

PROGRAM PREPARATORY TECHNICAL ASSISTANCE

A. Justification

1. A program preparatory technical assistance (PPTA) is required to develop a program to be financed by the Asian Development Bank (ADB).¹ The PPTA will conduct technical, financial, economic, institutional, sector policy, legal, regulatory, poverty, social, gender and safeguard assessments of the project and the proposed subproject investments in each city. An integrated urban and environment planning development program drawing on outputs of the project will be prepared that will lead to the design of the component on increased competencies.

B. Major Outputs and Activities

2. The major outputs and activities are summarized in Table A4.1.

Table A4.1: Summary of Major Outputs and Activities

Major Activities	Major Outputs	Expected Completion Date
1. Preparatory activities (conduct stakeholder analysis, inception workshop, needs assessments, and apply urban simulation tools)	Inception report	October 2014
2. Conduct financial management and procurement capacity assessments, and prepare fiduciary systems assessment	Interim report	January 2015
3. Sector and subsector analysis and validation of DLI matrix		
3.1 Review existing urban plans and outputs of TA 8314-REG		
3.2. Conduct assessments as outlined below		
3.3. Identify priority subprojects and components		
3.4. Analyze designs alternatives and evaluate low carbon options		
4. Feasibility study	Draft final report	April 2015
4.1. Prepare preliminary engineering designs		
4.2. Prepare cost estimates and financing plan		
4.3. Assess economic and financial viability and sustainability		
4.4. Conduct safeguard gap analysis and prepare PSSA , vulnerability assessments for Integrated Climate Resilience and Disaster Risk Management Plan		
4.5 Conduct social, poverty, and gender impact analysis for SPRSS, GAP, participation Plan, and Stakeholder Communication Strategy		
4.6. Develop detailed implementation arrangements		
4.7. Define program reporting and auditing arrangements		
5. Institutional capacity strengthening and public awareness programs	Draft final report	April 2015
5.1. Define organizational roles and structure of EAs and IAs		
5.2 Develop capacity development plan to strengthen capacity	Final report	June 2015
5.3. Develop community awareness and disaster risk management programs for the communities		
6. PAP		
6.1. Prepare PAP that includes all the information and schedules describing program implementation	Final report	June 2015

DLI = disbursement-linked indicator, EAs = executing agencies, EIAs = environmental impact assessments, IAs =

¹ The program preparatory technical assistance (TA) will follow the Government of Viet Nam's Decision 4812008/Q0-fig on *Common General Guidelines on Feasibility Study Preparation for Official Development Assistance Projects Funded by the Five Banks* issued on 4 March 2008. Procurement will follow ADB's Procurement Guidelines (2013, as amended from time to time). Proceeds of the TA will be disbursed in line with the *Technical Assistance Disbursement Handbook* (2010, as amended from time to time).

implementing agencies, IEEs = initial environmental examinations, PAP = program action plan, PSSA = program safeguards systems assessment, RPs = resettlement plans, SPRSS = summary poverty reduction and social strategy, TA = technical assistance.

Source: Asian Development Bank.

C. Cost Estimate and Financing Plan

3. The PPTA is estimated to cost \$2.1 million equivalent, of which \$0.8 million will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-V), \$1.0 million by the Urban Climate Change Resilience Trust Fund under the Urban Financing Partnership Facility, and \$0.3 million by the Netherlands Trust Fund under the Water Financing Partnership Facility. The government will provide counterpart support through in-kind contributions. The detailed cost estimate is presented in Table A4.2.

Table A4.2: Cost Estimates and Financing Plan

(\$'000)

Item	Amount
Asian Development Bank^a	
1. Consultants	
a. Remuneration and per diem ^b	
i. International consultants (81 person-months)	1460.0
ii. National consultants (108 person-months)	400.0
b. International and local travel	75.0
c. Reports and communications	10.0
2. Equipment (computer, printer, etc.) ^c	10.0
3. Workshops, training, seminars, and conferences ^d	
a. Workshop costs	50.0
b. Facilitators and translators	5.0
4. Vehicle ^e	10.0
5. Surveys	15.0
6. Miscellaneous administration and support costs ^f	10.0
7. Representative for contract negotiations	5.0
8. Contingencies	50.0
Total	2,100.0

^a Financed by the Asian Development Bank's (ADB) Technical Assistance Special Fund (TASF-V), Urban Climate Change Resilience Trust Fund under the Urban Financing Partnership Facility, and the Netherlands Trust Fund under the Water Financing Partnership Facility, to be administered by ADB.

^b Includes international and national (19 and 35 person-months) individual consultants at ADB Headquarters and Viet Nam Resident Mission.

^c Equipment will be turned over to the executing agency after completion of the program preparatory technical assistance.

Type	Quantity	Cost (\$)
Computers with software	3	4,500
Scanner and Printer	1	2,000
Photocopiers	1	1,500
		7,000

^d Workshops, training, seminars, and conferences

Purpose	Venue
1. Inception Workshops - \$7,000	Hue
2. Workshops to discuss the Green City Action Plans and Urban Management Partnerships-\$5,500	Ha Giang
3. Workshops with executing agencies on the draft final report – \$5,500	Vinh Yen
4. Workshop on the final report – \$7,000	Hue

^e Vehicle

Justify the use of and the need to lease a vehicle	Expected length of use
The vehicles will be used by the consultants to conduct extensive field work and liaison activities in the three project cities (at least two vehicles will be needed)	7 months
	\$5,000

^f Travel expenses for ADB staff as resource persons if required.
Source: Asian Development Bank.

D. Consulting Services

4. The PPTA will require 62 person-months (pm) of international and 73 pm of national consulting services, engaged through a firm; and 19 pm of international and 35 pm of national consulting services, engaged individually. ADB will engage the consultants in accordance with ADB's Guidelines on Use of Consultants (2013, as amended from time to time). The quality-and cost-based selection method will be used with quality-cost ratio of 90:10. National consultants will be hired at post-PPTA to provide support to the start-up of the loan project.

Table A4.3: Summary of Consulting Services Requirement

Positions (International)	PM Required	Positions (National)	PM Required
Urban Regional Planner/Team Leader	8	Urban Planner /Deputy Team Leader	8
Urban Designer	2	Municipal/Civil Engineer	6
Municipal/Civil/Environment Engineer	6	Flood Protection Engineer	6
Economist	8	Environment and Waste Management Expert	6
Public Financial Management Expert	6	Institutional Development /Capacity Building Expert	6
Governance and Institutional Development/Capacity Building Expert	6	Economist	6
Social Safeguards Expert (IR, IP)	6	Public Financial Management Expert	8
Environment Safeguard Expert	4	Social Safeguards Specialist (IR and IP)	6
Social Development /Community Development /Gender Expert	6	Procurement Expert (individual at VRM)	8
Hydrologist/ Flood protection	3	Social and Community Development Expert	6
Climate Change and Technology Expert	3	GIS Expert	3
Communications Expert	4	Communication Expert	6
Procurement Expert (individual at VRM)	6	Translator	6
Sr. Urban Development Expert (individual at HQ)	10	Project administrator (individual at HQ)	8
Knowledge Management Expert (individual at HQ)	3	Safeguards Expert (individual at HQ)	6
		National Coordinator (individual at VRM)	8
		Advance Action national consultant (individual at VRM)	5
Total	81	Total	108

GIS = geographic information system, IP = indigenous people, IR = involuntary resettlement, pm = person-months, VRM = Viet Nam Resident Mission.

Source: Asian Development Bank.

5. The outline terms of reference for the PPTA consultants are described in paras 6 to 13.

6. **Sector and subsector analysis.** The consultants will review and analyze relevant national and local plans, strategies and policies on urban development, and environment management particularly on disaster risk management (DRM) and climate change adaptation.

7. **Technical aspects.** For each city the consultants will assess subsector development plans and available decision making tools to support the Green City Action Plan, technical appraisal of proposed subprojects (including climate-proofing design features), and prepare plans and guidelines for operation and maintenance of infrastructure, fiduciary (procurement, financial and anticorruption) systems, and project administration.

8. **Economic analysis.** The consultants will conduct socioeconomic baseline surveys and development needs assessment through strengths, weaknesses, opportunities, and threats analysis, economic benefit appraisal of subprojects, and cost-benefit analysis of integrated urban and environment planning.

9. **Fiduciary systems assessment.** The consultants will assess the program's fiduciary systems' ability to manage fiduciary risks and provide reasonable assurance for the appropriate use of program funds. The overall output will be a fiduciary systems assessment which assesses financial management, procurement and corruption risks and recommend mitigating measures, including capacity-development activities.

10. **Safeguards assessment (Environment, Involuntary Resettlement, and Indigenous Peoples) and climate change and disaster risk management.** The consultants will assess gaps of national laws and regulations vis-a-vis the ADB's Safeguard Policy Statement (2009). A program safeguard system assessment will be prepared, along with a program action plan. The consultants will conduct environmental screening, review climate change and natural disaster risks, and propose climate and disaster resilient measures to be addressed in the engineering designs. The safeguard category of the program will be confirmed.

11. **Institutional analysis and capacity strengthening.** The consultants will assess the institutional, regulatory, and human resource requirements for project implementation and for urban planning, environment, climate and disaster risk management, and service delivery.

12. **Social, poverty, and gender analyses.** The consultants will prepare poverty and social analysis using participatory methods in accordance with ADB's Handbook on Social Analysis (2007) and ADB's Handbook for Incorporation of Social Dimensions in Projects (1994) to assess the type and significance of the project impacts on the poor, women and any other vulnerable groups. The consultant's outputs will consist of a gender action plan, participation plan (including participation in disaster risk management), stakeholder communication, and summary poverty reduction and social strategy.

E. Implementation Arrangements

13. The Ministry of Planning and Investment will be the coordinating ministry. The provincial people's committees of Ha Giang, Thua Thien Hue, and Vinh Phuc will be the executing agencies. The city people's committees (CPCs) of Ha Giang, Hue, and Vinh Yen will be the implementing agencies, with the CPC of Hue as lead. The government will provide qualified counterpart staff, office, logistics, and necessary data and reports.

14. The proposed PPTA processing and implementation schedule is listed in Table A4.4.

Table A4.4: Technical Assistance Processing and Implementation Schedule

Major Milestones	Expected Completion Date
Concept paper with PPTA approval	June 2014
PPTA commencement	30 September 2014
Inception report	31 October 2014
Interim report	31 January 2015
Draft final report	15 April 2015
Final report	30 June 2015
Completion of PPTA	30 September 2015
Financial closure	31 January 2016

PPTA = program preparatory technical assistance.

Source: Asian Development Bank.