADB Board of Directors endorsed the 2012–2014 work program on 29 September 2011; the ADB Board of Directors approved it on 7 December 2011. (<http://www.adb.org/site/evaluation/ied/work-program>). The 2013–2015 work program was discussed and endorsed by the DEC on 1 and 10 October 2012, and approved by the Board of Directors on 7 December 2012.

<sup>2</sup> ADB. 2008. *Review of the Independence and Effectiveness of the Operations Evaluation Department*. Manila.

<sup>3</sup> The TA first appeared in the business opportunities section of ADB's website on 25 October 2012.

<sup>4</sup> The concept paper of the TA was approved on 23 October 2012.

<sup>5</sup> ADB. 2012. *Special Evaluation Study on Knowledge Products and Services: Building a Stronger Knowledge Institution* (as of October 2012), draft.

<sup>6</sup> World Bank. 2005. *Influential Evaluations: Detailed Case Studies*. Washington, DC: Operations Evaluation Department.

5. To have an impact on decision-making, IED's evaluation findings must be perceived as relevant, useful, and timely, and be presented clearly and concisely:

- (i) **Relevant.** Feedback and communication of evaluation results are integral parts of the evaluation cycle.<sup>7</sup> Effective sharing can help increase understanding of evaluations, develop partnerships and support, and generate greater learning opportunities. This requires plans to get the right information and knowledge to decision makers for application to improve development impact.
- (ii) **Useful.** The money spent on evaluation is justified only if the evaluation results are provided to the right people, i.e., policymakers, managers, and stakeholders, to help them make the right choices, do the right things, and precipitate change for better development outcomes and impacts. Evaluations that fail to meet these criteria may not produce useful results, even if the methodology is sound.
- (iii) **Timely.** Sharing evaluation results at the right time provides opportunities to improve development practice and organizational performance.
- (iv) **Clear and concise presentation.** Easy accessibility to evaluation results is crucial for usefulness. Knowledge sharing is needed in various formats that are accessible to users according to their needs and time available.

6. In addition to ensuring quality, relevance, and timeliness of evaluations, IED must communicate its results to multiple audiences inside and outside of development agencies. IED acknowledges that targeted evaluation outreach is as important as producing the report itself. When evaluation findings and recommendations are shared proactively, the credibility of evaluation is enhanced and incentives to act on it created.

7. While recognizing that new communication approaches are opening up new channels of influence, development agencies, including IED, have underscored the continuing value of meetings, seminars, and briefings of various kinds (both within the organization and externally) as indispensable and as participatory communication channels for learning. To facilitate evaluation feedback, the use of face-to-face dialogue, presentations, and briefings are still among the more effective ways of sharing ideas. Interactive knowledge sharing and learning events can help communicate messages or identify client needs, e.g., communicating specific aspects of evaluation studies with emphasis on interpretation, knowledge exchange, and potential application.

### III. THE TECHNICAL ASSISTANCE

#### A. Impact and Outcome

8. The impact will be enhanced development policies and programs of selected DMCs. The expected outcome will be increased readership and use of IED evaluation studies and findings by DMC stakeholders. The design and monitoring framework is in Appendix 1.

#### B. Methodology and Key Activities

9. The TA will primarily support interactive knowledge-sharing and learning events (i.e., conferences, seminars, workshops) that will inform stakeholders of formative, summative, and

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prospective evaluation approaches, findings, and lessons.<sup>8</sup> The evaluation team for a learning event will prepare a concept note before beginning event preparation.<sup>9</sup>

10. **Knowledge-sharing and learning events.** The TA will support knowledge-sharing events on major evaluations (like flagship evaluations), and provide learning opportunities on priority development topics. This includes evaluation topics such as microfinance, natural disasters, millennium development goals, social protection, inclusive and environmentally sustainable growth, climate change, and regional cooperation and integration.

11. At least two in-country knowledge-sharing events per year will be held in selected DMCs in partnership with national think tanks, evaluation societies, public and/or nonprofit research institutions, and other partners. These organizations will be asked to help organize and coordinate the event in cooperation with IED. An in-country events management coordinator, in coordination with IED, will manage and oversee the event. Policymakers, representatives of public and nonprofit research institutions, members of civil society, individual experts, and opinion makers will be invited to attend.

12. Panel-based forums will bring together three to four panelists to discuss issues and topics associated with the evaluation. The panelists will have substantial knowledge of the issues and good communication skills. A moderator will facilitate discussion among panelists, and between the panelists and audience. The media will be invited. The events will be audio-and/or videotaped as podcasts for wider dissemination through online platforms. IED will share the details of the event and post-event materials through its website and social networking sites.

13. The TA will also support knowledge network partnerships with premier think tanks, research organizations, evaluation associations, and academic institutions in the DMCs. The partnerships with credible institutions are to increase learning from evaluations and to enable policymakers and decision makers to interact meaningfully. For each learning event, IED will identify a host or collaborating partner in the DMC. These institutions will work with IED in hosting and organizing the knowledge events.

14. During the first year of TA implementation, IED has tentatively identified learning events on recently completed microfinance and natural disaster studies.<sup>10</sup> These could involve events in Bangladesh, Indonesia, Pakistan, the Philippines, and Viet Nam.

15. **Derivative products.** From every learning event, IED will seek to develop communication and outreach products (such as podcasts, multimedia, and synopsis), to promote their reuse for further learning. For example, podcast and synopses are likely to be useful for wider dissemination in the Pacific.

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<sup>8</sup> These events intend to provide avenues for stakeholders at different levels, to communicate, collaborate, and give feedback to evaluation approaches and results with a view to improving current and future development policies, strategies, and programs in the DMCs.

<sup>9</sup> The draft concept note will be shared with the concerned regional department(s) (including resident mission[s]) and the Office of Regional Economic Integration.

<sup>10</sup> IED. 2012. *Special Evaluation Study on ADB's Response to Natural Disasters and Disaster Risks*. Manila: ADB. <http://www.adb.org/documents/special-evaluation-study-adbs-response-natural-disasters-and-disaster-risks>; and IED. 2012. *Special Evaluation Study on Microfinance Development Strategy 2000: Sector Performance and Client Welfare*. Manila: ADB. <http://www.adb.org/documents/adbs-microfinance-development-strategy-2000>.

16. **Dissemination of evaluation products.** Using evaluation results, IED will prepare and publish syntheses, briefs, and occasional papers tailored to increase readership and provide continuous feedback on ADB policies, strategies, and operations. The knowledge-sharing and learning events will provide a venue for sharing and showcasing these evaluation products. In addition, IED will continue to use new mediums for knowledge sharing (e.g., on-line readers, tablets) to spread the reach of its products.

### **C. Cost and Financing**

17. The TA is estimated to cost \$400,000, which will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF–IV). The cost estimates and financing plan are in Appendix 2.

### **D. Implementation Arrangements**

18. ADB will be the executing agency for the TA. IED will implement the TA and supervise the preparation, organization, and hosting of the knowledge-sharing events. Programmed learning events and their associated outreach activities are to be carried out from 1 January 2013 to 31 December 2015.

19. The TA will require about 18 person-months of consultant services. Each learning event will require the services of two national consultants (about 1 person-month each). An in-country events management coordinator will organize and coordinate the event, assisted by a headquarters-based seminar coordinator. Resource persons will be engaged to serve as panelists and moderator for each event. The outline terms of reference are in Appendix 3. Detailed terms of reference will be developed during the design and preparation of each event. ADB will primarily engage consultants on an individual basis in accordance with ADB's Guidelines on the Use of Consultants (2010, as amended from time to time). Specific service requirements from consulting firms will be considered during the preparation and design of an event. Disbursements under the TA will be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time). Implementation arrangements will be flexible enough to allow changes should IED's work program be altered. ADB will obtain a no-objection from the DMC government prior to commencing any activity financed under this TA in the territory of the DMC concerned.

20. With assistance from the in-country events management coordinator and headquarters-based seminar coordinator, the host or collaborating partner in the DMCs will help organize and facilitate the planned knowledge-sharing and learning events. Where appropriate, the partners concerned in the DMCs (e.g., government institutions, premier think tanks, research organizations, evaluation associations, and academic institutions) will be encouraged to contribute (in terms of services) for each event.

## **IV. DECISION**

21. The Director General, Independent Evaluation Department, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$400,000 on a grant basis for Supporting Evaluation Outreach, Knowledge-Sharing, and Partnership Initiatives in Selected Developing Member Countries. This action is hereby reported to the Board.

### DESIGN AND MONITORING FRAMEWORK

<b>Design Summary</b>	<b>Performance Targets and Indicators with Baselines</b>	<b>Data Sources and Reporting Mechanisms</b>	<b>Assumptions and Risks</b>
<b>Impact</b> Enhanced development policies and programs of selected DMCs	At least 25% of major evaluation products featured by knowledge-sharing and learning events are utilized or considered in the DMCs' national decision making process (about 3 years after TA closing date, i.e., 2018)	Follow-up surveys of host institutions and/or participants of completed knowledge-sharing and learning events	<b>Assumption</b> Policy discussions and debates generated by the knowledge-sharing and learning events influence DMC actions on evaluation lessons and recommendations  <b>Risk</b> Unforeseen changes in the global, regional, political, and economic contexts undermine the relevance and messages of the evaluations
<b>Outcome</b> Increased readership and use of IED evaluation studies and findings by DMC stakeholders	<p>The number of IED website hits<sup>a</sup> and downloads on major evaluation products improves every year from 3-year average of 100,000 hits (2009–2011) from 2013 (by 2015)</p> <p>At least two citations in major news media and publications from 2013 for each of the knowledge-sharing and learning events (by 2015)</p> <p>IED publications are cited in various journal citation database indexes (by 2015)</p>	<p>ADB web download statistics (<a href="http://www.adb.org/evaluation">www.adb.org/evaluation</a>)</p> <p>ADB media monitoring reports</p> <p>Social Sciences Citation Index<sup>b</sup></p>	<b>Assumption</b> DMCs and development partners sustain their commitment to follow up on crosscutting development and thematic issues  Evaluation results remain relevant, suitable, and realistic to facilitate informed decision making

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<b>Outputs</b> Knowledge-sharing and learning events (conferences, seminars, workshops, and other events)           Derivative products from the knowledge-sharing events  <			

ADB = Asian Development Bank, IED = Independent Evaluation Department, TA = technical assistance, TASF = Technical Assistance Special Fund

<sup>a</sup> A web hit refers to a file sent to a browser by a web server.

<sup>b</sup> The Social Sciences Citation Index is a database index (maintained by Thomson Reuters) of leading social science journals.

Source: Independent Evaluation Department, Asian Development Bank.



**COST ESTIMATES AND FINANCING PLAN**  
(\$'000)

Item	Amount
<b>A. Asian Development Bank<sup>a</sup></b>	
1. Consultants	
a. Remuneration and per diem	
i. National consultants	55.00
ii. Panelists and moderator or facilitator <sup>b</sup>	70.00
b. International and local travel	90.00
c. Reports and communications	5.00
2. Equipment rentals	27.00
3. Training, seminars, and conferences <sup>c</sup>	105.00
4. Miscellaneous administration and support costs <sup>d</sup>	8.00
5. Contingencies	40.00
<b>Total</b>	<b>400.00</b>

Note: The technical assistance is estimated to cost at least \$400,000 of which key contributions are presented in the table above. Where appropriate, the partners concerned in the developing member countries (e.g., government institutions, premier think tanks, research organizations, evaluation associations, and academic institutions) will be encouraged to contribute (in terms of services) for each event.

<sup>a</sup> Financed by the Asian Development Bank's Technical Assistance Special Fund (TASF-IV).

<sup>b</sup> Panelists, moderators, and facilitators will be given an honorarium instead of remuneration.

<sup>c</sup> Includes cost of workshop and conference facilities, meals and coffee breaks, office supplies, photocopying and communications, and dissemination of evaluation products.

<sup>d</sup> Includes other event costs such as translation, printing, and office services.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

### A. In-Country Events Management Coordinator (national, 1 person-month per event)

1. One events management coordinator will be recruited to manage each knowledge-sharing and learning event. The coordinator will conceptualize, support, coordinate, and administer the event under the supervision and guidance of the counterpart event manager from the Independent Evaluation Department (IED). The consultant must have experience in events management, project coordination and administration, and preferably in organizing similar events. The coordinator will serve as the secretariat for the event, will work closely with the identified partner or collaborating institution within the host developing member country (DMC), and help IED staff during their country visit to conduct the learning event.

2. In particular, the consultant will

- (i) apply good practices in event management, and assist in conceptualizing and designing the knowledge-sharing and learning event;
- (ii) identify and compile a list of potential participants to be invited, including suggestions and options for possible panelists and moderator (with alternates and/or substitutes); prepare invitation letters; and follow up as necessary;
- (iii) facilitate required protocols, and coordinate all necessary logistical arrangements for the event, including venue and travel arrangements, vendors and suppliers, disbursements of honorariums to panelists and/or moderators, and liquidation of expenses;
- (iv) prepare program activities and announcements, arrange event collaterals and materials, and promote the event;
- (v) compile materials in workshop kits for distribution and documentation arrangements;
- (vi) take charge of hospitality arrangements, refreshments catering, registration, and ushering;
- (vii) prepare invitations for the news media and make logistical arrangements;
- (viii) provide support to an IED knowledge and outreach team leading up to, during the staging, and for any necessary follow-up to the learning event; and
- (ix) undertake various event tasks as needed.

### B. Seminar Coordinator (national, 1 person-month per event)

3. The headquarters-based seminar coordinator will work closely with IED staff and local partners in the host countries to provide operations support for conducting the seminars, including disbursement and liquidation of seminar expenses. The coordinator will provide technical, administrative, and logistical support for the timely and effective organization of the seminars, including

- (i) coordinate with local partners in the host countries for the logistical arrangements of the seminars, in particular, finalizing the logistics service contract, as well as preparing the seminar materials and placing them on the IED website after the seminar;
- (ii) coordinate with the local partners for presentations of seminar guest speakers;
- (iii) coordinate with Asian Development Bank regional departments and resident missions for the nomination of seminar participants;

- (iv) identify conference venues, prepare venue layouts, and arrange equipment rentals;
- (v) prepare correspondence and budget estimates;
- (vi) outsource suppliers for meeting materials, and process payments for materials purchased;
- (vii) coordinate with nominated participants in arranging for travel to and from accommodation at the seminar venue, including flight bookings and letters for visa application;
- (viii) coordinate with relevant IED budget staff and the Controller's Department on preparing budgets and reports required relating to cash advances, payment of daily subsistence allowance, per diem, and airfare of sponsored participants; and liquidations;
- (ix) monitor attendance of participants;
- (x) provide overall logistical arrangements;
- (xi) participate in the seminars and provide general and technical support as needed; and
- (xii) carry out related tasks as may be reasonably assigned by the team leader.

**C. Panelists** (international, four experts for 3 person-days each per event)

4. The knowledge-sharing and learning event will require inputs of several panelists who will complement and catalyze new and creative ideas on development trends and paradigms, and emergent strategic thinking on development. They are required to have substantial knowledge on the theme(s) and topics of the specific event. The panelists will be noted academicians, development practitioners, researchers, government officials, and thought leaders in their own right; and have demonstrated credibility in their respective sphere of work or area of expertise. The panelists will have postgraduate academic qualifications, at least 10 years experience in their areas of expertise, and good communication skills. They will be responsible for preparing materials and talking points, delivering presentations to communicate their ideas, and engaging in discussion with the event audience. They will be available to participate in follow-up discussions with interest groups, officials, and stakeholders in the DMCs as part of their involvement in the knowledge-sharing and learning event.

**D. Moderator** (international or national, one moderator for 3 person-days for each event)

5. The moderator will be responsible for managing, directing, and facilitating the delivery of the panel discussion; and ensuring optimal participation throughout the event. The moderator will guide the panelists, suggest stimulating questions, and manage the overall flow of the discussion; guide and moderate the question and answer session; and provide a summary of key points raised during the discussion. The moderator must have substantive experience in facilitating and moderating knowledge-sharing and learning events, and exceptional communication and articulation skills. Knowledge and exposure on the theme of the knowledge event will be desirable.

5. To have an impact on decision-making, IED's evaluation findings must be perceived as relevant, useful, and timely, and be presented clearly and concisely:

- (i) **Relevant.** Feedback and communication of evaluation results are integral parts of the evaluation cycle.<sup>7</sup> Effective sharing can help increase understanding of evaluations, develop partnerships and support, and generate greater learning opportunities. This requires plans to get the right information and knowledge to decision makers for application to improve development impact.
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## **IV. DECISION**

21. The Director General, Independent Evaluation Department, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$400,000 on a grant basis for Supporting Evaluation Outreach, Knowledge-Sharing, and Partnership Initiatives in Selected Developing Member Countries. This action is hereby reported to the Board.

### DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<b>Impact</b> Enhanced development policies and programs of selected DMCs	At least 25% of major evaluation products featured by knowledge-sharing and learning events are utilized or considered in the DMCs' national decision making process (about 3 years after TA closing date, i.e., 2018)	Follow-up surveys of host institutions and/or participants of completed knowledge-sharing and learning events	<b>Assumption</b> Policy discussions and debates generated by the knowledge-sharing and learning events influence DMC actions on evaluation lessons and recommendations  <b>Risk</b> Unforeseen changes in the global, regional, political, and economic contexts undermine the relevance and messages of the evaluations
<b>Outcome</b> Increased readership and use of IED evaluation studies and findings by DMC stakeholders	The number of IED website hits <sup>a</sup> and downloads on major evaluation products improves every year from 3-year average of 100,000 hits (2009–2011) from 2013 (by 2015)  At least two citations in major news media and publications from 2013 for each of the knowledge-sharing and learning events (by 2015)  IED publications are cited in various journal citation database indexes (by 2015)	ADB web download statistics ( <a href="http://www.adb.org/evaluation">www.adb.org/evaluation</a> )  ADB media monitoring reports  Social Sciences Citation Index <sup>b</sup>	<b>Assumption</b> DMCs and development partners sustain their commitment to follow up on crosscutting development and thematic issues  Evaluation results remain relevant, suitable, and realistic to facilitate informed decision making

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<b>Outputs</b> Knowledge-sharing and learning events (conferences, seminars, workshops, and other events)          Derivative products from the knowledge-sharing events   <			

ADB = Asian Development Bank, IED = Independent Evaluation Department, TA = technical assistance, TASF = Technical Assistance Special Fund

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Source: Independent Evaluation Department, Asian Development Bank.



# **COST ESTIMATES AND FINANCING PLAN** (\$'000)

Item	Amount
<b>A. Asian Development Bank<sup>a</sup></b>	
1. Consultants	
a. Remuneration and per diem	
i. National consultants	55.00
ii. Panelists and moderator or facilitator <sup>b</sup>	70.00
b. International and local travel	90.00
c. Reports and communications	5.00
2. Equipment rentals	27.00
3. Training, seminars, and conferences <sup>c</sup>	105.00
4. Miscellaneous administration and support costs <sup>d</sup>	8.00
5. Contingencies	40.00
<b>Total</b>	<b>400.00</b>

Note: The technical assistance is estimated to cost at least \$400,000 of which key contributions are presented in the table above. Where appropriate, the partners concerned in the developing member countries (e.g., government institutions, premier think tanks, research organizations, evaluation associations, and academic institutions) will be encouraged to contribute (in terms of services) for each event.

<sup>a</sup> Financed by the Asian Development Bank's Technical Assistance Special Fund (TASF-IV).

<sup>b</sup> Panelists, moderators, and facilitators will be given an honorarium instead of remuneration.

<sup>c</sup> Includes cost of workshop and conference facilities, meals and coffee breaks, office supplies, photocopying and communications, and dissemination of evaluation products.

<sup>d</sup> Includes other event costs such as translation, printing, and office services.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

### A. In-Country Events Management Coordinator (national, 1 person-month per event)

1. One events management coordinator will be recruited to manage each knowledge-sharing and learning event. The coordinator will conceptualize, support, coordinate, and administer the event under the supervision and guidance of the counterpart event manager from the Independent Evaluation Department (IED). The consultant must have experience in events management, project coordination and administration, and preferably in organizing similar events. The coordinator will serve as the secretariat for the event, will work closely with the identified partner or collaborating institution within the host developing member country (DMC), and help IED staff during their country visit to conduct the learning event.

2. In particular, the consultant will

- (i) apply good practices in event management, and assist in conceptualizing and designing the knowledge-sharing and learning event;
- (ii) identify and compile a list of potential participants to be invited, including suggestions and options for possible panelists and moderator (with alternates and/or substitutes); prepare invitation letters; and follow up as necessary;
- (iii) facilitate required protocols, and coordinate all necessary logistical arrangements for the event, including venue and travel arrangements, vendors and suppliers, disbursements of honorariums to panelists and/or moderators, and liquidation of expenses;
- (iv) prepare program activities and announcements, arrange event collaterals and materials, and promote the event;
- (v) compile materials in workshop kits for distribution and documentation arrangements;
- (vi) take charge of hospitality arrangements, refreshments catering, registration, and ushering;
- (vii) prepare invitations for the news media and make logistical arrangements;
- (viii) provide support to an IED knowledge and outreach team leading up to, during the staging, and for any necessary follow-up to the learning event; and
- (ix) undertake various event tasks as needed.

### B. Seminar Coordinator (national, 1 person-month per event)

3. The headquarters-based seminar coordinator will work closely with IED staff and local partners in the host countries to provide operations support for conducting the seminars, including disbursement and liquidation of seminar expenses. The coordinator will provide technical, administrative, and logistical support for the timely and effective organization of the seminars, including

- (i) coordinate with local partners in the host countries for the logistical arrangements of the seminars, in particular, finalizing the logistics service contract, as well as preparing the seminar materials and placing them on the IED website after the seminar;
- (ii) coordinate with the local partners for presentations of seminar guest speakers;
- (iii) coordinate with Asian Development Bank regional departments and resident missions for the nomination of seminar participants;

- (iv) identify conference venues, prepare venue layouts, and arrange equipment rentals;
- (v) prepare correspondence and budget estimates;
- (vi) outsource suppliers for meeting materials, and process payments for materials purchased;
- (vii) coordinate with nominated participants in arranging for travel to and from accommodation at the seminar venue, including flight bookings and letters for visa application;
- (viii) coordinate with relevant IED budget staff and the Controller's Department on preparing budgets and reports required relating to cash advances, payment of daily subsistence allowance, per diem, and airfare of sponsored participants; and liquidations;
- (ix) monitor attendance of participants;
- (x) provide overall logistical arrangements;
- (xi) participate in the seminars and provide general and technical support as needed; and
- (xii) carry out related tasks as may be reasonably assigned by the team leader.

**C. Panelists** (international, four experts for 3 person-days each per event)

4. The knowledge-sharing and learning event will require inputs of several panelists who will complement and catalyze new and creative ideas on development trends and paradigms, and emergent strategic thinking on development. They are required to have substantial knowledge on the theme(s) and topics of the specific event. The panelists will be noted academicians, development practitioners, researchers, government officials, and thought leaders in their own right; and have demonstrated credibility in their respective sphere of work or area of expertise. The panelists will have postgraduate academic qualifications, at least 10 years experience in their areas of expertise, and good communication skills. They will be responsible for preparing materials and talking points, delivering presentations to communicate their ideas, and engaging in discussion with the event audience. They will be available to participate in follow-up discussions with interest groups, officials, and stakeholders in the DMCs as part of their involvement in the knowledge-sharing and learning event.

**D. Moderator** (international or national, one moderator for 3 person-days for each event)

5. The moderator will be responsible for managing, directing, and facilitating the delivery of the panel discussion; and ensuring optimal participation throughout the event. The moderator will guide the panelists, suggest stimulating questions, and manage the overall flow of the discussion; guide and moderate the question and answer session; and provide a summary of key points raised during the discussion. The moderator must have substantive experience in facilitating and moderating knowledge-sharing and learning events, and exceptional communication and articulation skills. Knowledge and exposure on the theme of the knowledge event will be desirable.