



# Technical Assistance Report

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Project Number: 47297-001  
Regional—Capacity Development Technical Assistance (R-CDTA)  
December 2014

## Piloting a Field-Integrated Review and Standardized Tool for Involuntary Resettlement

This document is being disclosed to the public in accordance with ADB's Public Communications Policy 2011.

Asian Development Bank

## ABBREVIATIONS

ADB	–	Asian Development Bank
DMC	–	developing member country
ICT	–	information and communication technology
IR-FIRST	–	Involuntary Resettlement: Field Integrated Review and Standardized Tool
TA	–	technical assistance
TAT	–	technical advisory team

## NOTE

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

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## CAPACITY DEVELOPMENT TECHNICAL ASSISTANCE AT A GLANCE

<b>1. Basic Data</b>		<b>Project Number:</b> 47297-001	
<b>Project Name</b>	Piloting a Field-Integrated Review and Standardized Tool for Involuntary Resettlement	<b>Department /Division</b>	RSDD/RSES
<b>Country Borrower</b>	REG not applicable	<b>Executing Agency</b>	Asian Development Bank
<b>2. Sector</b>		<b>Subsector(s)</b>	
✓ Transport	Road transport (non-urban)	ADB Financing (\$ million)	
Water and other urban infrastructure and services	Urban water supply	0.25	
		0.25	
		<b>Total</b>	<b>0.50</b>
<b>3. Strategic Agenda</b>		<b>Subcomponents</b>	
Inclusive economic growth (IEG)	Pillar 2: Access to economic opportunities, including jobs, made more inclusive	<b>Climate Change Information</b>	
		Climate Change impact on the Project Low	
<b>4. Drivers of Change</b>		<b>Components</b>	
Knowledge solutions (KNS)	Application and use of new knowledge solutions in key operational areas Knowledge sharing activities Pilot-testing innovation and learning	<b>Gender Equity and Mainstreaming</b>	
		Some gender elements (SGE) ✓	
<b>5. Poverty Targeting</b>		<b>Location Impact</b>	
Project directly targets poverty	Yes	Rural Medium	
Household targeting (TI-H)	Yes	Urban High	
<b>6. TA Category:</b> B			
<b>7. Safeguard Categorization</b> Not Applicable			
<b>8. Financing</b>			
<b>Modality and Sources</b>		<b>Amount (\$ million)</b>	
<b>ADB</b>		<b>0.50</b>	
Sovereign Capacity development technical assistance: Technical Assistance Special Fund		0.50	
<b>Cofinancing</b>		<b>0.00</b>	
None		0.00	
<b>Counterpart</b>		<b>0.00</b>	
None		0.00	
<b>Total</b>		<b>0.50</b>	
<b>9. Effective Development Cooperation</b>			
Use of country procurement systems		No	
Use of country public financial management systems		No	

## I. INTRODUCTION

1. The proposed activities under the technical assistance (TA)<sup>1</sup> will support the implementation of the Safeguard Policy Statement (2009) of the Asian Development Bank (ADB). A key objective of the Safeguard Policy Statement is to help ADB's borrowers and/or clients strengthen their capacity to manage social and environmental risks. The TA will build on the Strengthening and Use of Country Safeguard Systems Project, which sought to support developing member countries (DMCs) in addressing the impacts of involuntary resettlement caused by development projects.<sup>2</sup> Specifically, this TA will follow up the project's efforts to prioritize institutional strengthening and capacity development of government institutions and agencies, civil society organizations, and/or other stakeholder groups in applying involuntary resettlement safeguards. Under the project, a number of DMCs have expressed strong demand for further capacity building support on involuntary resettlement safeguard application. A design and monitoring framework is shown in Appendix 1.

## II. ISSUES

2. Since ADB adopted its first policy on involuntary resettlement in 1995, land acquisition and resettlement have become increasingly important in planning and delivering ADB projects. Social safeguards have become a crucial part of project planning, including comprehensive project-level consultation processes that not only influence project designs, but also enhance benefit sharing and ensure inclusion of project-affected people. While the effectiveness of ADB-supported projects has substantially improved as a result of attention to involuntary resettlement safeguards, some borrowers and/or clients have expressed concern that the cost of applying ADB's safeguards has become too high. ADB has been seeking ways to address this concern. Thus, in updating its Safeguard Policy Statement in 2009, ADB included a commitment to help DMCs strengthen their safeguard systems to reduce the transaction costs associated with applying involuntary resettlement safeguards.

3. DMCs' ability to apply involuntary resettlement safeguards has not often been complemented by the use of available technological innovations in information and communication technology (ICT). These innovations have the potential to make assessing and planning of mitigation measures to involuntary resettlement risks and impacts more thorough and cost-effective. This applies, in particular, to the practices in social impact assessment, detailed measurement survey, and inventory of losses, among others, which are done to determine the scope and cost of land acquisition and resettlement. The project sponsor is required to accurately ascertain impacts within the project footprint or corridor, including the number of affected persons to be relocated and/or compensated in accordance with ADB's Safeguard Policy Statement. Unsystematic assessment and data storage techniques are often sources of inefficiencies and bottlenecks for project implementation. Planning errors caused by these techniques pose a risk not only to ADB's reputation, but also to achieving project results. Specifically, manual survey preparation and delivery have serious drawbacks such as poor handwriting, incomplete forms, and transcription errors that affect the accuracy of collected data and reliability of results. Furthermore, project proponents have to deal with inconsistent data and reports that, for lack of proper storage and retrieval systems, cannot be easily verified during later stages of project implementation.

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<sup>1</sup> The TA first appeared in the business opportunities section of ADB's website on 29 October 2014.

<sup>2</sup> ADB. 2010. *Technical Assistance for Strengthening and Use of Country Safeguard Systems*. Manila (TA 7566-REG, \$9,000,000, approved on 26 July).

4. During project implementation, implementing agencies are often unable to find or usefully access raw socioeconomic and social impact assessment survey data collected during the feasibility study stage. Without this information, agencies have to re-enumerate displaced people during the detailed design stage—meaning baseline data have to be reconstructed to enable project planners to fully address the impacts on assets, shelter, and livelihoods. At the detailed design stage, the resettlement plan is finalized for implementation and basic data for future assessment of the post-resettlement status of displaced persons are established. When such data is collected and stored using available ICT applications (e.g., Droidsurvey, Snapsurvey, and Dooblo), it is possible to avoid project delays and keep the cost of resettlement planning and implementation manageable.

### **III. THE CAPACITY DEVELOPMENT TECHNICAL ASSISTANCE**

#### **A. Impact and Outcome**

5. The proposed TA seeks to overcome inefficiencies discussed above. It will design, develop, and pilot-test the Involuntary Resettlement: Field Integrated Review and Standardized Tool (IR-FIRST).<sup>3</sup> The tool will be pilot-tested in ADB projects undergoing preparatory TA in the Philippines, Sri Lanka, and Viet Nam in 2016.<sup>4</sup> ADB will request DMCs to endorse the TA. The TA will use up-to-date electronic ICT tools, or e-tools, that maximize developments in geographical information systems and mobile devices, such as tablets for collecting and storing resettlement planning-related data.

6. The TA rationale is that the use of e-tools to collect and store information is more accurate and less costly than current paper-based methods. While efficiencies are expected to accrue from substantial time and cost savings and improved reliable procedures in the enumeration of affected persons, the TA's priority will be project-displaced persons. The tool will be designed to complement (not replace) face-to-face community consultations by specialists, which are essential for meaningful consultation. Although mainly aimed at collecting and analyzing quantitative involuntary resettlement-related information, the tool will meaningfully manage limited qualitative information collection through short-answer questions. Overall, it is expected that the pilot will lead to better project efficiency and inclusiveness, resulting from sound involuntary resettlement safeguards planning and implementation.

7. The TA impact will be enhanced effectiveness and inclusiveness of ADB-supported projects. The outcome will be completed cost-effective and implementation-ready resettlement plans.

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

8. The TA will achieve the above outcome by two concurrent outputs. First, the TA will develop and field validate a master set of standardized involuntary resettlement survey forms, data reports, and the IR-FIRST tool. Second, knowledge products and learning tools will be developed, designed, and disseminated so that staff from the executing and implementing agencies and other involuntary resettlement stakeholders (including ADB staff) can gain greater

<sup>3</sup> A diagram showing the IR-FIRST concept is shown in the Concept Overview (Supplementary Appendix).

<sup>4</sup> The Philippines, Sri Lanka, and Viet Nam have, or are in the process of, establishing safeguards centers of excellence and/or have already undertaken significant work in involuntary resettlement e-surveys and management information systems development in a relevant sector. The TA will link with projects identified during the design stage, based on demand from ADB teams. ADB safeguard specialists and some mission leaders and government executing agencies have expressed high preliminary interest to be involved in the pilot.

understanding of relevant ICT approaches for involuntary resettlement document preparation, and improve their capacity to apply the piloted tool.

9. The TA will source and calibrate an off-the-shelf e-survey package to enable the conduct of standardized surveys in selected ADB-funded transport and urban sectors projects in the Philippines, Viet Nam, and Sri Lanka, using mobile devices during the feasibility study preparation or project preparatory TA, with an understanding (and flexible design) that it will eventually be used in later project cycle stages (such as detailed design and project evaluation), other sectors, and other DMCs. The TA will develop appropriate metrics to measure the e-tool's comparative advantage to existing methods of data collection, storage, and reporting.

10. A technical advisory team (TAT) consisting of ADB social safeguard specialists and project team leaders will set criteria for selecting suitable projects in the transport and urban development sectors in the Philippines, Sri Lanka, and Viet Nam for e-tool pilot testing. The outputs will be targeted for use in transport- and urban-sector projects as these typically involve significant involuntary resettlement. Major assumptions for generating the outputs are that executing and implementing agencies and other stakeholders will actively take part in the pilot, are receptive to the use of e-survey processes, and have no restrictions on geo-location or storage of survey data. These aspects, together with potential concerns about intellectual property rights and how they can be managed, will form part of the pilot test's overall feasibility analysis.<sup>5</sup>

11. To mitigate the risk reflected in the assumption, the TA will develop a clear set of criteria for selecting executing and implementing agencies that can benefit most from using IR-FIRST. It will be important to survey the results of similar TA projects that have supported executing agencies in developing computer-based management information systems.<sup>6</sup> These agencies could be ready to scale up their systems to more modern ICT and mobile-based applications.

## **C. Cost and Financing**

12. The TA is estimated to cost \$500,000, which will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-other sources). The associated governments are not expected to provide any resources except for their in-kind contributions during field-testing. No activity will be financed in any participating DMC unless a no-objection letter is obtained from the government of that DMC. Details of the cost estimate are in Appendix 2. All TA disbursements, including those related to the procurement and disposal of equipment, will be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time).

## **D. Implementation Arrangements**

13. The TA will be implemented over 2 years, from January 2015 to December 2016. ADB, through the Regional and Sustainable Development Department, will be the executing agency for the TA. The department will lead the overall TA implementation in collaboration with the

<sup>5</sup> Limited intellectual property rights for the TA-developed portion of IR-FIRST will be secured as part of the procurement.

<sup>6</sup> ADB. 2005. *Technical Assistance to the Democratic Socialist Republic of Sri Lanka for the Capacity Building of the Environmental and Social Division of the Road Development Authority*. Manila (TA 4736-SRI, \$400,000, approved on 14 December); ADB. 2014. *Malaria and Dengue Risk Mapping and Response Planning in the Greater Mekong Subregion*. Manila (TA 8656-REG, \$1,017,000, approved on 6 May).

operations departments, Office of Information Systems and Technology, and Economics and Research Department. Selected executing and implementing agencies of ADB investment projects in the Philippines, Sri Lanka, and Viet Nam will collaborate in pilot-testing IR-FIRST. To support capacity-building activities, the TA will collaborate with centers of excellence in safeguards in the Philippines, Sri Lanka, and Viet Nam. The center of excellence for the Philippines is housed in the University of the Philippines, and for Viet Nam in the Asian Institute of Technology, Ha Noi. The (joint) Regional Safeguards Community of Practice of ADB, the World Bank, the Japan International Cooperation Agency, and the Department of Foreign Affairs and Trade, Australia helped establish the two centers. Sri Lanka is already using an electronic management information system in the road sector for land acquisition and resettlement. The system was developed using ADB TA and is considered a good platform for enhancement with e-tools like IR-FIRST. The TA will seek government concurrence for each of the three field tests once a partner agency is identified during implementation.

14. The TA will establish a TAT comprising at least one social safeguard specialist from each of the five regional departments and private sector operations department; at least one experienced mission leader from either a transport or urban development division; a social development specialist with advanced social impact analysis experience; a statistics specialist from the Economics and Research Department; and a relevant staff of the Office of Information Systems and Technology and the three resident missions. Members of the social safeguard network will also support TA implementation. The TAT will be responsible for (i) overall TA coordination; (ii) quality control and approval of standardized questionnaires, e-tool, reports, and knowledge products; and (iii) supervising knowledge dissemination activities. The TAT will meet every 2 months, or more often as necessary, to review and comment on TA progress by the consultants. As necessary, the TAT will hold short workshops (up to half a day) to allow time for assessment and consensus.

15. The TA will require the services of an international consulting firm selected using quality- and cost-based selection to deliver the TA outputs.<sup>7</sup> The firm will provide an international social development and management information system specialist and (or combined with) an involuntary resettlement specialist, who together will provide 8 intermittent person-months. The firm will also provide a national social development specialist, located in Manila, for 15 intermittent person-months who will provide day-to-day TA support and liaise with the TAT and team members. ADB will procure the license for the e-survey software and services package, which will be utilized by the firm to develop IR-FIRST.<sup>8</sup> The firm will conduct field testing in the Philippines, Sri Lanka, and Viet Nam and recruit the national specialists and surveyors for field testing. The firm will prepare a consultation program for the TAT, convene meetings as necessary, and act as the TAT secretariat. The consultants will also prepare TA inception, progress, and completion reports. Outline terms of reference are provided in Appendix 3. ADB will engage the consultants in accordance with the Guidelines on the Use of Consultants (2013, as amended from time to time). All procurement under the TA will be done in accordance with ADB's Procurement Guidelines (2013, as amended from time to time).

16. The expected outputs, feasibility report, and recommendations will be disseminated through national and headquarters workshops, relevant communities of practice within ADB, and the ADB website. Lessons will be shared with interested safeguard partners, including the World Bank, Japan International Cooperation Agency, and Department of Foreign Affairs and

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<sup>7</sup> ADB will consider the use of output-based (lump sum) contracts for consulting services.

<sup>8</sup> The cost estimate of \$106,000 for equipment includes the cost of off-the-shelf software license and programming fee. ADB will maintain IR-FIRST.



Trade, Australia through the joint communities of practice, who have already shown significant interest in and support for the TA. Since the TA is expected to strengthen ICT use in social development analysis, it is envisaged that TA results will be presented at the International Association for Impact Assessment annual meetings in 2015–2017.

#### **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 \$500,000 on a grant basis for Piloting a Field-Integrated Review and Standardized Tool for Involuntary Resettlement, and hereby reports this action 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> Effectiveness and inclusiveness of ADB-supported projects enhanced	By 2021: Projects using IR-FIRST are rated successful at completion (Baseline: N/A)	Project completion reports	<b>Assumption</b> International good practice in involuntary resettlement safeguards and ADB Safeguard Policy Statement (2009) continue to be aligned  <b>Risk</b> DMCs are not willing to address weaknesses in involuntary resettlement methods and practice
<b>Outcome</b> Cost-effective and implementation-ready resettlement plans completed	By December 2016: IR-FIRST used in two or more project preparatory TA projects (Baseline: N/A)  Cost to collect and prepare involuntary resettlement-related surveys reduced below baseline (Baseline = 10% of involuntary resettlement project preparatory TA budget)  Resettlement plans prepared using IR-FIRST have all the required standardized data and forms (Baseline: N/A)	project preparatory reports	<b>Assumption</b> DMCs see the added value of using IR-FIRST
<b>Outputs</b> 1. Master set of standardized involuntary resettlement survey forms, data reports, and IR- FIRST tool are developed and field-validated	Master set of standardized involuntary resettlement survey forms and reports prepared by August 2015 (Baseline: N/A)  IR-FIRST prepared and pilot-tested by July 2016 (Baseline: N/A)	TA progress reports	<b>Risk</b> Data security issues cannot be addressed by the state of available off-the-shelf platforms
2. Knowledge products and learning tools developed, designed, and disseminated	Set of e-manuals on IR-FIRST prepared by December 2016 (Baseline: N/A)  At least 10 executing or implementing agency staff have received interactive training on the use of IR-FIRST by December 2016 (Baseline: N/A)	TA progress reports	

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
	<p>IR-FIRST feasibility report and action plan prepared by December 2016 (Baseline: N/A)</p> <p>At least 20 stakeholders have participated in workshops on the use of ICT in social safeguard applications by December 2016 (Baseline: N/A)</p>		
<p><b>Activities with Milestones</b></p> <p><b>Output 1: A master set of standardized involuntary resettlement survey forms, reports and Involuntary Resettlement: Field Integrated Review and Standardized Tool developed</b></p> <ol style="list-style-type: none"> <li>1.1 Establish TA technical team by February 2015</li> <li>1.2 Identify executing or implementing agencies who will participate in pilot-testing IR-FIRST, and seek their agreement by June 2015</li> <li>1.3 Synthesize common questions and tables or matrixes of good quality resettlement plans into a prototype master set of questionnaires, forms, and reports by June 2015</li> <li>1.4 Validate and finalize master set of questionnaires and formats through field tests by August 2015</li> <li>1.5 Prepare detailed specifications for off-the-shelf platform selection, adaptation, and development, incorporating needs identified in field tests by September 2015</li> <li>1.6 Procure off-the-shelf platform for IR-FIRST by November 2015</li> <li>1.7 Adapt off-the-shelf platform for IR-FIRST to final master set of forms and reports by February 2016</li> <li>1.8 Finalize IR-FIRST for pilot field testing by March 2016</li> <li>1.9 Provide briefs to participating project team leaders, select field-test options, and train field testing staff by April 2016</li> <li>1.10 Conduct pilot testing by July 2016</li> <li>1.11 Conduct post-field test workshop and record feedback by August 2016</li> </ol> <p><b>Output 2: Knowledge products and learning tools developed, designed, and disseminated</b></p> <ol style="list-style-type: none"> <li>2.1 Develop user manuals, e-learning practice manual, and FAQs by December 2016</li> <li>2.2 Conduct a 1–2 day workshop on ICT in social safeguards application by December 2016</li> <li>2.3 Prepare feasibility and alternatives assessment report and action plan for adoption of IR-FIRST, including additional funding requirements and development, functional, and support issues by December 2016</li> </ol>			<p><b>Inputs</b></p> <p><b>ADB: \$500,000</b></p>

ADB = Asian Development Bank, DMC = developing member country, FAQ = frequently asked question, ICT = information and communication technology, IR-FIRST = Involuntary Resettlement: Field Integrated Review and Standardized Tool, N/A = not applicable, TA = technical assistance.

Source: Asian Development Bank.

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

<b>Item</b>	<b>Amount</b>
<b>Asian Development Bank<sup>a</sup></b>	
1. Consultants	
a. Remuneration and per diem	
i. International consultants	225.0
ii. National consultants	111.0
b. International and local travel	18.0
c. Reports and communications	5.0
2. Equipment <sup>b</sup>	106.0
3. Training, seminars, and conferences <sup>c</sup>	10.0
4. Surveys	10.0
5. Contingencies	15.0
<b>Total</b>	<b>500.0</b>

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

<sup>b</sup> Sourced using Procurement and Contract Administration Section (Office of Administrative Services). Equipment will include off-the-shelf software and modification programming allowance, and information technology equipment, including two laptop computers, one printer, and 10 tablets.

<sup>c</sup> Amount includes allowance for representation expenses, which may include limited amounts of alcohol.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The Asian Development Bank (ADB) will coordinate and support technical assistance (TA) activities to develop and pilot electronically-delivered standardized involuntary resettlement surveys. ADB, through the Regional and Sustainable Development Department, will be the TA executing agency. The Regional and Sustainable Development Department will lead the overall TA implementation in collaboration with the operations departments, Office of Information Systems and Technology, and Economics and Research Department. Selected executing and implementing agencies in the Philippines, Sri Lanka, and Viet Nam will pilot-test the Involuntary Resettlement: Field Integrated Review and Standardized Tool (IR-FIRST).
2. The TA will require the services of an international consulting firm, which will be selected using quality- and cost-based selection, to deliver the TA outputs. The firm will provide an international expert in social development and management information systems and an expert in ADB involuntary resettlement safeguards. Firms will be invited to either provide two separate specialists or combine the two requirements into one role. A total of 8 person-months intermittent input is required for the international experts. The firm will designate one expert to act as team leader.
3. The firm will also provide a national social development expert, who will be located in Manila, for 15 intermittent person-months to provide day-to-day TA support and ongoing liaison with the technical advisory team (TAT) and other team members.
4. The firm will conduct the field testing in the selected developing member countries and recruit the national specialists and surveyors for field testing once the trial projects are identified. The consultants will prepare a consultation program for the TAT, convene meetings as necessary, and act as the TAT secretariat. The consultants will also prepare TA progress and completion reports. ADB will engage the consultants in accordance with the Guidelines on the Use of Consultants (2013, as amended from time to time).
5. ADB will engage its Procurement and Contract Administration Section (OAS-PC) to procure the license for the e-survey software and services package, which will be utilized by the firm to develop IR-FIRST.

**Table A3.1: Summary of Consulting Services Requirement**

Position	Person-Months	Position	Person-Months
<b>A. International</b>		<b>B. National</b>	
Social development and management information systems expert	8	Social development expert	15
Involuntary resettlement expert			
<b>Total</b>	<b>8</b>		<b>15</b>

Source: Asian Development Bank estimates.

6. **Social development and management information systems expert** (international, up to 8 person-months, intermittent). The expert's main tasks will be to oversee the discussion about and finalization of the standardized surveys and to manage the development and testing of IR-FIRST. The expert will work closely with the involuntary resettlement expert, selected software firm, Office of Information Systems and Technology, the TAT, and the project team to

ensure the survey and reporting standardization are appropriately integrated with the information and communication technology solution. The expert will have a master's degree in planning, social development, or a related field and at least 10 years of development field experience in social and management information systems development. Experience in social safeguards preparation during project design is desirable.

7. **Involuntary resettlement expert** (international, up to 8 person-months, intermittent). The expert's main tasks will be to contribute substantive involuntary resettlement practice knowledge to the development of IR-FIRST and to do the field testing. The expert will be responsible for the field trialing of data gathering processes and country presentations. The expert will have a master's degree in planning, social development, or a related field and at least 10 years of development field experience in social development and involuntary resettlement.

8. The selected consulting firm will designate one of the international experts as team leader, supported by their bids approach and methodology. The team leader will have overall responsibility for the preparation and delivery of all project outputs, including progress reports, final reports, e-manuals, workshops, and training programs.

9. **Social development expert** (national, 15 person-months, intermittent). The expert will be responsible for the day-to-day operations of the TA and liaise between stakeholders and team members. The expert will coordinate TAT meetings; support and facilitate the involuntary resettlement surveys standardization; liaise with project teams and executing agencies to prepare for field testing; support the field testing of IR-FIRST; and prepare and help deliver e-manuals, workshops, and training programs. The expert will have a minimum of a university degree in social development or a related field and 8–10 years of development field experience.

10. The consultant team will complete the tasks and subtasks presented in paras. 11-14.

11. **Project Management** (4 weeks). The team will

- (i) prepare detailed project management chart showing TAT meetings, deliverables, and staffing schedules; and
- (ii) identify executing or implementing agencies that will participate in pilot-testing IR-FIRST, and seek their agreement.

12. **Standardized social safeguard surveys and reports** (by July 2016). The team will

- (i) conduct inventory of relevant resettlement plans and compile surveys, questions, and report tables;
- (ii) undertake a synthesis of common questions and matching tables for resettlement plan documents, including inventory of losses and social impact assessment, differentiated as relevant by sector and region;
- (iii) prepare draft set of standardized social safeguard surveys and reports by June 2015;
- (iv) conduct a desk-trial paper application of the survey and reporting using an existing resettlement plan database;
- (v) prepare a report of the desk trial, and recommend a survey questions database and report formats ready for piloting;
- (vi) conduct an iterative assessment with the TAT, and develop a draft standardized lists of survey questions and report tables for resettlement plan preparation;
- (vii) obtain approval from the TAT to field test a master list of survey questions and report formats;

- (viii) validate and finalize a master set of questionnaires and formats through field tests by August 2015;
- (ix) following field testing, prepare a report on survey and report application in the field test that provides recommendations to the TAT; and
- (x) on the advice of the TAT, prepare a final standardized set of surveys and associated reports for the pilot IR-FIRST by July 2016.

13. **E-survey and reporting tool for resettlement plan preparation.** The team will develop, test and operationalize an e-survey and reporting tool for resettlement plan operations. The team will perform the following tasks:

- (i) prepare detailed specifications for off-the-shelf platform selection, adaptation, and development, incorporating needs identified in field tests by September 2015;
- (ii) finalize specification with the TAT;
- (iii) assist ADB in the procurement of off-the-shelf e-survey tool together with a package of adaptation support;
- (iv) work with software supplier to adapt off-the-shelf platform for IR-FIRST to final master set of forms and reports by February 2016, and perform the following subtasks:
  - (a) adapting the e-survey to project specifications;
  - (b) conducting a desk trial of the e-survey application, and reporting using a sample data set from an existing resettlement plan database; and
  - (c) presenting desk trial results to the TAT and at a learning event for mission leaders;
- (v) finalize IR-FIRST for pilot field testing by March 2016.
- (vi) prepare field-testing framework by April 2016, and do the following:
  - (a) together with the TAT, prepare detailed testing methodology, metrics, and technical requirements ensuring comparison with non-pilot survey and reporting;
  - (b) provide briefs to identified project team leaders and select field test options following mini-trial learning event; and
- (vii) conduct pilot testing by July 2016, and do the following:
  - (a) update methodologies and prepare training program for field testing staff;
  - (b) engage one developing member country national social development staff in each field test site to assist in trials and provide technical advice;
  - (c) conduct pre-field test workshop with relevant executing agency staff and consultants;
  - (d) conduct field pilot testing as per design framework in project locations;
  - (e) collect quantitative data on field testing and stakeholder (user, mission leader, social development specialists, and participants) reviews; and
  - (f) conduct post-field test workshop demonstrating preliminary results to executing agency staff and consultants, and elicit feedback; and
- (viii) finalize the pilot e-survey and reporting tool (IR-FIRST) by August 2016, by doing the following subtasks:
  - (a) prepare technical report, including analysis of field testing results using agreed metrics and qualitative data;
  - (b) finalize pilot IR-FIRST, addressing technical issues identified in field test; and
  - (c) conduct post-field test workshop and record feedback.

14. **Knowledge products and learning tools.** The team will do the following:
- (i) develop user e-manuals, e-learning practice manual, and frequently asked questions by July 2016;
  - (ii) conduct a 1–2 day workshop on information and communication technology in social safeguards application by December 2016; and
  - (iii) prepare feasibility and alternatives assessment report and action plan for adoption of IR-FIRST, including additional funding requirements, development, and functional and support issues by December 2016.