



Technical Assistance Report

Project Number: 47215
Regional—Capacity Development Technical Assistance (R-CDTA)
June 2014

Assessing and Monitoring Social Protection Programs in Asia and the Pacific

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Asian Development Bank

ABBREVIATIONS

ADB	–	Asian Development Bank
DMC	–	developing member country
ILO	–	International Labour Organization
SPI	–	social protection index
SPOP	–	Social Protection Operational Plan
TA	–	technical assistance
OECD	–	Organisation for Economic Co-operation and Development

NOTE

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

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CAPACITY DEVELOPMENT TECHNICAL ASSISTANCE AT A GLANCE

1. Basic Data		Project Number: 47215-001	
Project Name	Assessing and Monitoring Social Protection Programs in Asia and the Pacific	Department /Division	RSDD/RSPG
Country Borrower	REG NA	Executing Agency	Asian Development Bank
2. Sector		ADB Financing (\$ million)	
✓ Public sector management	Subsector(s) Social protection initiatives		0.75
		Total	0.75
3. Strategic Agenda		Climate Change Information	
Inclusive economic growth	Pillar 3: Extreme deprivation prevented and effects of shocks reduced (Social Protection)	Climate Change impact on the Project	Low
Regional integration	Pillar 4: Other regional public goods		
4. Drivers of Change		Gender Equity and Mainstreaming	
Governance and capacity development	Components Institutional development	Some gender elements (SGE)	✓
5. Poverty Targeting		Location Impact	
Project directly targets poverty	Yes	Regional	High
Household targeting (TI-H)	Yes		
6. TA Category:		B	
7. Safeguard Categorization		Not Applicable	
8. Financing			
Modality and Sources		Amount (\$ million)	
ADB		0.75	
Sovereign Capacity development technical assistance: Technical Assistance Special Fund		0.75	
Cofinancing		0.00	
None		0.00	
Counterpart		0.00	
None		0.00	
Total		0.75	
9. Effective Development Cooperation			
Use of country procurement systems		No	
Use of country public financial management systems		No	

I. INTRODUCTION

1. Social protection is the third pillar of the inclusive growth agenda of Strategy 2020, the long-term strategic framework of the Asian Development Bank (ADB). A midterm review of Strategy 2020 in 2014 reconfirmed social protection as an important instrument for achieving inclusive growth in Asia and the Pacific.¹ ADB's Social Protection Operational Plan (SPOP), 2014–2020 aims to align and operationalize ADB's Social Protection Strategy (2001) with Strategy 2020.² The SPOP supports knowledge solutions to strengthen and expand social protection programs in developing member countries (DMCs). ADB's corporate results framework has adopted the social protection index (SPI) as one of its measures of inclusive growth.³ The SPI is also an outcome indicator in the SPOP.

2. The technical assistance (TA) will support the implementation of the SPOP by building the capacity of DMCs to improve their delivery of social protection programs through assessment and monitoring that makes use of the SPI. It will also build statistical capacity to better measure and monitor expenditures on social protection.⁴ Based on consultations with ADB operations departments, the project will select DMCs where social protection programs will be monitored and technical support will be provided to integrate social protection modules into household-level national surveys.⁵ A similar activity was piloted in 2010–2012 under ADB technical assistance for updating and improving the social protection index in Indonesia, the Philippines, and Sri Lanka.⁶ The new TA will be implemented in collaboration with International Labor Organization (ILO) and the Organisation for Economic Co-operation and Development (OECD).⁷ The design and monitoring framework is in Appendix 1.

II. ISSUES

3. Since early 2000, social protection has played an increasingly significant role in efforts to promote inclusive growth and help reduce poverty, inequality, and vulnerability in Asia and the Pacific. ADB defines social protection as a set of policies and programs designed to reduce poverty and vulnerability by promoting efficient labor markets, diminishing people's exposure to risks, and enhancing their capacity to protect themselves against hazards and interruption or loss of income.⁸ The need to expand social protection has been a central topic in national, regional, and global discourse on how to ensure income security for the poor and vulnerable populations amid social, demographic, environmental, and economic challenges. Many of ADB's DMCs have expanded their social protection programs and developed national social protection strategies.⁹ The United Nations High-Level Panel of Eminent Persons on the Post-2015 Development Agenda noted in its 2013 report that this step has been taken by many countries across the world to address income inequality by improving the lives of the poor, and

¹ ADB. 2008. *Strategy 2020: The Long-Term Strategic Framework of the Asian Development Bank, 2008–2020*. Manila; ADB. 2014. *Midterm Review of Strategy 2020: Meeting the Challenges of a Transforming Asia and Pacific (R-Paper)*. Manila.

² ADB. 2014. *Social Protection Operational Plan, 2014–2020*. Manila.

³ The work on the SPI was pioneered by ADB in 2005 and first updated in 2009 using a revised methodology.

⁴ The TA first appeared in the business opportunities section of ADB's website on 16 May 2014.

⁵ The social protection module contains a set of questions on social protection expenditures and beneficiaries.

⁶ ADB. 2010. *Technical Assistance for Updating and Improving the Social Protection Index*. Manila.

⁷ A letter of agreement between ADB, the ILO, and the OECD to support the preparation of the SPI was signed in 2009. The letter of agreement will be extended under this TA to support the second update of the SPI. Under this agreement, the ILO and the OECD will be involved as peer reviewers and resource persons at their own costs.

⁸ ADB. 2001. *Social Protection Strategy*. Manila.

⁹ The DMCs that have established national social protection strategies are Cambodia (2011), Indonesia (2006), the Kyrgyz Republic (2011), Pakistan (2007), the Philippines (2009), Uzbekistan (2013), and Viet Nam (2010).

that they have worked at the same time to transform their economies so that growth is sustained over the long term and provides more decent jobs and secure livelihoods.¹⁰ Social protection programs can reduce poverty and develop human capital.

4. While many DMCs have their programs, most lack the capacity to implement them effectively and to properly monitor and measure the program impacts on target beneficiaries. DMC investment in social protection has generally remained low, even as macroeconomic performance in much of the region has been strong. The results of ADB's work on the SPI, which analyzed public social protection expenditures in 2009 showed that most DMCs—particularly those that have graduated to middle-income status—have not expanded their social protection systems at a rate commensurate with their overall economic growth.¹¹ The SPI captures the breadth of social protection programs (i.e., the extent of coverage) and the depth (the size of benefits), as well as their impacts on gender equity and poverty reduction. It shows that social protection coverage and benefits in the region remain inadequate.

5. Women generally benefit less than men do from social protection programs, particularly social insurance and labor market programs. However, conditional cash transfer programs in some DMCs, such as the Benazir Income Support Program in Pakistan and the Pantawid Pamilyang Pilipino Program in the Philippines, have targeted women and girls specifically to improve gender equality in access and opportunities. This has shown that social protection programs—cash transfers programs, in particular—can help provide basic income security for women.

6. The SPI has become one of ADB's pioneering knowledge products, and its utility has been recognized by governments, researchers, and the media. As indicated in the 2013 regional report on the SPI, many segments of a country's population need social protection at some point in their lives, whether this is due to unemployment, sickness, disability, or the devastation on livelihoods inflicted by natural disasters (footnote 11). The effective policy response to each of these problems could well be different. Empirical data captured through the SPI estimates can therefore aid policy makers and other stakeholders in developing and strengthening national social protection systems. Furthermore, many vulnerable groups, including women and workers in the informal sector, cannot access unemployment, health, or other forms of social insurance but are not poor enough to be eligible for such social assistance as cash transfers. Government social protection programs need to be expanded to cover this 'missing middle,' who are at risk of falling into poverty when microeconomic shocks and/or macroeconomic events adversely impact their lives.

7. Within ADB, social protection has been recognized as a pillar for achieving inclusive growth. ADB support to help DMCs strengthen social protection programs, strategies, and systems has been laid out in the SPOP. Under the SPOP, ADB will continue its work on the SPI, which has received strong support within and outside of ADB, to help DMCs assess and monitor social protection programs and investments. A 2012 special evaluation study on social protection by ADB's Independent Evaluation Department found the SPI to be highly relevant in

¹⁰ United Nations. 2013. *A New Global Partnership: Eradicate Poverty and Transform Economies through Sustainable Development. The Report of the High-Level Panel of Eminent Persons on the Post-2015 Development Agenda*. New York. <http://www.post2015hlp.org/wp-content/uploads/2013/05/UN-Report.pdf>

¹¹ ADB. 2013. *The Social Protection Index: Assessing Results for Asia and the Pacific*. Manila.

addressing country-level social protection knowledge gaps.¹² SPI data are maintained in ADB's Social Protection Statistical Database.¹³

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

8. The impact of the TA will be improved monitoring of social protection programs for the poor and vulnerable in Asia and the Pacific. The outcome will be increased DMC capacities to assess, monitor, and report on the expenditures, coverage, and gender and poverty impacts of national social protection programs.

B. Methodology and Key Activities

9. The TA will have three outputs: (i) the updating of SPI and country assessments of social protection programs for 2011–2013; (ii) the development of capacity in national statistical offices for monitoring and assessing social protection; and (iii) the sharing and dissemination of knowledge on social protection programs and best practices. The country assessments that will form part of the first output will provide data analysis and policy and program recommendations. The outputs will reinforce one another to build DMC capacity to collect data on social protection programs and their impacts. Through the TA and by directly engaging with governments, ADB hopes to foster their greater use and ownership of the SPI.

10. **Output 1: Social protection index and country assessments of social protection programs updated.** The project will update SPI data for 2011–2013 for 41 countries, subject to the concurrence of the DMCs. This will include 35 countries that participated in a 2009 SPI update and six other DMCs.¹⁴ Following an approach similar to that taken by the previous ADB TA for updating and improving the social protection index (footnote 6), the project will tap national researchers to gather data and undertake the preliminary analysis at the country level, working in collaboration with the national statistical office and in consultation with relevant ministries.¹⁵ To ensure consistency of estimates across the DMCs, international consultants will be recruited to prepare the regional report and assist national consultants.

11. **Output 2: Capacity developed in national government agencies for social protection monitoring and assessment.** This TA will develop statistical capacity for monitoring social protection in selected DMCs. The TA will build on achievements under the TA for updating and improving the social protection index (footnote 6), which developed the social

¹² ADB. 2012. *Special Evaluation Study on ADB's Social Protection Strategy*. Manila.

¹³ The database was a collaborative effort of three ADB departments: the Office of Information, Systems, and Technology; the Economics and Research Department; and the Regional and Sustainable Development Department. It can be accessed at ADB Social Protection Index. <http://spi.adb.org/spidmz/index.jsp>

¹⁴ Government agreement to participate in the TA will be sought during TA preparation for all participating countries during implementation after TA approval. The 35 countries covered by the 2009 SPI update were Afghanistan, Armenia, Azerbaijan, Bangladesh, Bhutan, Cambodia, the People's Republic of China, Fiji, Georgia, India, Indonesia, Japan, the Republic of Korea, the Kyrgyz Republic, the Lao People's Democratic Republic, Malaysia, the Maldives, the Marshall Islands, Mongolia, Nauru, Nepal, Pakistan, Palau, Papua New Guinea, the Philippines, Samoa, Singapore, Solomon Islands, Sri Lanka, Tajikistan, Thailand, Timor-Leste, Uzbekistan, Vanuatu, and Viet Nam. The additional six DMCs will be the Cook Islands, Kazakhstan, the Federated States of Micronesia, Myanmar, Tonga, and Turkmenistan.

¹⁵ An ongoing data update is partly financed by ADB. 2010. *Technical Assistance for Updating and Improving the Social Protection Index*. Manila; and ADB. 2010. *Technical Assistance for Supporting the Achievement of the Millennium Development Goals in Asia and the Pacific, Phase III*. Manila. Completion of the country SPI reports, including syntheses and analyses, will be supported by the TA.

protection module incorporated in household income and expenditure surveys that was piloted in Indonesia, the Philippines, and Sri Lanka. Lessons learned from and best practices adopted in these earlier capacity-building activities will be tailored for use in the development of social protection programs in the second set of DMCs selected to participate in the statistical capacity building under this TA to help strengthen self-reporting and monitoring of social protection programs. The TA will help at least three national statistics offices in the selected DMCs to incorporate the social protection module into a nationwide household survey that is conducted regularly and from which poverty incidence can be estimated.¹⁶ The criteria for selecting the participating DMCs, which will be done in close consultation with ADB's operations departments, will include a DMC's willingness to institutionalize the social protection module in regularly conducted nationwide household surveys and to provide counterpart focal persons for the exercise. The national statistical offices will be responsible for determining which social protection programs will be covered in the surveys' social protection modules, developing the analytical framework, and drafting and disseminating the survey report.

12. Output 3: Knowledge of social protection programs and best practices shared and disseminated. The TA will support regional and country-level consultation and policy dialogues to engage stakeholders in DMCs and further disseminate the findings of the knowledge work based on the SPI. These knowledge events will also serve as venues for DMC capacity building through the sharing of best practices and policy discussions between ADB and DMCs as part of South–South cooperation and learning on social protection. DMC officials from national planning commissions and ministries of welfare, social policy, labor, and employment will be invited, along with national researchers responsible for data collection to discuss initial findings and increase the awareness of policy makers on the utility of monitoring social protection expenditures and measuring impact. At least one regional workshop and three country-level policy dialogues will be organized early in the TA implementation, and a final workshop will be organized to disseminate the findings of the country studies. All outputs of the TA will be further shared with stakeholders through print, knowledge events, and online through the ADB website and social media. The TA will support the publication of the updated regional SPI report, and policy briefs on the major program categories of social protection. The country assessments will be uploaded in the ADB website as final TA consultant reports. Data used in generating the SPI will be shared in the SPI database online under ADB's Statistical Database System.

C. Cost and Financing

13. The TA is estimated to cost \$750,000, of which \$750,000 will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-V).

D. Implementation Arrangements

14. The TA will be implemented over 2.5 years from June 2014 to December 2016. ADB, through its Regional and Sustainable Development Department, will be the executing agency and will work closely with regional departments during implementation of country-specific activities. The Regional and Sustainable Development Department will undertake the overall administrative, advisory, and coordinating role for the TA. ADB staff members will serve as

¹⁶ Mongolia, Pakistan, and Viet Nam are countries that have expressed interest in TA support for statistical capacity building. Government concurrence will be sought before TA implementation, and no activities under the TA will start or be financed until a no-objection in writing has been obtained from the DMC. The Poverty Reduction, Social Development and Governance Division of the Regional and Sustainable Development Department and the Development Indicators and Policy Research Division of the Economics and Research Department will collaborate on the statistical-capacity-building activities, particularly the updating of the SPI database.

resource persons in capacity-building workshops and provide administrative or secretariat support services for the implementation of regional training activities. Relevant ministries in Mongolia, Pakistan, and Viet Nam will serve as knowledge partners for the statistical capacity-building component activities aimed at including social protection modules in national household income and expenditure surveys.¹⁷ Building on the partnership established under the preceding TA for updating and improving the social protection index (footnote 6), this TA will also be implemented in collaboration with the ILO and the OECD, as partner centers of excellence, which will provide additional technical expertise for the statistical capacity building and the refinement of the SPI methodology and estimates (footnote 7).

15. ADB will hire consultants in accordance with the Guidelines on the Use of Consultants (2013, as amended from time to time). To avoid delays in TA implementation, the TA may use either individual consultants or a firm for the update of the SPI, depending on the availability of the necessary experts. ADB's Operations Services and Financial Management Department will be consulted during consultant recruitment. The project requires a total of 7.5 person-months of international consulting services and 81.5 person-months of national consulting services. The team will consist of (i) two international consultants with expertise in the SPI; and (ii) an estimated 43 national consultants, comprising 41 who will work directly on the calculation of SPI estimates for 41 countries, and 2 consultants who will support the consolidation of the SPI at the regional level, as well as the capacity-building workshops and knowledge dissemination. Because the TA requires a distinctive combination of national experts with expertise on social protection and capacity to generate estimates for the SPI, it is deemed necessary to be flexible in recruitment during TA implementation. The outline terms of reference for consultants are in Appendix 3.

16. In-kind government inputs are expected to be in the form of information provision, collaboration on the inclusion of social protection modules in relevant national surveys for at least three selected DMCs, and participation in national and regional meetings. The TA budget will also support knowledge creation and sharing for other DMCs at the regional level and publication and dissemination activities. Disbursements under the TA will be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time).

IV. THE PRESIDENT'S DECISION

17. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$750,000 on a grant basis for Assessing and Monitoring Social Protection Programs in Asia and the Pacific, and hereby reports this action to the Board.

¹⁷ Relevant ministries include the national statistics offices and ministries of economic planning, finance, and labor and social welfare. This is the second wave of statistical capacity building and will replicate the experience of national statistics offices in Indonesia, the Philippines, and Sri Lanka under ADB. 2010. *Technical Assistance for Updating and Improving the Social Protection Index*. Manila.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact Improved monitoring of social protection programs for the poor and vulnerable in Asia and the Pacific</p>	<p>By 2020, social protection expenditures of DMCs increased by 5% from 2009 estimates for each participating DMC (SPI overall average = 0.110)</p> <p>By 2020, coverage and size of benefits of social protection programs for poor and vulnerable populations increased by 5% from 2009 estimates for each participating DMC (SPI average depth = 0.460; SPI average breadth = 0.343)</p>	<p>SPI, Social Inquiry, ILO, Aspire (World Bank) databases</p> <p>Poverty statistics, MDG reports</p>	<p>Assumption Government policies and programs in social protection are expanded, funded, and implemented as planned.</p> <p>Risk Economic shocks prevent sufficient prioritization and expansion of social protection systems and programs.</p>
<p>Outcome Increased DMC capacities to assess, monitor, and report on expenditures, coverage, and gender and poverty impacts of national social protection programs</p>	<p>By 2016, data collected on updated SPI disseminated and accepted by at least 35 participating countries</p> <p>By 2016, at least three national statistical offices (NSO) in selected DMCs have gained improved capacity to monitor social protection programs</p>	<p>Regional and country case studies and reports</p> <p>TA updates and review reports, TA consultant reports, TA completion report</p>	<p>Assumptions Interest in improving and expanding social protection remains part of the DMCs' national development agendas.</p> <p>DMCs and development partners sustain commitments to participate actively in the TA.</p> <p>Risk Participation of DMCs is hindered by absorptive capacities.</p>
<p>Outputs</p> <p>1. SPI and country assessments on social protection programs updated</p> <p>2. Capacity developed in national government agencies for social protection monitoring and assessment</p>	<p>At least 35 country SPI reports and SPI worksheets updated by 2016</p> <p>One regional report produced</p> <p>At least three country reports from NSOs on incorporating the social protection module in household income and expenditure survey</p>	<p>TA reports, consultant reports, ADB social protection team blog entries, workshop reports, presentations, and proceedings</p> <p>Project information updates, monitoring reports, ADB project performance management systems</p>	<p>Assumption DMCs have sustained interest in data improvements and participation in workshops and conferences at appropriate levels.</p>

3. Knowledge of social protection programs and best practices shared and disseminated	100 DMC officials participate in capacity-building activities One regional technical and dissemination workshop on measuring social protection held, as well as at least three country-level policy dialogues		
<p>Activities with Milestones^a</p> <p>Output 1: Update SPI and country assessments on social protection programs</p> <p>1.1 Consult with DMCs and secure government concurrences (June 2014–September 2014)</p> <p>1.2 Recruit national consultants and international consultants for the country SPI reports (starting July 2014)</p> <p>1.3 Conduct field work, data gathering, and consolidation (July 2014–December 2015)</p> <p>1.4 Prepare the final regional report (January 2015–December 2015)</p> <p>1.5 Prepare the ADB briefs (program categories) (January 2016–June 2016)</p> <p>Output 2: Develop capacity in national government agencies for social protection monitoring and assessment</p> <p>2.1 Implement the capacity-building programs (August 2014–December 2015)</p> <p>2.2 Prepare and present reports of NSOs (January 2016–June 2016)</p> <p>Output 3: Share and disseminate knowledge on social protection programs and best practices</p> <p>3.1 Conduct policy dialogues at the country level (April 2015- August 2015)</p> <p>3.2 Conduct regional SPI capacity-building workshop (December 2015)</p> <p>3.3 Publish final report (June 2016)</p> <p>3.4 Upload data to SPI webpage (July 2016–August 2016)</p> <p>3.5 Disseminate final report through a regional workshop and an SPI report road show in some DMCs (July 2016–December 2016)</p> <p>3.6 Complete TA (December 2016)</p>		<p>Inputs</p> <p>ADB: \$750,000</p>	

^a Month and year provided are indicative and may change during implementation of the TA.

ADB = Asian Development Bank, DMC = developing member country, ILO = International Labour Organization, MDG = Millennium Development Goal, NSO = national statistics office, SPI = social protection index, TA = technical assistance, TASF = Technical Assistance Special Fund.

Source: Asian Development Bank.

COST ESTIMATES AND FINANCING PLAN

(\$'000)

Item	Amount
Asian Development Bank^a	
1. Consultants	
a. Remuneration and per diem	
i. International consultants	115.5
ii. National consultants	192.8
b. International and local travel	30.0
c. Reports and communications	12.5
2. Training, seminars, and conferences	
a. Regional capacity-building workshop ^b	100.0
b. Country-level dialogues and seminars	62.2
3. Surveys and studies ^c	180.0
4. Printing and publications	30.0
5. Miscellaneous administration and support costs ^d	15.0
6. Contingencies	12.0
Total	750.0

Note: The technical assistance (TA) is estimated to cost \$750,000, of which contribution from the Asian Development Bank is presented in the table above.

^a Financed by the Asian Development Bank's Technical Assistance Special Fund (TASF-V).

^b Includes cost of travel by Asian Development Bank staff to act as resource persons in regional and country-level workshops or conferences, training, and seminars.

^c This will support the cost of statistical-capacity-building activities in three selected DMCs, estimated at \$60,000 for each DMC, and will cover expenditures related to incorporating the social protection module in surveys, technical expertise, and pre- and post-survey activities.

^d Includes cost of travel of Asian Development Bank staff to assist in the implementation of TA activities, e.g., as part of a secretariat or in any administrative support in workshops and seminars. See also the Memorandum on Use of Bank Resources: Regional Technical Assistance and Technical Assistance vs. Internal Administrative Expenses Budget, issued by the Budget, Personnel, and Management Systems Department and the Strategy and Policy Department on 26 June 2013.

Source: Asian Development Bank estimates

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. A team of two international consultants providing a total of 7.5 person-months of services will form the core technical team for the technical assistance (TA) for Assessing and Monitoring Social Protection Programs in Asia and the Pacific. They will be supported by national consultants from 41 countries.¹ The Asian Development Bank (ADB) will hire consultants individually, engage experts through a firm, or obtain consulting services provided by firm in accordance with the Guidelines on the Use of Consultants (2013, as amended from time to time).² For statistical capacity building in developing member countries (DMCs), technical support will be extended through consultants after discussions with the government counterparts and the relevant ADB regional departments. While the specific terms of reference for the statistical capacity-building activities are not included here, they will be provided as part of the Letters of Agreement with the DMCs.

A. International Consultants

1. Social Protection Specialist and Team Leader (6 person-months)

2. The social protection specialist will be the team leader and should be an expert on development, particularly as it relates to social protection. This expert should have considerable country experience in monitoring, measuring, and assessing impacts of social protection programs in Asia and the Pacific. He or she should have written articles and reports published in refereed journals and publications on development issues. The consultant will (i) provide overall coordination and technical support to the team of national consultants responsible for data collection and assessment at the country level; (ii) contribute to and support the information dissemination activities of ADB's social protection team in ADB's Regional and Sustainable Development Department and the technical capacity-building activities under the TA; and (iii) prepare the final regional report on the updated social protection index (SPI) for Asia and the Pacific, as well as program briefs for ADB. This work will involve but not be limited to the following activities:

- (i) In close coordination with ADB staff working on the SPI, the social protection specialist and team leader will review the methodology applied to the latest update of the SPI. She or he will propose changes for the next round of SPI updates, in consultation with the statistician and technical team working on the SPI.
- (ii) The social protection specialist will prepare a short methodological note for the team of national consultants on how to proceed with the assessment and data collection. He or she will advise the national consultants and help them to identify and validate information on social protection schemes and to implement the improved methods developed.
- (iii) She or he will attend inception and final technical workshops for capacity building and information dissemination in DMCs. This will include conduct of trainings and workshops for output 2 (statistical capacity building).

¹ Government concurrence will be obtained before the studies begin.

² In instances when it is more efficient and cost-effective for ADB to engage a firm for a group of national consultants for a subregion covering several DMCs, a consulting firm will be hired. In other cases, individual consultants will be hired directly or through a firm.

- (iv) He or she will analyze the country reports prepared by the national consultants, suggest ways to improve them, and consolidate the updated data from the country reports.
- (v) In collaboration with the statistician, this social protection specialist will prepare the regional report on the SPI. This will include the final calculation of SPI for all participating countries. He or she will also prepare ADB briefs on the various disaggregations of the SPI. This may include poverty dimensions of the SPI, gender dimensions of the SPI, and major findings from the SPI estimates by program category: social assistance, social insurance and labor market programs.
- (vi) The specialist will undertake other tasks necessary for the SPI study.

2. Statistician Specializing in Social Sectors (1.5 person-months)

3. The statistician will be a development expert with knowledge of and experience with social indicators. He or she will have worked in social sector studies in developing countries in Asia and the Pacific. The consultant should have a graduate degree in mathematics, statistics; and/ or related studies such as sociology, and economics; and at least 10 years of experience in research or advisory work and consulting in social protection statistics. The main task of the statistician is to support the implementation of output 2 (statistical capacity building) in selected DMCs. The statistician's tasks will consist of the following:

- (i) The statistician will assist the project team leader in ensuring that planned activities in the selected national statistical offices are conducted as scheduled.
- (ii) She or he will collaborate with the designated focal persons in the selected national statistical offices to develop the analytical framework for the survey results.
- (iii) He or she will review survey reports submitted by national statistical offices.
- (iv) She or he will participate in technical-capacity-building workshops and information dissemination for DMCs on the SPI and make presentations, as required.
- (v) Under output 1, he or she will provide support to the team leader in the review and updating of the methodology used for the SPI to address the technical issues raised during the 2009 SPI update. The statistician will refine the calculation methodology for the SPI and review the SPI calculation sheets.
- (vi) She or he will support the team leader in providing guidance to national consultants and in synthesizing findings for the final report.

B. National Consultants and Researchers

1. Developing Member Country Social Protection Officers (41 specialists, 1.5 person-months each)³

4. Researchers and development experts in participating DMCs will be tapped as national social protection officers to prepare the country assessments for the estimation of the social protection index. The officers should have a university degree in sociology, economics, statistics,

³ An ongoing data update is partly financed by ADB. 2010. *Technical Assistance for Updating and Improving the Social Protection Index*. Manila; and ADB. 2010. *Technical Assistance for Supporting the Achievement of the Millennium Development Goals in Asia and the Pacific, Phase III*. Manila. Completion of the country SPI reports, including syntheses and analyses, will be supported by the TA on Assessing and Monitoring Social Protection Programs in Asia and the Pacific. Actual person-month input per country will be determined during TA implementation, because some DMCs may require more inputs than others.

or a related area, and at least 7 years of experience in social protection research or administration. They should be familiar with social protection programs in their respective countries. The team of national SPI consultants will be guided by the team leader and the international statistician in collecting data and the preparation and processing of SPI estimates. In general, the national consultants will be expected to follow the Handbook on the Revised Methodology for SPI and be guided by the previous country assessments and final report.⁴ The social protection officers will be responsible for the following tasks:

- (i) They will collect and update data on social protection programs, expenditures, beneficiaries, and the related data needed for updating the SPI for 2011–2013, including the validation of 2010 SPI data and SPI disaggregation by program category and impact on poor versus nonpoor and on women versus men.
- (ii) They will liaise with the focal point personnel in government ministries and visit relevant institutions and stakeholders to collect data and information on social protection arrangements, legislation, and institutions, in accordance with the handbook.
- (iii) They will update the country's definition of social protection and its profile of social protection programs.
- (iv) If necessary, they will organize a workshop with stakeholders. This will include a discussion on the preliminary findings of the country assessment.
- (v) They will coordinate with the international consultants in charge of combining and monitoring the results of the country studies and will integrate comments and follow guidance provided.
- (vi) They will write a country report that follows the structure to be prescribed by the ADB social protection team.
- (vii) They will participate in regional technical-capacity-building workshops, as requested.

2. Social Protection Officer (12 person-months, ADB headquarters, Manila)

5. The officer will be based at ADB headquarters in Manila and will work directly with the ADB principal social development specialist and liaise with the team leader for the TA. The officer should have a university degree in sociology, economics, statistics, or a related area, and at least 7 years of experience in research or administration in social sectors.

6. The officer will
- (i) coordinate with and monitor national consultants from the 35 countries in the conduct and submission of country studies on social protection;
 - (ii) review the quality of the country reports and the data gathered and provide feedback to the team leader as necessary;
 - (iii) provide desk support to the national DMC consultants in preparing the country reports to improve data quality, data validation, comparability of data between countries, and data analysis;
 - (iv) assist the team leader and statistician in ensuring consistency in the data provided in the SPI calculation sheets;
 - (v) help develop the SPI database by consolidating all country data, clean up the data and information, and help set up the SPI database;
 - (vi) provide technical and coordination assistance to the team leader and statistician, including updating of the database;

⁴ ADB. 2011. *The Revised Social Protection Index: Methodology and Handbook*. Manila.

- (vii) prepare presentation materials and background notes, as required for the technical-capacity-building workshops on SPI; and
- (viii) provide technical and coordination support for TA implementation.

3. Statistics Officer (6 person-months, ADB headquarters, Manila)

7. The officer will be based in ADB headquarters in Manila and will work directly with the ADB principal social development specialist and liaise with the team leader and the statistician. The officer should have a university degree in economics, statistics, or a related area, and at least 7 years of experience in research or administration in social sectors. The officer will

- (i) support the team leader and the statistician in validating the data collected and estimates provided by the national DMC consultants;
- (ii) review the quality of data in the country reports and provide feedback to the team leader, as necessary;
- (iii) support the preparation of the final report by preparing relevant tables, graphs, and figures, and validate the SPI estimates for each country as provided in the country report, SPI calculation sheets, and economic indicators included in the SPI database;
- (iv) upload the SPI data and metadata in the SPI database within ADB's Statistical Database System and ensure that the SPI website is updated regularly;
- (v) prepare statistical information on SPI, as requested;
- (vi) prepare presentation materials and background notes, as required for the technical-capacity-building workshops on SPI; and
- (vii) provide technical and coordination support for the TA implementation.

4. Workshop Coordinator (2 person-months)

8. The coordinator will work with the TA team to organize the knowledge-sharing events as part of the capacity-building and information-dissemination activities of the TA. The coordinator will report directly to the principal social development specialist and senior social development officer (social protection) from ADB's Regional and Sustainable Development Department, and will provide regular updates on the status of the activities. The coordinator's specific tasks will include

- (i) coordinating all logistical arrangements for each workshop, including sending invitations, requesting nominations, scouting for venues, making hotel and air ticket arrangements, and finalizing programs and tool kits;
- (ii) supporting the coordination of all media and dissemination activities related to the events;
- (iii) carrying out other post-workshop tasks, such as uploading presentations to related websites; and
- (iv) performing other tasks required for the organization of a workshop.