

**ASIAN DEVELOPMENT BANK**

**TAR: OTH 37715**

**PROPOSED**

**TECHNICAL ASSISTANCE**

(Cofinanced by the Poverty and Environment Fund)

**FOR THE**

**POVERTY AND ENVIRONMENT PROGRAM**

**November 2003**

## **ABBREVIATIONS**

ADB		Asian Development Bank
CSP	–	country strategy and program
DMC	–	developing member country
NGO	–	nongovernment organization
OCO	–	Office of Cofinancing Operations
PEF	–	Poverty and Environment Fund
RCSP	–	regional cooperation strategy and program
RD	–	regional department
RM	–	resident mission
RSDD	–	Regional and Sustainable Development Department
RSES	–	Environment and Social Safeguard Division
TA	–	technical assistance

## **NOTE**

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

This report was prepared by N. Ikemoto.

## I. INTRODUCTION

1. The World Summit on Sustainable Development reaffirmed poverty reduction as the highest priority for sustainable development. It highlighted the urgent need to tackle environmental degradation as a precondition for reducing poverty. Poor people's own perceptions of their well being are strongly related to environmental quality in terms of access to natural resources and ecosystem services, access to safe water and sanitation, exposure to pollutants and hazardous wastes, and likelihood of natural disasters.<sup>1</sup> At the same time, poor people's, especially women's, limited access to finance, markets, and services, combined with inadequate policies and institutions, constrains their capacity to contribute positively to environmental quality.

2. The relationship between environmental quality and poverty is most obvious at the local level, especially in places where institutions and people are least able to cope, and where resources are scarce. While increasing attention is being placed on important global environmental issues, the more immediate environmental problems facing the poor are being neglected. Poverty is exacerbated by environmental problems, such as locally manifested air and water pollution; land degradation and loss of agro-biodiversity, natural habitats, and wild fauna; and exposure to natural and manmade hazards. These complex poverty-environment linkages require locally specific responses to increase our understanding and ability to design and implement effective interventions.

3. The Asian Development Bank (ADB) Board approved the establishment of the Poverty and Environment Fund (PEF), on 7 July 2003. The PEF, a multidonor umbrella facility, with initial contribution from the governments of Norway and Sweden, will support environmental interventions to promote effective environmental management that reduces poverty and/or improves the capacity of poor people to contribute to environmental management.

## II. ISSUES

4. Poverty is a multidimensional concept that cannot be captured by a single dimension such as income level. It reflects both geographic location and scale and the economic, social, and cultural characteristics of individuals, households, and social groups. The degree of poverty depends on the level of interrelated elements of deprivation, such as inadequate or unstable income and asset base, lack of basic services, discrimination against certain groups of people including women and indigenous people, and limited or no formal land tenure or user rights within political or legal systems. Environmental determinants affect the multidimensional nature of poverty.

5. In rural areas, the poor often rely on a variety of natural resources for food, fuel, and income. Environmental conditions and access to a variety of natural resources are crucial to the poor's ability to sustain their livelihoods by diversifying and differentiating their use of available natural resources. Loss of livelihoods due to mismanagement of natural resources and resulting environmental degradation as well as scarcities of arable land and water deprive the poor of an asset base and future livelihood opportunities.

6. Environmental degradation also exacerbates the frequency and impact of environmental disasters such as droughts, floods, and other natural hazards in both rural and urban areas.

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<sup>1</sup> Brocklesby, M.A. and E. Einshelwood. 2001. *Poverty and the Environment: What the Poor Say*. Centre for Development Studies. University of Wales: United Kingdom.

While the poor have many informal mechanisms and survival strategies, such as income diversification, temporary migration, and informal insurance in the face of environmental degradation and disaster, their capacity to mitigate and recover from disaster is often constrained by government policies and institutional, as well as socioeconomic factors.

7. In urban areas, where a large range of environmental hazards—lack of safe water and sanitation, indoor and outdoor air pollution, chemical poisoning, and lack of or inadequate physical and safety measures—are concentrated, a high proportion of the poor face very serious environmental hazards in their home, surroundings, and workplace. Due to the concentration of people and activities and resulting high levels of pollution and large volume of waste, environmental hazards burdens the poor, especially women and children, with poor health, injuries, and premature death, which contribute to poverty.

8. To reflect the multidimensional and dynamic nature of poverty-environment linkages, environmental management needs to extend beyond the activities of environmental institutions to meet the need to (i) manage and sustain the long-term capacity of the environment and ecosystem that provides goods and services; and (ii) ensure secure and equitable access by the poor to environmental assets and the benefits, to expand their livelihood opportunities, protect their health and capacity to work, and reduce their vulnerability to environment-related risks. This broader approach to environmental management and poverty reduction needs to involve the public and private sectors and civil society. This broader approach needs to be tested and adopted at the local level to demonstrate effective solutions to local environmental problems facing the poor and implemented at the national level to bring about policy and institutional changes.

9. In line with its Poverty Reduction Strategy<sup>2</sup> and Environment Policy,<sup>3</sup> ADB will assist developing member countries (DMCs) to pursue projects and programs for environmental and natural resource management to improve poor people's livelihoods, health, productivity, and resilience to natural disasters. This process can be strengthened by structured efforts to identify, pilot-test, and demonstrate potentially replicable approaches to solving environmental problems facing the poor. Such identification and demonstration of promising approaches, and the learning of associated lessons, (i) is expected to accelerate the mainstreaming of environment within ADB's operations, within the activities of other funding agencies, and ultimately within DMC policies and plans; and (ii) may stimulate mobilization of additional domestic and external resources, especially in areas where the perceived willingness and ability to pay for environmental improvement is currently inadequate.

### **III. THE PROPOSED TECHNICAL ASSISTANCE**

#### **A. Purpose and Output**

10 The purpose of the proposed regional technical assistance (TA)<sup>4</sup> is to promote targeted environmental interventions that contribute to poverty reduction and improve the environment through providing funding for pilot interventions, targeted analytical studies, and information dissemination in the following three prioritized areas: (i) protection, conservation, and sustainable use of natural resources and ecosystem services to maintain the livelihoods of the

<sup>2</sup> *Fighting Poverty in Asia and the Pacific: The Poverty Reduction Strategy of the Asian Development Bank* was approved by the Board on 9 November 1999.

<sup>3</sup> ADB's environment policy was approved by the Board 22 August 2002.

<sup>4</sup> The TA first appeared in *ADB Business Opportunities* (Internet version) on 14 October 2003.

poor; (ii) reduction of air and water pollution and waste that directly impacts the health and productivity of poor; and (iii) reduction of vulnerability to natural hazards and disaster prevention. The potential TA activities will be implemented by ADB, and its development partners such as all levels of governments, civil society organizations, local communities, and businesses. Through appropriate linkages with ADB operations, the outcome of the proposed TA activities will be sustained by influencing future ADB country programming, policy dialogue, project identification, design, and implementation as well as DMCs' poverty reduction strategies. Appendix 1 provides the TA framework.

## **B. Methodology and Key Activities**

11. **Eligibility.** Participation in the TA is open to all DMCs.<sup>5</sup> Each proposed project, not exceeding \$250,000,<sup>6</sup> should focus on environmental interventions in the three prioritized areas. Proposed projects should be in addition to, and not substitute for, ongoing or pipelined activities.

12. **Selection Principles.** Proposals will be reviewed and recommendations for funding will be made on the basis of the selection criteria (Appendix 2).<sup>7</sup>

13. **Component A: Pilot Interventions.** The pilot interventions will support innovative ideas that demonstrate unique institutional arrangements, participatory approaches, or technical solutions to local environmental problems with clear potential for successful replication, mainstreaming, and/or upscaling in one or more countries. The small-scale activities may cover a range of interventions such as institutional arrangements that recognize gender sensitive natural resources management and agriculture; community-based resource management; biodiversity conservation and income-generating opportunities; cleaner production and emission management and monitoring among local small and medium enterprises (SMEs), interventions in indoor air quality, public health, and sanitation; and environmentally sound and locally appropriate technology choices that increase outputs in agriculture, forestry, fisheries, and industry. Potential projects should have strong measurable results that demonstrate how environmental improvement can lead to poverty reduction. Appropriate poverty-environment indicators will be developed during the preparation period (January through March 2004) to require that the proposals for pilot interventions assess the conditions of poverty and environmental problems and measure the progress through interventions toward expected environmental, poverty, and economic benefits during the projects' implementation.

14. **Component B: Targeted Analytical Studies.** This component will include activities aimed at enhancing the analytical basis for policy dialogue on, raising awareness on, and building capacity for poverty-environment linkages. This includes focused studies, action research, and targeted activities aimed at removing policies, institutional, organizational, technical, and financial barriers to improve environmental management at the local level. Proposed studies should have strong linkages to operations. The analysis drawn from the studies will answer some of the key questions regarding the relationships between environmental change and its impact on poor men's and women's livelihood, health, and vulnerability, and will be an important discussion base for policy dialogue.

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<sup>5</sup> A no objection letter has been sent to each DMC to obtain its concurrence with the Poverty and Environment Program.

<sup>6</sup> Under special cases where the steering committee determines appropriate, proposals greater than \$250,000 may be considered.

<sup>7</sup> Each participating ADB's resident mission office will prioritize the selection criteria according to its priority areas.

15. **Component C: Information Dissemination.** The objective of this component is to identify, compile, and disseminate lessons learned and good practices for addressing the environmental dimensions of poverty. The objective can be implemented through awareness and capacity-building activities, conferences, and workshops; publications of lessons learned; and integration of the knowledge gained into the ADB's information dissemination and the knowledge management activities of Regional and Sustainable Development Department (RSDD). As part of RSDD's information dissemination effort, a communication and information dissemination plan will be developed to identify effective dissemination methods and venues, including internet and intranet-based information management.

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

16. The TA will be administered by ADB. The total cost of the TA is estimated at \$3.92 million equivalent, of which \$3.42 million equivalent will be financed by the PEF, and \$500,000 equivalent will be financed by ADB's TA funding program. The TA will be financed on a grant basis. The cost estimates include consulting services, workshops, publications, and administrative costs. The cost estimates and financing plan are provided in Appendix 3.

### **D. Implementation Arrangements**

17. The TA will be implemented over a period of 4 years, commencing in April 2004 and ending in March 2008. Proposals will be solicited and reviewed on a periodic basis. RSDD's Environment and Social Safeguard Division will administer the TA in close coordination with regional departments, and other offices (e.g. the Office of External Relations, Nongovernment Organization (NGO) Center, Office of Cofinancing Operations, and other divisions within RSDD).

18. TA activities can be proposed by ADB staff and/or all levels of governments and NGOs as well as other local organizations in the participating DMCs, through ADB staff. Proponents need to demonstrate in their proposals their consistency with national poverty reduction strategies and with ADB's regional cooperation strategy and program (RCSP), country strategy and program (CSP), and country environmental analysis.

19. A steering committee, comprising representatives of the regional departments, RSDD, and other offices, will have overall program oversight responsibilities, including reviewing and approving proposals and overseeing the progress in implementing approved projects. Proposals, reviewed and prioritized based on the eligibility and selection criteria (Appendix 2), will be selected for funding. No project funds will be disbursed without first securing an approval or "no objection" letter for the regional TA from the government concerned. An NGO focal point at each participating resident mission will be responsible for soliciting and screening proposals received from local governments, NGOs, and other local institutions. Resident missions and regional departments are responsible for ensuring the consistency in the proposals, supervising the progress of implementation, and reporting the progress to the PEF secretariat on a periodic basis.

20. A small secretariat (PEF secretariat) comprised of Environment and Social Safeguard Division staff and consultants will administer the TA. The PEF secretariat will be responsible for (i) preparing proposal guidelines and proposal formats; (ii) setting up a system to monitor the implementation of approved TA activities and disbursements; (iii) developing an information dissemination plan; (iv) coordinating the proposal preparation, review, and selection process; (v) screening proposals for eligibility; (vi) identifying NGOs and international organizations for

potential partners; (vii) developing and maintaining the TA web site; (viii) developing an evaluation system; (ix) producing summaries of key innovation characteristics for dissemination; (x) conducting annual review missions; and (xi) preparing semiannual progress reports, annual status reports, and a final report on lessons-learned. As part of the internal coordination, the secretariat will collaborate with concerned departments on a periodic basis to eliminate any duplication and/or conflict with other similar funds operations or research activities promoted by ADB.<sup>8</sup> The PEF secretariat will work with the NGO Center and Office of External Relations to develop and implement an information dissemination plan to identify effective dissemination venues and methods, and collaborate with the similar initiatives<sup>9</sup> to enhance synergy, cohost workshops, and explore future collaboration for the TA implementation.

21. ADB will recruit the consultants in accordance with ADB's *Guidelines on the Use of Consultants* and other arrangements satisfactory to ADB for the engagement of domestic consultants, to implement the TA and assist the PEF secretariat. The outline terms of reference for consulting services are in Appendix 4. A domestic consultant will be recruited as program administering specialist for 40 person-months to assist the PEF secretariat in administering the TA activities. An international consultant will be recruited as analyst for 3 person-months to assist the PEF secretariat in developing performance indicators and assessing and summarizing key characteristics of innovation and best practices implemented by other organizations. Consultants will be engaged to implement approved TA activities. Their tasks will include evaluating and preparing the completion report for the individual approved TA activities. Small civil works, equipment, and materials to be financed by the TA will be procured in accordance with ADB's *Guidelines for Procurement* or other procedures acceptable to ADB.

22. Progress reports on the TA and use of the PEF will be prepared by the PEF secretariat on a 6-month basis in collaboration with the Office of Cofinancing Operations. TA activities will be monitored and reports made available through the TA web site.

#### **IV. THE PRESIDENT'S RECOMMENDATION AND DECISION**

23. The President recommends that the Board approve ADB administering a portion of technical assistance not exceeding the equivalent of \$3,420,000 for the Poverty and Environment Program, to be financed on a grant basis by the Poverty and Environment Fund. If the Board approves ADB administering the technical assistance, the President, acting under the authority delegated by the Board, will approve ADB providing the balance of the technical assistance not exceeding the equivalent of \$500,000, for the Poverty and Environment Program, and hereby reports this action to the Board.

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<sup>8</sup> The close coordination required includes Japan Fund for Poverty Reduction, Poverty Reduction Cooperation Fund, Governance Cooperation Fund, Cooperation Fund for the Water Sector, and Agriculture, Natural Resource, Rural Development Committee managed by RSDD, other similar funds and research initiatives supported by ADB through regional departments and Office of Cofinancing Operations.

<sup>9</sup> Similar initiatives include Poverty and Environment Initiative by the United Nations Development Programme and Poverty Environment Partnership implemented by many funding agencies including ADB.

### TECHNICAL ASSISTANCE FRAMEWORK

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
<b>Goal</b> Accelerated poverty reduction through effective environmental management	<ul style="list-style-type: none"> <li>Increased impact on the poverty reduction through upscaling and replication of pilot environmental interventions through Asian Development Bank (ADB) operations</li> <li>Increased partnerships with international, regional, and/or domestic organizations for mobilization of additional domestic and external resources</li> </ul>	<ul style="list-style-type: none"> <li>Project completion reports, records of follow-up after implementation through lessons learned regional workshops, ADB's country strategy and program process, and identification of an ADB "patron"</li> <li>Back-to-office reports, records of meetings and discussions, contracts and cooperation agreements with partner organizations</li> </ul>	<ul style="list-style-type: none"> <li>Sustained commitment of developing member countries (DMCs), partner organizations, funding institutions and ADB regional departments and resident missions</li> <li>ADB staff interest in and willing to study lessons learned and apply such knowledge in technical assistance (TA) and loan project</li> </ul>
<b>Purpose</b> Identification, demonstration, and documentation of the effective pilot environmental management interventions to reduce poverty	<ul style="list-style-type: none"> <li>Demonstrated reductions in poverty from pilot environmental management interventions</li> <li>Successful documentation and dissemination of the pilot interventions, best practices, lessons learned</li> </ul>	<ul style="list-style-type: none"> <li>Progress reports from pilot interventions; the TA progress and monitoring reports; peer review of analytical studies</li> <li>Reports on workshop, web site usage</li> </ul>	<ul style="list-style-type: none"> <li>A developed monitoring and management system that can accurately continue to monitor and document lessons learned</li> </ul>
<b>Outputs</b> <ul style="list-style-type: none"> <li>Effective environmental management approaches to poverty reduction are replicated and upscaled in ADB operations</li> <li>ADB's Environment Policy objectives are promoted and better integrated in the ADB operations</li> </ul>	Successful environmental intervention approaches are identified for upscaling and integration into ADB TA or loan portfolio or otherwise taken up by governments	Identification of ADB staff, TAs, and loan projects in the existing projects and/or future country strategy and program	<ul style="list-style-type: none"> <li>ADB staff interested in and willing to study lessons learned and apply such approaches in TA and loan project</li> <li>Quality of proposals</li> </ul>



Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
<b>Activities</b> 1. Component A: pilot interventions	<ul style="list-style-type: none"> <li>Number of approved and implemented pilot projects in eligible DMCs</li> <li>Approved projects should fairly represent three program focused areas</li> </ul>	Roster of approved projects; project implementation and completion reports; documentation of lessons learned	<ul style="list-style-type: none"> <li>Sustained commitment of DMCs, partner organizations, funding institutions as well as ADB regional departments and resident missions</li> <li>Staff resources available in the regional departments and resident missions</li> <li>Effective implementation and timely reporting by departments responsible for implementing activities</li> <li>Government and ADB's willingness to engage nongovernment organizations (NGOs)</li> <li>NGOs' willingness and readiness to work with local government</li> </ul>
2. Component B: targeted analytical studies	Number of approved and implemented analytical studies in eligible DMCs	Same as above	Same as above
3. Component C: information dissemination	<ul style="list-style-type: none"> <li>Number of approved and implemented information dissemination projects in eligible DMCs</li> <li>Effective knowledge sharing opportunities and mechanisms in place</li> <li>Comprehensive and transparent monitoring and reporting system for the TA activities</li> </ul>	<ul style="list-style-type: none"> <li>same as above</li> <li>Regional workshop, reports, publications, web-based depository of lessons learned and best practices.</li> </ul>	<ul style="list-style-type: none"> <li>Same as above</li> <li>Timely available consultants and their inputs</li> <li>Availability of participants</li> </ul>

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
<b>Inputs</b> Consulting services, procurement, workshop, administrative support	<ul style="list-style-type: none"> <li>• International and/or domestic consultants selected and engaged to assist the PEF secretariat and concerned departments</li> <li>• \$4.1 million from PEF and Technical Assistance Special Fund</li> </ul>	Records of activities, regular monitoring by a steering committee and the PEF secretariat	Effective internal cooperation among departments concerned, and external coordination among partner organizations

## ELIGIBILITY AND SELECTION CRITERIA

1. To be eligible for funding, proposed projects
  - (i) must be implemented within developing member countries (DMCs) during the technical assistance (TA) period<sup>1</sup>;
  - (ii) must focus on environmental interventions in one or more of the three prioritized areas and ensure compliance with the Environment Policy of the Asian Development Bank (ADB);
  - (iii) must be additional to, not substituting for, ongoing or pipelined activities;
  - (iv) should involve maximum funding request for \$250,000<sup>2</sup>; and
  - (v) must have clear objectives, performance indicators, monitoring mechanisms, a realistic budget, and appropriate cost control systems for managing expenditures.
  
2. Projects will be selected on a competitive basis within eligible countries. The TA normally will not fund activities, if they wholly comprise
  - (i) workshops, conferences, or training/course materials development; or
  - (ii) activities that would typically be included in a preparatory TA or loan-funded project.
  
3. Recommendations for funding will be made on the basis of the following criteria:
  - (i) **Component A—Pilot Interventions:**
    - (a) proposed projects should include sound financing plans, including partner contributions (at least 25% of each single activity)<sup>3</sup> for continuation of activities and/or should have activities whose benefits are sustainable beyond the TA program;
    - (b) proposed projects should be implemented using a participatory approach in preparation and implementation with, strong collaboration among stakeholders,<sup>4</sup> to enhance ownership and commitment to action;
    - (c) proposed projects will be consistent with ADB's Policy on Gender and Development and social safeguard policies<sup>5</sup>, and should target women or indigenous peoples or other vulnerable groups;
    - (d) proposed projects should contain new and/or alternative approaches and mechanisms (i.e. institutional arrangements, partnerships, participation, or technological solutions);
    - (e) proposed projects should have the potential for up scaling (i.e., increased number of beneficiaries or environmental protection benefits) or replication in an ADB-financed projects;

<sup>1</sup> The extension may be considered if a steering committee determines its necessity.

<sup>2</sup> Under special cases where the steering committee determines appropriate, proposals greater than \$250,000 may be considered.

<sup>3</sup> Partnership contributions should be in kind.

<sup>4</sup> Stakeholder include local communities, civil society including NGOs, private sector, government, and/or other development partners.

<sup>5</sup> ADB's Indigenous Peoples's Policy and Involuntary Resettlement Policy provide adequate safeguards to arrest their further impoverishment and to provide specific actions to improve their income and livelihoods.

- (f) proposed projects are fully consistent with and support of national poverty reduction strategies and ADB's regional cooperation strategy and program and country strategy and program; and
- (g) proposed projects have government support for funding to flow directly to project proponents so that community-based organizations, nongovernment organizations (NGOs), and local governments can execute pilot projects.

(ii) **Component B—Targeted Analytical Studies:**

- (a) proposed analytical studies should aim at enhancing the analytical basis for policy dialogue on, raising awareness on, and building capacity for poverty-environment linkages;
- (b) proposed analytical studies should aim at removing problem-specific policies, institutional, organizational, technical, and financial barriers to improve environmental management at the local level;
- (c) proposed analytical studies should have operational relevance; and
- (d) priority will be given to studies that recognize the role of women in natural resource management, agriculture, and coping strategies for disasters.

(iii) **Component C—Information Dissemination Activities:**

- (a) proposed activities should have a focus on the key areas identified as TA focus areas;
- (b) proposed activities should have an operational relevance;
- (c) proposed activities should be based on best practices and lessons learned;
- (d) proposed activities should aim at replication of best practices; and
- (e) priority will be given to activities that promote key role of women in natural resource management, agriculture, and coping strategies for disasters.

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

Item	Total Cost
<b>A. Asian Development Bank (ADB) Financing<sup>a</sup></b>	
<b>Subprojects<sup>b</sup></b>	
1. Component A: Pilot Interventions (75%)	2,565
2. Component B: Targeted Analytical Studies (15%)	515
3. Component C: Information Dissemination (10%)	340
<b>Subtotal</b>	<b>3,420</b>
<b>B. Implementation Support</b>	
1. Consultants <sup>c</sup>	
a. Remuneration and Per Diem	
i. International	65
ii. Domestic	120
b. Travel	5
2. Regional Workshop	
a. Staff Travel as Speakers and Resource Persons	25
b. Travel Support <sup>d</sup>	25
c. Administrative Costs	40
3. Communication, Publications, Reports, and Documents	30
4. Miscellaneous Administrative Costs	20
5. Contingency	170
<b>Subtotal</b>	<b>500</b>
<b>Total</b>	<b>3,920</b>

a Cofinanced on a grant basis by the Poverty and Environment Fund for \$3.42 million equivalent and by ADB's TA funding program for \$500,000 equivalent.

b A percentage of budget allocation for each component may be changed based on the number of proposals submitted and approved.

c The consultants listed in the table only refer to the consultants that will be engaged to provide support to the Poverty and Environment Fund (PEF) secretariat. There will be consultants to be engaged in the implementation of the pilot interventions, analytical studies, and information dissemination activities.

d Travel funding will be provided for selected nongovernment organizations (NGOs) to participate in a regional workshop.

## **OUTLINE TERMS OF REFERENCE FOR CONSULTANTS**

1. These outline terms of reference for consultants describe the main tasks of the consultant required to (i) assist in the overall implementation of the Technical Assistance (TA), (ii) support the operations of the Poverty and Environment Fund (PEF) secretariat, and (iii) organize and coordinate regional and national workshops.

### **A. Program Administration Specialist (40 person-months—Domestic)**

2. A domestic consultant will be engaged on an individual basis to support the PEF secretariat in program coordination and monitoring. Specific tasks will include:

- (i) assisting the PEF secretariat in coordinating operations across departments and divisions concerned;
- (ii) assisting the PEF secretariat in preparing the TA guidelines and procedures;
- (iii) assisting the PEF in setting up and administering a monitoring system for the TA activities covering inputs, outputs, outcomes, and financial management;
- (iv) assisting the PEF secretariat in administering the evaluation system for the program to assess development impact;
- (v) helping to prepare 6-month and annual reports, including relevant statistics and lessons learned;
- (vi) supporting the PEF secretariat for workshop preparation, including identification of speakers, participants, sponsorship, travel funding, logistical arrangements, workshop handouts, management of expenses, and budget;
- (vii) assisting the PEF in preparing an information dissemination plan and coordinating the work with the web development team of the Asian Development Bank (ADB) in the Office of External Relations and Regional and Sustainable Development Department (RSDD) Intranet team by providing summaries and updates of the TA's web page content in order to create and integrate the TA's web site into the ADB's internet-based information dissemination system and RSDD's intranet-based knowledge management system; and
- (viii) supporting the analyst in summarizing key innovation characteristics to post on the TA web site, to create a web-based depository for lessons learned, best practices, and innovative projects implemented by other organizations in the regions.

### **B. Analysts (3 person-months—International)**

3. Short-term international consultants will be engaged on an individual basis to assist the PEF secretariat in analyzing and producing summaries of lessons learned for use by ADB and developing member countries (DMCs), as well as partner organizations. Specific tasks include supporting the PEF secretariat in

- (i) developing performance indicators to measure expected environmental, poverty, and economic benefits; and
- (ii) assessing and producing summaries of key characteristics of lessons learned and best practices implemented by other organizations.