



Grant Implementation Manual

Project Number: 47338
Grant Number: 9175
9 July 2014

Republic of the Philippines: Emergency Assistance
and Early Recovery for Poor Municipalities Affected
by Typhoon Yolanda

Asian Development Bank

CURRENCY EQUIVALENTS

(as of 1 June 2014)

Currency Unit – peso/s (P)
P1.00 = \$0.0227738556
\$1.00 = P43.91

ABBREVIATIONS

ADB	–	Asian Development Bank
CFW	–	cash for work
DA	–	Department of Agriculture
DILG	–	Department of Interior and Local Government
DOH	–	Department of Health
DSWD	–	Department of Social Welfare and Development
EAL	–	emergency assistance loan
GACAP	–	governance and anticorruption action plan
GIM	–	grant implementation manual
IFRC	–	International Federation of the Red Cross and Red Crescent Societies
KALAHI-CIDS	–	<i>Kapit-Bisig Laban sa Kahirapan</i> (linking arms against poverty)– Comprehensive and Integrated Delivery of Services
LGU	–	Local government unit
NCB	–	national competitive bidding
NEA	–	National Electrification Administration
NEDA	–	National Economic and Development Authority
NGOs	–	nongovernment organizations
PDP	–	Philippine development plan
PCR	–	project completion report
RRP	–	report and recommendation of the President to the Board
SBD	–	standard bidding documents
SOE	–	statement of expenditure
TOR	–	terms of reference

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Grant Implementation Manual Purposes and Process

The grant implementation manual (GIM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with the policies and procedures of the government and the Asian Development Bank (ADB). The GIM includes references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the GIM.

The executing and implementing agencies are wholly responsible for the implementation of the project, as agreed jointly between the grant recipient and ADB, and in accordance with government and ADB's policies and procedures. ADB staff is responsible to support implementation including compliance by the executing and implementing agencies of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

The executing and implementing agencies and ADB have agreed to the GIM and will ensure consistency with the grant agreement. In the event of any discrepancy or contradiction between the GIM and the grant agreement, the provisions of the grant agreement shall prevail.

Changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval they will be subsequently incorporated in the GIM.

I. PROJECT DESCRIPTION

Grant Recipient	Republic of the Philippines
Classification	<p>Sector: Multisector</p> <p>Subsectors: Water supply and sanitation, energy, social protection, agriculture and rural sector development</p> <p>Themes: social development, gender and development, capacity development</p> <p>Subthemes: Disaster risk management; gender equity in (economic) opportunities; client relations, network, and partnership development</p> <p>Gender mainstreaming: Effective gender mainstreaming</p> <p>Climate change impact: mitigation (low)</p> <p>Targeting classification: TI-Geographic</p> <p>Location impact: National (high)</p>
Risk categorization	Low risk
Environment Assessment	C
Involuntary Resettlement	C
Indigenous People Assessment	C
Implementation Period	January 2014 – December 2016
Date of Grant Agreement Signature	12 March 2014
Expected Completion Date	31 December 2016
Grant Closing Date	30 June 2017
Executing Agency	Department of Finance (DOF)
Implementing Agencies	<ol style="list-style-type: none"> 1. Department of Social Welfare and Development (DSWD) 2. Department of Agriculture (DOA) 3. National Electrification Administration (NEA) 4. Department of Health (DOH) 5. Department of Interior and Local Government (DILG) 6. National Economic and Development Authority (NEDA)

A. Rationale and Objectives

1. Area and Location

1. The grant project will support the poor population of 74 municipalities in the Eastern Visayas affected by Typhoon Yolanda.

2. Objectives

2. The project's objective is to mitigate the adverse social and economic impacts on the poor of Eastern Visayas sustained during the onslaught of Typhoon Yolanda. It aims to improve the lives of the poor by rebuilding the infrastructure and sources of livelihood, providing access to emergency support and early recovery systems, and ensuring resilience to future disasters.

3. The project comprises three components: (i) Component A – restoration of local government unit (LGU) infrastructure that would provide access to emergency employment and livelihood support; (ii) Component B – provision of basic emergency maternal and child health-care services; and (iii) Component C - improved resilience to future disasters and effective project management, coordination, monitoring, and reporting.

B. Background

4. Typhoon Yolanda was one of the strongest typhoons ever recorded that left a path of destruction in the central part of the Philippines. The typhoon made its first of six landfalls in the Central Philippines on 8 November 2013 and left the Philippine area of responsibility on 9 November. The government declared a National State of Calamity on 11 November 2013.

5. About 10 million people have been affected in the areas hit by Typhoon Yolanda, with about 4.3 million internally displaced. As of 7 December, 5,796 persons were reported dead, and 27,022 injured and 1,779 are still missing. The Eastern Visayas (Region VIII) is one of the regions worst affected by the disaster. As of 7 December, more than a third of the total population affected by the typhoon was in Region VIII (4.2 million people). The majority of the casualties caused by Typhoon Yolanda were in Region VIII (5,454 out of 5,706). Region VIII also reported 26,188 injured and 1,729 missing persons. Even before Typhoon Yolanda hit the Eastern Visayas, Region VIII was one of the poorest regions in the country.¹ The poverty incidence has steadily risen since 2006 and was recorded at 45.4% of the population as of the first semester of 2012. In Eastern and Northern Samar more than half of the population is poor. The Eastern Visayas contributed 2% of the country's gross domestic product and 5% of total agricultural production (2010–2012 average).

6. Most of the damage was caused by storm surges, strong winds, and heavy rain that resulted in loss of life, property, and infrastructure. There is a need for recovery of the most affected population, contributing at the same time to strengthening resilience and risk-sensitive development. International experience with previous disasters points to a need for (i) small grants to rebuild community infrastructure that is resilient, is prioritized by communities, and uses local skills and local materials; (ii) repairing of schools, so that the schools can reopen as soon as possible; (iii) restoring of infrastructure; (iv) skills development of local tradespeople

¹ In the first semester of 2012, the Eastern Visayas was the third-poorest region after the Autonomous Region in Muslim Mindanao (52.9%) and Region XII (Southern Cotabato, Cotabato, Sultan Kudarat, Saranggani, and General Santos, 45.8%).

such as masons and carpenters in constructing resilient housing; (v) support for the development or update of risk-sensitive spatial plans that can better guide land use planning and the reconstruction process; and (vi) capacity development for local governments on how to effectively manage reconstruction activities and ensure that they contribute to long-term resilience. In particular, local governments will need support in developing detailed designs so that the features take into consideration current and future risks (including long-term climate risk). On 18 December 2013, the government launched its rehabilitation and reconstruction plan—Reconstruction Assistance for Yolanda (RAY)—prioritizing (i) shelter and public infrastructure, (ii) livelihoods and employment, (iii) local facilities, and (iv) social services, including health and education.

7. The RAY estimates the overall damage and loss from Typhoon Yolanda to be in the order of \$12.94 billion (P571 billion) and the overall resource needs for recovery and reconstruction at \$8.2 billion (P360.9 billion). While recognizing that the private sector will be a major source of financing for these needs, the RAY identified investment requirements of P34.5 billion for immediate (2013), P90.6 billion for short-term (2014) and, P235 billion for medium term (2015-2017) assistance needs.

8. The government has also completed a post-disaster needs assessment (PDNA), which estimates that typhoon Yolanda resulted in a total damage of \$2 billion (P89.6 billion) and estimated losses amounting to \$957 million (P42.8 billion). A total amount of \$2.3 billion (P104.6 billion) is needed for the reconstruction and recovery of the four sectors: infrastructure \$631 million; productive \$546 million, social \$962 million; and cross-sectoral \$202 million. The PDNA estimates only cover public sector needs and, to a limited extent, private sector needs (especially of the homeless and the poor), while the RAY takes into account damages and loss of both public and private sectors. Private sector needs for housing are also not taken into account in the PDNA. An updated RAY-II taking into account the findings of the PDNA was completed in June 2014 to set the policy framework for implementation. RAY-II also includes (i) refined estimates on the impacts to gross domestic product based on validated data on damages and losses; and (ii) comprehensive plans for recovery and reconstruction with the financing strategy.

C. ADB Support

9. Responding to the government's request, ADB provided a comprehensive package of assistance comprising three grants and two loans assistance to the government for supporting Yolanda reconstruction. The status of complementary ADB assistance for Yolanda reconstruction is summarized below:

- (i) A grant of \$3 million from the Asia Pacific Disaster Response Fund for the restoration of life-preserving services to communities affected by natural disasters was approved on 13 November 2013 and disbursed on 14 November 2013.
- (ii) An emergency assistance loan (EAL) of \$500 million for immediate and flexible financing to meet urgent needs for relief and recovery was approved on 6 December 2013.² The loan agreement was signed on 23 December 2013 and became effective on 27 February 2014. The first installment of \$200 million was disbursed on 18 March 2014.

² ADB. 2013. *Emergency Assistance for Relief and Recovery from Typhoon Yolanda* (Loan 3080-PHI). Manila.

- (iii) A loan of \$372.1 million for the Kalahi-CIDSS³ National Community-Driven Development Project (KC-NCDDP) to restore social services and rebuild affected communities.⁴ The loan agreement was signed on 27 March 2014 and loan effectiveness is expected in June 2014.
- (iv) Another JFPR grant of \$1.5 million for capacity development for implementing the KC-NCDDP.⁵

10. In addition, in December 2013 ADB approved the grant of \$20 million from the Japan Fund for Poverty Reduction (JFPR) for Emergency Assistance and Early Recovery for Poor Municipalities Affected by Typhoon Yolanda (EAPM) to provide livelihood restoration and basic health services support for improved resilience to disasters and project management.⁶ An ADB mission fielded from 14 to 30 November 2013 reached agreement with the government on the design and other parameters of the project to be funded under the grant. The grant agreement was signed on 12 March 2014. The project has been designed in a manner that would minimize demands on government capacities while at the same time ensuring alignment with the government's reconstruction plans and full coordination with relevant government agencies. The grant supports all four priority areas. This grant implementation memorandum deals with the activities pertaining to this grant.

D. Scope and Components

11. The project targets 74 municipalities in the Eastern Visayas (administrative region VIII, consisting of the provinces of Northern Samar, Western Samar, Eastern Samar, Biliran, Leyte, and Southern Leyte). The municipalities were pre-selected and agreed on with NEDA, DSWD, NEA, DOH, DA, and DILG. All municipalities in Region VIII that meet the selection criteria for inclusion in the KALAHICIDSS project and were also affected by the disaster are included in the grant. Under KALAHICIDSS, the municipalities were selected based on the poverty incidence per small area estimates (municipalities with higher poverty incidence than the national average were ranked and selected). Communities were selected through consensus in a municipal *inter-barangay* forum. Southern Leyte was not previously included in the KALAHICIDSS project, but it has 15 municipalities that will be included in the national program to scale up KALAHICIDSS. Given the budget constraints under the assistance, a targeting system will be established under each of the three outputs to further prioritize the municipalities, communities, and households. The component targeting will take into consideration emerging government targeting systems, such as municipalities that are located within the 50-kilometer radius of the Typhoon Yolanda track (as determined by the Department of Science and Technology). Indicative budgets have been allocated among different components and cost categories. However, reallocation across outputs might be needed during implementation.

³ *Kapit-Bisig Laban sa Kahirapan* (Linking Arms Against Poverty) Comprehensive and Integrated Delivery of Services.

⁴ ADB. 2013. *Kalahi-CIDSS National Community Driven Development Project* (Loan 3100-PHI). Manila.

⁵ ADB. 2013. *Enhancing Capacities for the KALAHICIDSS National Community-Driven Development Project* (TA 8590). Manila.

⁶ ADB. 2013. *Emergency Assistance and Early Recovery for Poor Municipalities Affected by Typhoon Yolanda* (Grant 9175). Manila.

1. Component A. Restoration of local government unit (LGU) infrastructure and provision of access to emergency employment and livelihood support.

a. Subcomponent 1

12. This subcomponent will be directed towards the reconstruction of selected small-scale infrastructure, including (i) existing community infrastructure financed under KALAHI-CIDSS such as rural access roads, school buildings, health centers, water systems, small irrigation systems, and footbridges, and (ii) recovery of municipal infrastructure investments such as basic water supply restoration, restoration of appropriate sanitation to reduce health risks, solid waste collection and transport, and equipment to clear debris.

b. Subcomponent 2

13. This subcomponent will support the provision of emergency employment and livelihood using an approach that combines cash for work (CFW) programs and enterprise development in agriculture and fisheries. This subcomponent will involve skills-building needed to rehabilitate common structures under the CFW activities (e.g., basic masonry, carpentry, construction skills), and provision of daily wage-based income that families can use to purchase food and other basic requirements, or inputs to reestablish their livelihoods. Support for income-generating activities will include the provision of seed, fertilizer, fishing nets, fishing boats, seedlings, farming tools, and other inputs for production by poor farmers and fisher folk, provision of small equipment such as farming and trade (carpentry, masonry, electricians, hairdressers, sewing) tools, and financing of procurement, transport, storage, delivery of seed and fertilizer and improvement of agronomic practices, where needed. An internationally recognized vocational qualification or certificate will be given to the trainees in cooperation with the Technical Education and Skills Development Authority and vocational institutions from other countries.

c. Subcomponent 3

14. This subcomponent aims to permanently restore selected parts of the Eastern Visayas electric distribution system, primarily electricity to health and education facilities. The National Grid Company of the Philippines has largely rehabilitated the damaged transmission facilities, but distribution networks will need to be reestablished to supply electricity to municipalities. This subcomponent will contribute to the restoration of the distribution lines to municipalities by providing the materials (including conductors, transformers, and accessories) to NEA, which, through local electric cooperatives, will rebuild the selected distribution lines. NEA and the local electric cooperatives will contribute in kind electrical engineers to prepare the technical design, other labor and administrative services, and management of the construction and distribution lines.

2. Component B. Provision of basic emergency maternal and child health-care services

15. The aim of the component is to increase access to essential maternal and child health services. Based on a rapid assessment focusing on immediate medical and nonmedical needs (especially for pregnant and lactating women, and children) the intervention attempts to take a comprehensive approach to localized health service delivery i.e., essential packages of high-impact maternal and child health interventions. The component will help enhance the self-help capacity of the affected population, including internally displaced persons, to identify at-risk

cases and make informed decisions about health care and timely referral. As local medical staff has also been affected by the disaster and foreign medical teams are being phased out, the output will support, where required, the provision of health staff to ensure continuation of health services.

3. Component C. Improved resilience to future disasters and effective project management, coordination, monitoring, and reporting.

d. Subcomponent 1

16. This subcomponent aims at improving resilience to future disasters. It intends to strengthen the capacity of the LGUs for guiding the reconstruction process, which will contribute to long-term resilience by mitigating the underlying causes of vulnerability related to land use management, management of critical assets, and disaster preparedness, e.g., through information campaigns and community drills. This is to prevent reconstruction in high-risk areas, mitigate risks for existing critical assets, ensure community preparedness, and minimize if not eliminate casualties.

e. Subcomponent 2

17. This subcomponent will help ensure effective project management, coordination, monitoring and reporting. A project management unit will be established in the NEDA Regional Office 8, which will oversee implementation of the grant in Region VIII in close coordination with the grant supervision unit that will be established in ADB. By organizing joint knowledge events with the DPs, the unit will ensure that the extensive Japanese experience with disaster risk management will be tapped. In add

II. IMPLEMENTATION PLANS

A. Project Readiness Activities

Indicative Activities	Months						Who responsible
	1	2	3	4	5	6	
Establish project implementation arrangements		■					ADB, DOF, NEDA
Grant negotiations			■				DOF, NEDA, DSWD, DOH, DA, DILG, NEA
ADB Board approval			■				ADB
Grant signing				■			ADB, DOF, NEDA, DSWD, DOH, DA, DILG, NEA
Government legal opinion provided				■			DOF
Grant effectiveness					■		ADB, DOF, NEDA, DSWD, DOH, DA, DILG, NEA

III. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations

Organizations/Agency	Roles and Responsibilities
<ul style="list-style-type: none"> • DOF 	<ul style="list-style-type: none"> ➤ Overall project administration and monitoring <ul style="list-style-type: none"> • Conduct quarterly meetings of grant steering committee and serve as chair.
<ul style="list-style-type: none"> • Grant management unit (GMU) 	<ul style="list-style-type: none"> ➤ Ensure that project objectives and targets are achieved, all policies are complied with, and standards and guidelines for program administration, procurement, disbursements, accounts, and maintenance of all program records are in place.
<ul style="list-style-type: none"> • Grant Steering Committee 	<ul style="list-style-type: none"> ➤ Provide overall policy direction and guidance, and facilitate interagency coordination and learning
<ul style="list-style-type: none"> • DSWD 	<ul style="list-style-type: none"> ➤ Implement Component A, Subcomponent 1 <ul style="list-style-type: none"> • Open a separate commercial bank sub-account to facilitate expenditures relating to the component; • Make individual payments below \$100,000 equivalent to be claimed subsequently from ADB through reimbursement in accordance with statement of expenditure procedure; • Participate as a representative member of the grant steering committee that will meet quarterly to review project progress, provide support and facilitate coordination; • Implement all activities described in Component A.1; provide counterpart staff and related costs. ➤ Implement Component A, Subcomponent 2 (cash for work) <ul style="list-style-type: none"> • Negotiate and sign contract of Plan International (implementing partner for

Organizations/Agency	Roles and Responsibilities
	<p>Component A.2).</p> <ul style="list-style-type: none"> • Provide staff to supervise and work closely with Plan International.
<ul style="list-style-type: none"> • DA 	<ul style="list-style-type: none"> ➤ Implement Component A, Subcomponent 2 <ul style="list-style-type: none"> • Provide counterpart staff to supervise and work closely with implementing partner (Plan International); • Participate as a representative member of the grant steering committee that will meet quarterly to review project progress, provide support and facilitate coordination; • Implement all activities described in Component A.2 that relate to livelihood support for farmers and fisherfolk.
<ul style="list-style-type: none"> • NEA 	<ul style="list-style-type: none"> ➤ Implement Component A, Subcomponent 3 <ul style="list-style-type: none"> • Provide counterpart staff and related cost to implement all activities described in Component A.3; • Participate as a member of the grant steering committee that will meet quarterly to review project progress, provide support and facilitate coordination.
<ul style="list-style-type: none"> • DOH 	<ul style="list-style-type: none"> ➤ Implement Component B <ul style="list-style-type: none"> • Implement all activities described in Component B; • Provide staff to supervise and work closely with implementing partner (International Federation of the Red Cross); • Participate as a representative member of the grant steering committee that will meet quarterly to review project progress, provide support and facilitate coordination.

Organizations/Agency	Roles and Responsibilities
<ul style="list-style-type: none"> • DILG 	<ul style="list-style-type: none"> ➤ Implement Component C, Subcomponent 1 <ul style="list-style-type: none"> • Provide staff to supervise and work closely with implementing partner (Land Equity International); • Coordinate closely with local government units and the Office of Civil Defense; • Participate as a representative member of the grant steering committee that will meet quarterly to review project progress, provide support and facilitate coordination; • Negotiate and sign contracts of Land Equity International; • Implement all activities described in Component C.1.
<ul style="list-style-type: none"> • NEDA 	<ul style="list-style-type: none"> ➤ Implement Component C, Subcomponent 2 <ul style="list-style-type: none"> • Open a separate US dollar imprest account for the purpose of financing the activities of Component A.1 and other expenditures; • Accountable and responsible for proper use of advances to the imprest account, including advances to the subaccount; • Retain or submit all supporting documents to ADB relating to the initial and additional advances to the imprest account; • Provide staff to supervise and work closely with the Grant Management Unit that will compose 2 teams: (i) grant management team of individual consultants, and (ii) third party monitoring team managed by a team; • Recruit firm to conduct the third-party monitoring, and four individual consultants to work in the monitoring

Organizations/Agency	Roles and Responsibilities
	<p>unit;</p> <ul style="list-style-type: none"> • Maintain separate books and records by funding source for all expenditures incurred in relation to the grant except Component B-related expenditures; • Prepare financial statements for the grant (excluding Component B) in accordance with the government's accounting laws and regulations, which are consistent with international accounting principles and practices; • Cause the financial statements for the grant (excluding Component B) to be audited in accordance with international standards on auditing or their national equivalent, and with the government's audit regulations, by an independent auditor acceptable to ADB; • Consolidate all project activity reports from the IAs and prepare sex-disaggregated quarterly and annual reports on project implementation due not later than 10 days after the end of each project quarter; • Submit midterm report to ADB 12 months after project inception; • Submit project completion report with the support of the Grant Management Unit, within 2 months of physical completion of the project.

B. Key Persons Involved in Implementation

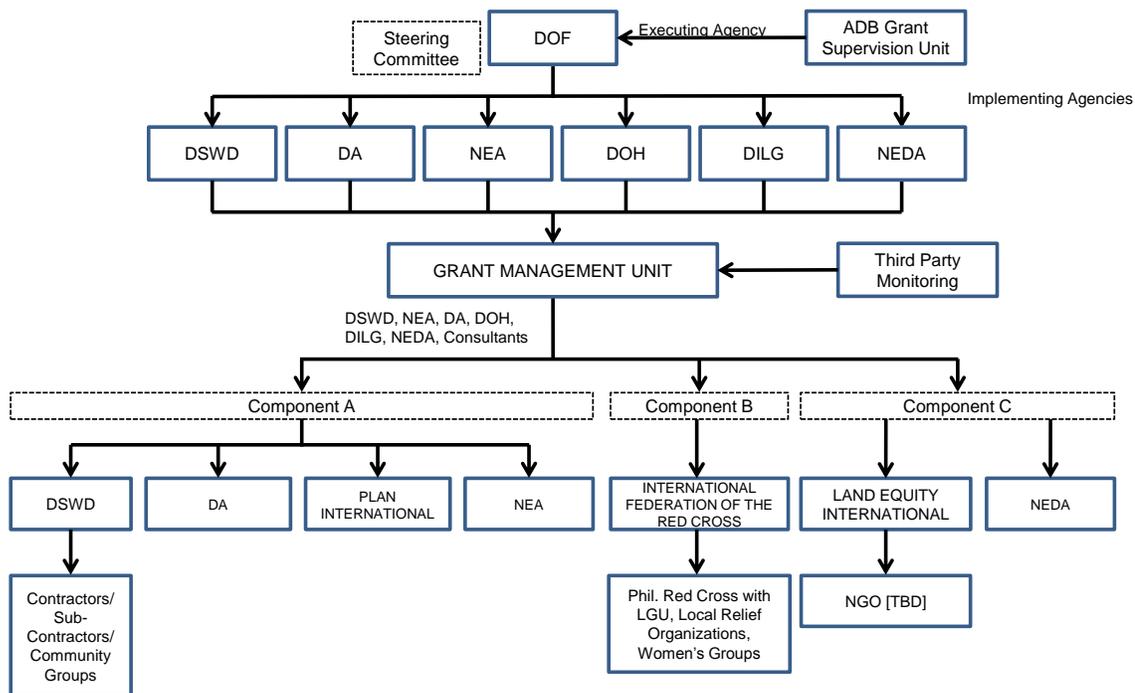
Agency	Key Persons
A. Executing Agency	<p>Honorable Cesar V. Purisima Department of Finance (DOF) DOF Bldg., BSP Complex Roxas Boulevard, 1004 Metro Manila Tel. No. 523-6051 E-mail: Cpurisima@dof.gov.ph; Cvpurisima@yahoo.com</p> <p>Stella Laureano Director DOF - International Finance Group (IFG) 5th Floor, DOF Bldg., BSP Complex, Manila Tel : 523 9223; 525 4194; 523 9912 Fax : 523 5143 Email : slaureano@dof.gov.ph; selaureano@gmail.com</p> <p>Everette Villaraza Planning Officer III, DOF - IFG Tel : 523 9223; 525 4194; 523 9912 Fax : 523 5143 Email : villaraza.everette@gmail.com</p>
B. Asian Development Bank	Southeast Asia Department Human and Social Development Division 6 ADB Avenue, Mandaluyong City 1550 Metro Manila, Philippines
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Financial Control Specialist:	Hyun Chol Park hcpark@adb.org Tel.: 632-1993

Agency	Key Persons
C. Implementing Agencies	<p>Hon. Corazon Juliano-Soliman Secretary, DSWD Department of Social Welfare and Development (DSWD) IBP Road, Batasan Pambansa Complex Constitution Hills, Quezon City Trunk Lines: 931-81-01 Local: 301, 300, 302, 303 Tel/Fax: 931-81-91 Email: dinky@dswd.gov.ph</p> <p>Nestor Ramos Regional Director DSWD Field Office VIII Magsaysay Blvd. Tacloban City Email: nbramos@dswd.gov.ph</p> <p>Benilda Redaja Director and National Project Manager, KALAHI-CIDSS, DSWD Telefax : 931 6114 Email : beredaja.kc@dswd.gov.ph</p> <p>Georgina Ann Hernandez Director, Sustainable Livelihood Program Tel/Fax: 951-2806 Email: gahhernandez@dswd.gov.ph</p> <p>Hon. Proceso Alcala Secretary Department of Agriculture (DA) Elliptical Road Diliman, Quezon City Tel - 920 4369, 924 1278 procyalcala@gmail.com</p> <p>Dante De Lima Assistant Secretary and Designated as National Rice Program Coordinator, and OIC, Undersecretary for Operations Tel : 273-2474; 925-2152; 926-5196 Fax : 927-9460 Email : ricematters2@yahoo.com</p> <p>Renato Manantan Tel: 929 8189 Email: rmanantan@gmail.com</p> <p>Ms. Edita S. Bueno Administrator National Electrification Administration (NEA) 57 NEA Building, NIA Road Government Center, Diliman, Quezon City Tel. No. 929-1909 loc. 124 Fax No. 926-1322 E-mail: esbueno@nea.gov.ph</p>

Agency	Key Persons
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D. Implementing Partners	
<p>1. International Federation of the Red Cross and Red Crescent Societies</p>	<p>Neils Juels Mobile : 09285598407</p>
<p>2. Land Equity International</p>	<p>Ian Lloyd Director Land Equity International Suite 12, 74 Kembala Street Wollongong N.S.W. 2500 Australia Tel : +61 (2) 4227 6680 Fax : +61 (2) 4228 9944 Email : illoyd@landequity.com.au</p> <p>Ma. Lourdes Reyes General Manager Land Equity Technology Services, Inc. Room 212, PSSC Buidling Commonwealth Ave., Diliman, Quezon City Telefax : 926 7401 Email : mltreyes153@gmail.com</p>
<p>3. Plan International</p>	<p>Cathy Seco Grants Manager Mobile: 0908-8973753 Email : Cathy.Seco@plan-international.org</p> <p>Catharina van der Hor Email : Carin.vanderHor@plan-international.org</p> <p>Plan Philippines 4/F Bloomingdale Building, No. 205 Salcedo Street, Legaspi Village, Makati Tel : 813 0030 to 33</p>

C. Project Organization Structure



DA = Department of Agriculture, DSWD = Department of Social Welfare and Development, LGU = Local Government Unit, NEA = National Electrification Authority, NEDA = National Economic and Development Authority, NGO = non-government agency, TBD = to be determined.

D. Executing and Implementing Agencies

18. DOF is the executing agency for the project. DSWD (subcomponent A.1 and A.2), DA (subcomponent A.2), NEA (subcomponent A.3), DOH (component B), DILG (subcomponent C.1), and NEDA (subcomponent C.2) will be the implementing agencies. To minimize the demands on government agencies in the post-disaster situation, implementing partners are being engaged to support the implementation of subcomponents A.2 and A.3 (Plan International), component B (IFRC), and subcomponent C.1 (Land Equity International). Municipalities, communities, and primary beneficiaries will be closely involved in project implementation.

E. Grant Management

19. **Project Steering Committee.** A project steering committee (PSC) has been established to provide overall policy direction and guidance, and to facilitate interagency coordination and learning. The PSC is chaired by DOF and comprise representatives from DSWD, DA, DOH, DILG, NEA, NEDA, and ADB. It will meet quarterly to review project progress, provide support, and facilitate coordination. The GSC may invite representatives from the implementing partners, JICA, the financial attaché at the Embassy of Japan in Manila, and other stakeholders to ensure coordination.

20. **Grant Management Unit.** The grant management unit (GMU) will be located in the NEDA Regional Office 8 and will consist of two consulting teams: (i) a grant management team comprising four individual consultants and (ii) a third party monitoring team managed by a firm. The consultants will be recruited by ADB on behalf of the government and will work with the grant supervision unit (GSU) and implementing partners to deliver components. The GMU will serve as the operations unit for day-to-day project implementation. It will be primarily responsible for ensuring that (i) project objectives and targets are achieved, (ii) all policies and procedures are complied with, and (iii) standards and guidelines for program administration, procurement, disbursements, accounts, and maintenance of all program records are in place. The individual consultants will be engaged to supplement the capacity of the implementing agencies in administering and monitoring the project. The third party monitoring team will provide independent tracking and monitoring of project execution at the field level, and is expected to deliver accurate and comprehensive progress reports on component outputs implementation and technical compliance (in addition to financial compliance) via on-site monitoring and data management for auditing and reference purposes.

21. **Grant Supervision Unit.** The GSU will be established in ADB to ensure that all ADB policies and guidelines are complied with, and that all standards and guidelines for program administration, procurement, disbursements, accounts, and maintenance of all program records are in place. The GSU will be based in ADB's Extended Mission to Yolanda-Affected Areas (EMY).

22. **Coordination.** The project is complex covering physical, social and community infrastructures including land-use planning. Several sector divisions (SEEN, SEHS and PhCO) are involved in the implementation and monitoring of subprojects under the different components financed from the grant. Support from other departments such as CTL, OSFMD and RSDD are crucial to the successful implementation of the wide-ranging activities under the grant. Effective coordination among the different government departments (DOA, DOH, DILG, DSWD and NEDA) as well as among the implementing partners, IFRC, LEI and Plan International would be essential. Under the overall supervision of the Country Director, PhCO

with the support of the Extended Mission to Yolanda-Affected Areas (EMY) will be responsible to ensure timely decision-making relating to the finalization of project proposals engagement of implementing partners, consultants for the different components and grant monitoring and supervision units and, award of subproject contracts and processing of withdrawal applications and disbursement documents.

23. The following arrangements will be followed to facilitate proper and effective coordination:

- (i) The concerned sector division will provide technical advice and support to PhCO relating to the respective components. PhCO will be responsible for all matters relating to communication with the executing and implementing agencies, and interdepartmental consultation, including administration of the consulting services and procurement contracts.
- (ii) The sector divisions will also consult with other divisions or departments on technical matters. However, communications relating to procurement and consulting services and disbursement matters will be done through PhCO.
- (iii) The sector divisions will monitor the work of the respective implementing partners and consulting teams, and will keep PhCO informed of the progress and of any adjustments or variations required in the corresponding contracts. The sector divisions will also support PhCO in the preparation of a consolidated progress report for the grant.
- (iv) All communications with the government agencies and the implementing partners will be routed through PhCO.
- (v) PhCO will organize coordination meetings with the sector divisions at least once a month. More frequent meetings may be held if situations or developments so warrant.

IV. COSTS AND FINANCING

A. Cost Estimates and Financing Plan

1. Cost Estimates

24. The total estimated project costs to be financed on a grant basis from JFPR amounts to \$20.0 million. The implementing agencies will provide in-kind counterpart support in the form of counterpart staff, equipment, transportation, and office space.

2. Financing Plan

25. The costs listed in Table 1 shall be fully financed out of the proceeds of the grant.

Table 1: Grant Financing Plan

Funding Source	Amount (\$)
JFPR	20,000,000 ^a
Government	
Other sources (please identify)	
Total	20,000,000

^a Includes taxes and duties on project expenditures financed by ADB. Financing of taxes and duties is consistent with the country partnership strategy. Taxes and duties material to the success of the project and are not an excessive share of the project cost and are.

3. Incremental ADB Costs

26. Additional resources from the JFPR administrative budget shall be provided for the proper administration of the grant proceeds (Table 2). The grant is unusually complex and large, and because of the need for quick delivery of inputs and the use of international NGOs for procurement purposes, particular emphasis on grant management and fiduciary controls is required.

Table 2: Incremental Costs

Component	Incremental Bank Cost
Amount requested	\$500,000
Justification	The amount will be used to establish a grant supervision unit in ADB
Type of work to be rendered by ADB	Financial and technical oversight, executing agency coordination, DPs coordination

B. Allocation and Withdrawal of Grant Proceeds

27. Table 3 summarizes the categories of works, goods, consulting services and other expenditure items by component to be financed out of the proceeds of the grant and the allocation of amounts of the grant to each category.

C. Detailed Cost Estimates by Financier

DETAILED COST ESTIMATES BY FINANCIER							
Code	Supplies and Services Rendered	Unit	Quantity	Cost per Unit	Total	JFPR**	
						Costs	Procurement Method
Component A - Local government unit infrastructure is restored and access to emergency employment and livelihood support is provided					11,911,072	11,911,072	
Sub-Component 1. Recovery of Community and Municipal Infrastructure					3,000,000	3,000,000	
1.1	Civil works				2,697,907	2,697,907	
1.1.1	Community Infrastructure	Sub-projects	TBD		2,640,907	2,640,907	
1.1.2	Repair of DSWD Office	Sub-projects	1 lot	57,000	57,000	57,000	
1.2	Vehicles, Equipment and Supplies				78,182	78,182	
1.2.1	Service vehicles		1 lot	43,182	43,182	43,182	
1.2.2	Office equipment		1 lot	3,000	3,000	3,000	
1.2.3	Information technology equipment		1 lot	30,000	30,000	30,000	
1.2.4	Furniture and fixtures		1 lot	2,000	2,000	2,000	
1.3	Training, Workshops, and Seminars				20,000	20,000	
1.3.1	Training and Workshops for Project Staff, LGU representatives and community volunteers				20,000	20,000	
1.4	Consulting Services including Management Support				203,911	203,911	
1.4.1	Project Manager	Months	14	2,435.1	34,091	34,091	
1.4.2	Engineers	Months	84	916.7	77,000	77,000	
1.4.3	Financial Analysts	Months	84	681.8	57,274	57,274	
1.4.4	Community Development Coordinators	Months	12	1,022.8	12,273	12,273	
1.4.5	Project Development Officer	Months	12	1,022.8	12,273	12,273	
1.4.6	Finance Officer	Months	12	916.7	11,000	11,000	
Sub-component 2. Cash for Work and Enterprise development					7,482,272	7,482,272	
2.1	Civil Works				4,324,408	4,324,408	
2.1.1	CFW Labor Cost	Person days	520,000	6.1	3,146,000	3,146,000	
2.1.2	Philhealth Medical Insurance for CFW Beneficiaries	Headcount	57,500	2.9	167,151	167,151	
2.1.3	CFW Tools	Set	250	465.1	116,279	116,279	
2.1.4	Engineers 2 full time	Months	24	1,630.9	39,142	39,142	
2.1.5	Sub-Engineers (14 full time)	Months	168	1,200.0	201,600	201,600	
2.1.6	Remittance charge with finance service provider	Transactions	55,000	2.1	115,116	115,116	
2.1.7	Team Leaders (5 full time)	Months	60	1,317.4	79,047	79,047	
2.1.8	Community Development Facilitators (16 full time)	Months	192	873.7	167,759	167,759	
2.1.9	Monitors (10 full time)	Months	132	512.0	67,584	67,584	
2.1.10	DRM Training Specialists (6 full time)	Months	72	873.7	62,910	62,910	
2.1.11	Finance Staff (6 full time)	Months	72	512.0	36,864	36,864	
2.1.12	Cash and Voucher Clerks (6 full time)	Months	72	660.0	47,520	47,520	
2.1.13	Logistics Staff (6 full time)	Months	72	842.9	60,692	60,692	
2.1.14	Engineer Procurement	Months	24	697.7	16,744	16,744	
2.2	Equipment and Supplies				1,380,326	1,380,326	
2.2.1	Information technology equipment (desktop + laptop + printer)	Unit	15	1,200.0	18,000	18,000	
2.2.2	Truck rental for debris removal	Months	6	10,000.0	60,000	60,000	
2.2.3	Agricultural and Fisheries Package	Set	1100	232.6	255,814	255,814	
2.2.4	Construction material and transport	Schemes	300	3,488.4	1,046,512	1,046,512	
2.3	Training, Workshops, and Seminars				361,598	361,598	
2.3.1	Assessment for beneficiary and village selection		1	5,660.0	5,660	5,660	
2.3.2	DRR Training for Community Members	Participants	132	800.0	105,600	105,600	
2.3.3	Skills Training for CFW Participants	Participants	132	800.0	105,600	105,600	
2.3.4	Project Visibility (Sign boards, worker uniforms, flags etc.)	Unit	130	233.0	30,290	30,290	
2.3.5	Training of Agricultural extension workers	Participants	50	115.0	5,750	5,750	
2.3.6	Organization of community-based enterprise development groups	Groups	150	465.1	69,767	69,767	
2.3.7	Local Travel and Per Diem of Trainers	Months	9	2,569.8	23,128	23,128	
2.3.8	Materials, Kits, Reproduction, Printing, Carpo, etc.		300	52.7	15,802	15,802	
2.4	Project Management				945,190	945,190	
2.4.1	Project Manager (spread over 12 months)	Months	10	8,333.0	83,330	83,330	
2.4.2	Livelihood Adviser (spread over 12 months)	Months	12	1,812.0	21,744	21,744	
2.4.3	DRM Adviser (1)	Months	12	1,812.0	21,744	21,744	
2.4.4	Security Officer (1)	Months	12	1,318.0	15,816	15,816	
2.4.5	Communications Officer (1)	Months	12	1,318.0	15,816	15,816	
2.4.6	Logistics Officer (1)	Months	12	1,318.0	15,816	15,816	
2.4.7	Senior Accountant (1)	Months	24	1,320.0	31,680	31,680	
2.4.8	Accountant (1)	Months	12	843.0	10,115	10,115	
2.4.9	Technical Support from PLAN CANADA (intermittent)	Months	5	8,498.8	42,494	42,494	
2.4.10	Regional CFW Adviser	Months	2	8,500.0	17,000	17,000	
2.4.11	Travel and Per Diem month	Months	960	495.0	475,200	475,200	
2.4.12	Travel - CO Staff Support V/elt	Months	6	1,162.8	6,977	6,977	
2.4.13	Vehicle Rental	Months	12	6,981.0	83,772	83,772	
2.4.14	Vehicle Fuel & Maintenance	Months	12	2,700.0	32,400	32,400	
2.4.15	Communications (internet & postpaid mobile phone)	Months	12	488.4	5,860	5,860	

DETAILED COST ESTIMATES BY FINANCIER (continued)							
Code	Supplies and Services Rendered	Costs			JFPR **		
		Unit	Quantity	Cost per Unit	Total	Amount	Procurement
							Method
2.4.16	Staff communication allowance	Months	960	12.0	11,520	11,520	
2.4.17	Consumables (office supplies)	Months	12	720.0	8,640	8,640	
2.4.18	Postage, courier, bank fees	Months	12	115.0	1,380	1,380	
2.4.19	Team Office Rent & Utilities	Months	72	465.0	33,480	33,480	
2.4.20	Project Management Office Communication & Facilitation	Months	12	465.0	5,580	5,580	
2.4.21	Travel and Per diem	Months	3	290.7	872	872	
2.4.22	Monitoring and review visits	Visit	4	872.1	3,488	3,488	
2.4.23	Planning and monitoring workshops and Meetings	Unit	2	232.6	465	465	
	Monitoring Visits				20,407	20,407	
2.4.24	Department of Agriculture staff visits (3 trainers staying 3 nights, 1 visit/year)	Visit	9	1,133.7	10,203	10,203	
2.4.25	Department of Agriculture staff monitoring visits (3 da officials staying 3 nights, 1visit/year)	Visit	9	1,133.7	10,203	10,203	
2.5	Miscellaneous Administrative and Support Costs				450,343	450,343	
2.5.1	Project start-up workshop	Unit	1	4,656.0	4,656	4,656	
2.5.2	Baseline Survey and Impact Assessment	Unit	1	13,000.0	13,000	13,000	
2.5.3	ICT-based Direct beneficiary monitoring system	System	1	10,000.0	10,000	10,000	
2.5.4	Mobile-based reporting mechanism	Respondents	9000	4.7	41,860	41,860	
2.5.5	Plan Monitoring Evaluation & Learning Officer 1	Months	12	1,630.9	19,571	19,571	
2.5.6	Consulting Services: compliance, finance, technical	Months	1	10,000.0	10,000	10,000	
2.5.7	External Audit	Unit	2	13,000.0	26,000	26,000	
2.5.8	End of project Assessment	Unit	1	13,000.0	13,000	13,000	
2.5.9	Monitoring visit/ Support from PLAN CANADA	Unit	4	4,081.4	16,326	16,326	
2.5.10	Unconditional Cash Grants for Establishing Small Business	Households	950	232.6	220,930	220,930	
2.5.11	Sanitation Marketing Entrepreneurship Initiative	Small enterprises	20	3,750.0	75,000	75,000	
Subcomponent 3: Electrification to Key School and Hospital Facilities							
3.1.	Equipment and Supplies				1,428,800	1,428,800	
3.1.1	Conductor	Unit	38	14,000.0	532,000	532,000	
3.1.2	Transformer	Unit	76	9,800.0	744,800	744,800	
3.1.3	Pole	Unit	760	100.0	76,000	76,000	
3.1.4	Accessories	Unit	38	2,000.0	76,000	76,000	
Component B - Basic emergency maternal and child health care services are provided *					2,500,000	2,500,000	
2.1	Civil works				450,000	450,000	
2.1.1	Rehabilitation of rural health unit (RHU)	Unit	10	30,000.0	300,000	300,000	
2.1.2	Rehabilitation of barangay health centers (BHC)	Unit	10	15,000.0	150,000	150,000	
2.2	Equipment				1,440,000	1,440,000	
2.2.1	Emergency delivery kit (4,000 deliveries)	Kit	2	210,000.0	420,000	420,000	
2.2.2	Equipment supplies for epidemic outbreak prevention (dengue etc.)	Lump sum		100,000.0	100,000	100,000	
2.2.3	Essential medicines for primary care (ORS, antibiotics etc.)	Lump sum		100,000.0	100,000	100,000	
2.2.4	Iron supplements for pregnant and post-partum women	Lump sum		280,000.0	280,000	280,000	
2.2.5	Standard equipment package for rural health units	Package	15	10,000.0	150,000	150,000	
2.2.6	Standard equipment package for barangay health centers	Package	10	9,000.0	90,000	90,000	
2.2.7	Vehicles (sea ambulance) for the referral of patients in island or remote coastal communities	Unit	2	90,000.0	180,000	180,000	
2.2.8	Generators (6kva) for rural health centers	Unit	100	1,200.0	120,000	120,000	
2.3	Consulting services				520,000	520,000	
2.3.1	NGO: coordination, logistics, procurement	Lump sum	1	280,000.0	280,000	280,200	
2.3.1	Supplementary medical staff (midwives and nurses) for RHUs	Months	440	545.5	240,000	240,000	
2.4	Management and Coordination				90,000	90,000	
	DOH coordination and supervision (non-salary)						
2.4.1	Coordination meetings at central and local levels	Unit	80	500	40,000	40,000	
2.4.2	Supervision visits of central and local level departments of health	Unit	100	450	45,000	45,000	
2.4.3	Communications	Unit		5,000	5,000	5,000	

DETAILED COST ESTIMATES BY FINANCIER (continued)

Code	Supplies and Services Rendered	Unit	Quantity	Cost per Unit	Total	JFPR **	
						Amount	Procurement Method
Component C.1 - Improved resilience to future disasters and effective project management, coordination, monitoring, and reporting are achieved							
Sub-Component 1. Management of disaster resilience and recovery					3,395,000	3,395,000	
3.1.1	Equipment				355,402	355,402	
	Equipment Requirement Per City/Municipal LGU				179,310	179,310	
3.1.1.1	GIS Capable Laptop	Unit	48	1,609.2	77,241	77,241	
3.1.1.2	A3 Printer	Unit	24	344.8	8,276	8,276	
3.1.1.3	Handheld GPS	Unit	48	1,034.5	49,655	49,655	
3.1.1.4	Manifold GIS	Unit	48	689.7	33,103	33,103	
3.1.1.5	Microsoft Office	Unit	48	229.9	11,034	11,034	
	Equipment Requirement Per Provincial LGU				77,241	77,241	
3.1.1.6	GIS Capable Laptop	Unit	24	1,609.2	38,621	38,621	
3.1.1.7	A3 Printer	Unit	12	344.8	4,138	4,138	
3.1.1.8	Handheld GPS	Unit	12	1,034.5	12,414	12,414	
3.1.1.9	Manifold GIS	Unit	24	689.7	16,552	16,552	
3.1.1.10	Microsoft Office	Unit	24	229.9	5,517	5,517	
	Equipment For Operations				98,851	98,851	
3.1.1.10	Desktop Computers	Unit	6	1,494.3	8,966	8,966	
3.1.1.11	Gis Laptop Computers	Unit	4	1,839.1	7,356	7,356	
3.1.1.12	Plotter	Unit	1	9,195.4	9,195	9,195	
3.1.1.13	Router	Unit	1	229.9	230	230	
3.1.1.14	Switch	Unit	1	92.0	92	92	
3.1.1.15	LAN Cable	Unit	2	229.9	460	460	
3.1.1.16	Microsoft Office	Unit	10	114.9	1,149	1,149	
3.1.1.17	Adobe Acrobat	Unit	5	620.7	3,103	3,103	
3.1.1.18	QuickBooks	Unit	2	689.7	1,379	1,379	
3.1.1.19	Anti-Virus	Unit	10	46.0	460	460	
3.1.1.20	GIS Software	Unit	2	689.7	1,379	1,379	
3.1.1.21	Handheld GPS	Unit	2	1,034.5	2,069	2,069	
3.1.1.22	A4 Printer	Unit	5	344.8	1,724	1,724	
3.1.1.23	A3 Printer	Unit	2	344.8	690	690	
3.1.1.24	Scanner	Unit	1	459.8	460	460	
3.1.1.25	Fax Machine	Unit	1	459.8	460	460	
3.1.1.26	UPS	Unit	6	114.9	690	690	
3.1.1.27	Network Attached Storage	Unit	1	459.8	460	460	
3.1.1.28	Projector	Unit	1	1,149.4	1,149	1,149	
3.1.1.29	Camera	Unit	1	459.8	460	460	
3.1.1.30	Tables	Unit	8	137.9	1,103	1,103	
3.1.1.31	Chairs	Unit	8	114.9	920	920	
3.1.1.32	Filing Cabinet	Unit	8	229.9	1,839	1,839	
3.1.1.33	Conference Table	Unit	1	459.8	460	460	
3.1.1.34	Photocopier	Unit	1	1,839.1	1,839	1,839	
3.1.1.35	Conference Chairs	Unit	8	114.9	920	920	
3.1.1.36	Vehicle	Unit	1	36,781.6	36,782	36,782	
	Various Delivery Costs	Lump sum		13,057.5	13,057	13,057	
3.2.1	Training, Workshops and Seminars				503,262	503,262	
3.2.1.1	Action Planning Workshop on Disaster Resilient Land Records	Unit	4	19,001.6	76,006	76,006	
3.2.1.2	DRRMCCA Plan Cluster Workshop	Unit	4	19,001.6	76,006	76,006	
3.2.1.3	GIS TRAININGS	Unit	9	19,806.7	178,261	178,261	
3.2.1.4	LGU Training on Disaster Drills	Unit	30	5,000.0	150,000	150,000	
3.2.1.5	Other Workshops and Trainings	Unit	2	11,494.3	22,989	22,989	
3.3.1	Consulting Services				219,375	219,375	
3.3.1.1	Contracted NGO for services at Community Level	Months	6	36,562.5	219,375	219,375	
3.4.1	Management and Coordination				2,316,961	2,316,961	
3.4.1.1	Project Director (C1)	Months	18	24,985.0	449,730	449,730	
3.4.1.2	Project Development Officer 1	Months	12	3,164.3	37,972	37,972	
3.4.1.3	Project Development Officer 2	Months	12	3,164.3	37,972	37,972	
3.4.1.4	Information Technology	Months	9	5,933.1	53,398	53,398	
3.4.1.5	Environmental/DRM Planner	Months	9	11,866.1	106,795	106,795	
3.4.1.6	Environmental/DRM Planner	Months	12	7,910.8	94,929	94,929	
3.4.1.7	Land Use & Zoning specialist or Spatial Planner 1	Months	8	9,888.4	79,108	79,108	
3.4.1.8	GIS 1	Months	12	7,910.8	94,929	94,929	
3.4.1.9	GIS 2	Months	12	7,910.8	94,929	94,929	
3.4.1.10	Pool of Experts : Agri/Water/Soils	Months	4	7,910.8	31,643	31,643	
3.4.1.11	Pool of Experts : Coastal and Marine	Months	5	7,910.8	39,554	39,554	
3.4.1.12	Pool of Experts : Natural Resource Management	Months	3	7,910.8	23,732	23,732	
3.4.1.13	Pool of Experts : Socio Demographic specialist	Months	4	7,910.8	31,643	31,643	
3.4.1.14	Land Records specialist	Months	9	7,910.8	71,197	71,197	
3.4.1.15	Architect	Months	6	9,888.4	59,331	59,331	
3.4.1.16	Structural Engineer	Months	6	9,888.4	59,331	59,331	

DETAILED COST ESTIMATES BY FINANCIER (continued)

Code	Supplies and Services Rendered	Costs				JFPR **	
		Unit	Quantity	Cost per Unit	Total	Amount	Procurement
							Method
3.4.1.17	Finance Officer	Months	18	4,248.5	76,474	76,474	
3.4.1.18	Senior Administrative Officer	Months	18	4,306.4	77,515	77,515	
3.4.1.19	Accounts Officer	Months	18	1,582.2	28,479	28,479	
3.4.1.20	Accounts Assistant	Months	18	1,186.6	21,359	21,359	
3.4.1.21	Admin Assistant	Months	18	1,186.6	21,359	21,359	
3.4.1.22	Procurement specialist	Months	3	5,933.1	17,799	17,799	
3.4.1.23	Training Coordinator	Months	18	2,373.2	42,718	42,718	
3.4.1.24	Driver	Months	18	395.5	7,120	7,120	
3.4.1.25	Travel, per diem, operational costs			657,949.0	657,949	657,949	
Component C.2 - Grant Management Unit					881,900	881,900	
4.1	Consulting Services				798,000	798,000	
4.1.1	Team Leader	Months	12	7,500.0	90,000	90,000	
4.1.2	Deputy Team Leader/Project Evaluation Specialist	Months	18	6,500.0	117,000	117,000	
4.1.3	Financial Expert	Months	18	4,000.0	72,000	72,000	
4.1.4	Administrative Assistant	Months	18	2,000.0	36,000	36,000	
4.1.5	Project Coordinators	Months	36	4,000.0	144,000	144,000	
4.1.6	Stakeholder Engagement and External Relations Expert	Months	18	4,000.0	72,000	72,000	
4.1.7	Reports and communications			7,000.0	7,000	7,000	
4.1.8	Third Party Monitoring (TBD)			120,000.0	120,000	120,000	
4.1.9	Local travel and per diem				140,000	140,000	
4.2	Vehicles, Office Space, Equipment and Supplies				83,900	83,900	
4.2.1	Vehicle Rental	Days	485	100.0	48,500	48,500	
4.2.2	Computer (Desktop + Laptop + printer)	Unit	6	1,500.0	9,000	9,000	
4.2.3	Office space, supplies and utilities	Months	22	1,200.0	26,400	26,400	
Grant Supervision Unit (funded as incremental costs)					500,000	500,000	
5.1	Consulting services				455,480	455,480	
5.1.1	Post-Disaster Response Specialist	Months	4	7,500	30,000	30,000	
5.1.2	Financial Management Expert	Months	24	5,000	120,000	120,000	
5.1.3	Financial Analysts	Months	48	4,000	192,000	192,000	
5.1.4	Procurement Specialist	Days	66	280	18,480	18,480	
5.1.5	Administration and Finance Expert	Months	24	2,000	48,000	48,000	
5.1.6	Reports and communications			7,000	7,000	7,000	
5.1.7	Local travel, land transport and per diem				40,000	40,000	
5.2	Training and Administration Costs				35,000	35,000	
5.2.1	Training, Workshops and Seminars				30,000	30,000	
5.2.2	Miscellaneous administration and support costs				5,000	5,000	
5.3	Contingencies				9,520	9,520	
Components A to C.1 = subtotal					17,806,072	17,806,072	
Component C.2 Grant Management Unit					881,900	881,900	
Components A to C = subtotal					18,687,972	18,687,972	
Contingencies					1,312,028	1,312,028	
Component A					1,088,928	1,088,928	
Component B					0	0	
Component C.1					105,000	105,000	
Component C.2 - Grant Management Unit					118,100	118,100	
Total Grant Costs					20,000,000	20,000,000	
Total Incremental Costs					500,000	500,000	
Total JFPR financing					20,500,000	20,500,000	

* To be administered and contracted by the Asian Development Bank.

** Includes taxes and duties to be financed by Asian Development Bank.

D. Summary Cost Estimates by Component

SUMMARY COST ESTIMATES BY COMPONENT

(\$)

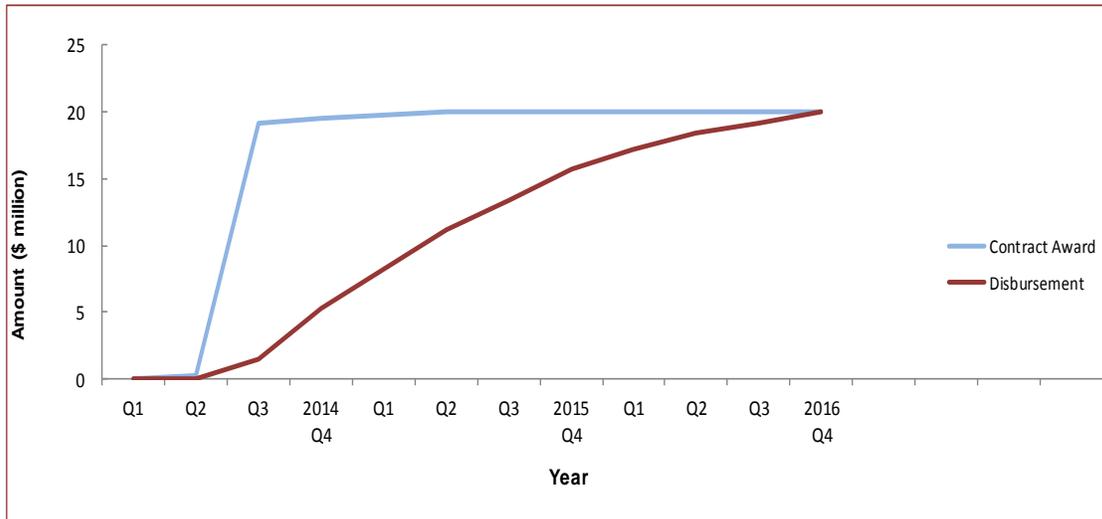
Inputs / Expenditure category /	Component A	Component B	Component C	Grant Management	Total Cost	Grant Supervision Unit	Total Financing	Percent
Grant Components								
1. Civil Works	7,022,315	450,000	0	0	7,472,315	0	7,472,315	36.45
2. Equipment, Supplies and Vehicles	2,887,308	1,440,000	355,402	83,900	4,766,610	0	4,766,610	23.25
3. Training, Workshops, and Seminars	381,598	0	503,262	0	884,859	0	884,859	4.32
4. Consulting Services including Project Management and Coordination	1,619,852	610,000	2,536,336	798,000	5,564,188	0	5,564,188	27.14
5. Contingencies	1,088,928	0	105,000	118,100	1,312,028	0	1,312,028	6.40
Subtotal JFPR Grant Financed	13,000,000	2,500,000	3,500,000	1,000,000	20,000,000	0	20,000,000	97.56
Grant Supervision Unit	0	0	0	0	0	500,000	500,000	2.44
Total Costs	13,000,000	2,500,000	3,500,000	1,000,000	20,000,000	500,000	20,500,000	100.00
Government Contribution	0	0	0	0	0		0	0.00
Other Donor(s) Contributions	0	0	0	0	0		0	0.00
Community/s Contributions	0	0	0	0	0		0	0.00
Total Financing	13,000,000	2,500,000	3,500,000	1,000,000	20,000,000	500,000	20,500,000	100.00

JFPR = Japan Fund for Poverty Reduction.

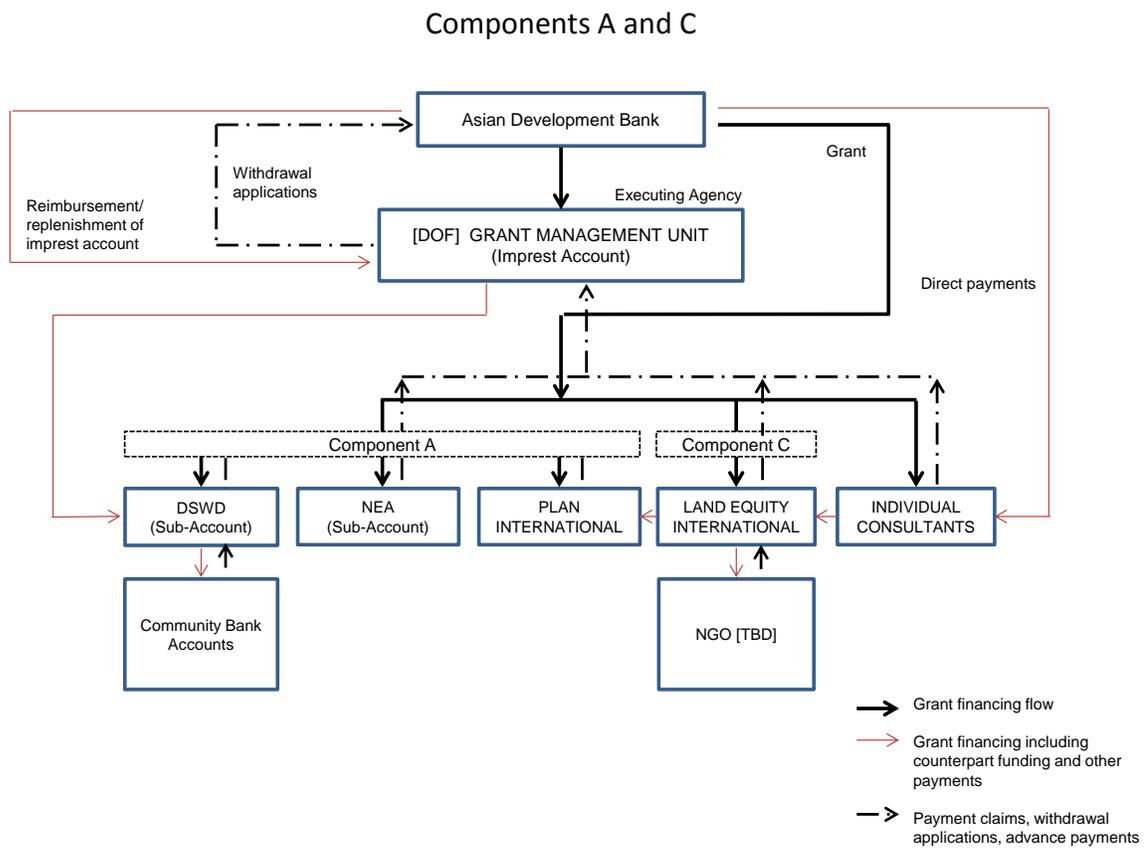
Source: Asian Development Bank estimates.

E. Contract and Disbursement S-curve

S CURVE FOR CONTRACT AWARD AND DISBURSEMENT PROJECTIONS

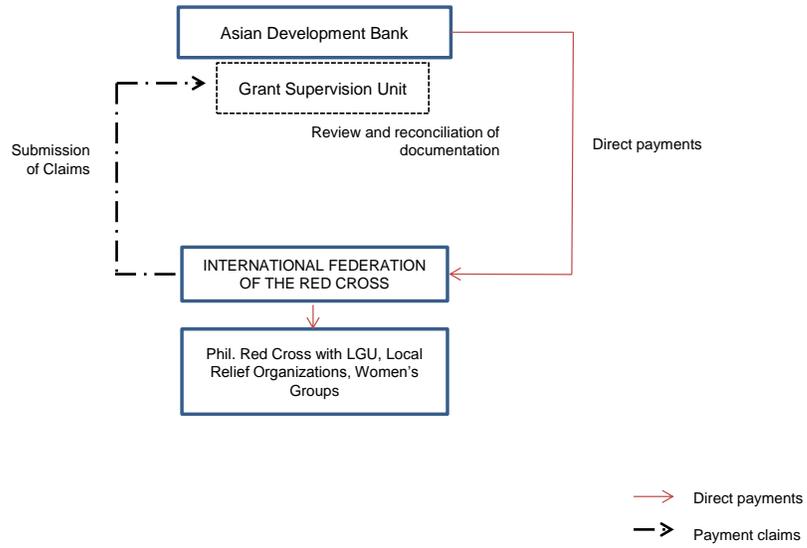


F. Funds Flow Diagram



DSWD = Department of Social Welfare and Development, NEA = National Electrification Authority, NEDA = National Economic and Development Authority, NGO = non-government agency, TBD = to be determined.

Component B



LGU = Local Government Unit

V. FINANCIAL MANAGEMENT

A. Financial Management Assessment

29. Financial management assessment of the implementing partners – IFTC, LEI and Plan – could not be undertaken in accordance with ADB's *Guidelines for the Financial Management and Analysis of Projects (2005)*⁷ during project preparation because of time constraint. However, these international agencies and NGOs are known to generally follow sound and prudent financial practice, and pre-mitigation financial management risk appears moderate given the respective financial management frameworks.

30. The following measures will be in place to mitigate any residual risks:

- i. The respective financial systems will be used for administering and monitoring the grant proceeds and related expenditures, and for monitoring, evaluating, and reporting project progress;
- ii. Disbursements for consulting services engaged by ADB will generally be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time),⁸ including the use of statements of expenditures (SOE) procedures; and
- iii. The implementing partners will provide project financial statements audited by independent auditors in accordance with International Standards on Auditing.

B. Disbursement

31. The fund flow arrangement of the grant financing is designed to provide the most efficient flow of funds to the beneficiaries. Given the intricacies of the implementing arrangements, two separate mechanisms will be in place and operational to ensure that funds are used for the intended purposes. The arrangements will be closely aligned to the three components, described as follows:

32. The JFPR grant proceeds for these components will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2012, as amended from time to time) except for consulting services under subcomponent A.1, which will be disbursed in accordance with ADB's *Technical Assistance Disbursement Handbook*⁹ and detailed arrangements agreed between the government and ADB. The GMU comprising representative staff from implementing agencies and consultants contracted on an individual basis maintained at the NEDA Regional Office 8 shall be tasked with the review and reconciliation of expenditures and payment claims from the implementing partners to ensure accuracy and sufficiency of supporting documents. Payments to the INGOs implementing the activities in Components A and C, Plan International for Component A (Subcomponent 2), and Land Equity International for Component C (Subcomponent 1) and to the contractors implementing Component A (Subcomponent 3) will generally be done through direct payment.

⁷ ADB. 2005. *Financial Management and Analysis of Projects*. Manila

⁸ Available at: <http://www.adb.org/Documents/Handbooks/xxxxxx.pdf>

⁹ Available at: http://www.adb.org/Documents/Handbooks/Loan_Disbursement/loan-disbursement-final.pdf

33. A separate US dollar imprest account will be opened by DOF at a commercial bank for the purposes of financing the activities of Component A (Subcomponent 1) implemented by the Department of Social Welfare and Development (DSWD), Component C (Subcomponent 2), and other expenditures. DOF will be accountable and responsible for proper use of advances to the imprest account, including advances and payments to the sub-account and community bank accounts. DOF will provide ADB with sufficient evidence of the authority of the person(s) who will sign the withdrawal applications on behalf of the recipient, together with the authenticated specimen signatures of each authorized person.

34. The ceiling of the imprest account is \$450,000. The EA may request for initial and additional advances to the imprest account based on an Estimate of Expenditure Sheet setting out the estimated expenditures to be financed through the account for the forthcoming six (6) months. Supporting documents should be submitted to ADB or retained by the EA or IA (as appropriate) in accordance with ADB's Loan Disbursement Handbook when liquidating or replenishing the imprest account, and for audit and review purposes. The imprest account will be used exclusively for eligible expenditures.

35. For facilitating implementation of Component A, a separate peso sub-account will be opened by DSWD at a commercial bank as conduit for funds to be disbursed from the US dollar imprest account to the community bank accounts, and for payment of other eligible expenditures relating to Component A. The peso bank account will be designated for the exclusive use of the project and only for eligible expenditures. The effect of any foreign exchange gains or losses in the operation of the peso bank account will be borne by the government. The community bank accounts will be opened at [Land Bank of the Philippines] and will receive community planning and subproject grants disbursed in accordance with the Estimate of Expenditure sheet. The community planning and subproject grants will be supported by the government-sanctioned affected barangay grant fund allocation listing, which provides a list of beneficiary barangays. Each beneficiary barangay will have a specific identifier number to be used as the transaction reference throughout the disbursement and reporting process. Upon receipt of the listing, DSWD will issue a sub-allotment advice (SAA) and prepare the Disbursement Voucher (DV) to disburse the amount requested from the dollar imprest account, through the DSWD peso bank account, to the community bank accounts.

36. The SOE procedure may be used for reimbursement of eligible expenditures or liquidation of advances to the imprest account. The ceiling of the SOE procedure is the equivalent of \$100,000 per individual payment. Supporting documents and records for the expenditures claimed under the SOE should be maintained and made readily available for review by ADB's disbursement and review missions, upon ADB's request for submission of supporting documents on a sampling basis, and for independent audit. Reimbursement and liquidation of individual payments in excess of the SOE ceiling should be supported by full documentation when submitting the withdrawal application (WA) to ADB.

37. An initial consideration of the financial management capacity of DOF and DSWD supports the use of SOE and imprest account procedures. The minimum value per withdrawal is \$100,000 equivalent, unless otherwise approved by ADB. Individual payments below this amount should generally be paid by the EA/IA and subsequently claimed to ADB through reimbursement. ADB reserves the right not to accept WAs below the minimum amount.

38. **Component B.** The JFPR grant proceeds for Component B shall generally be disbursed in accordance with ADB's Technical Assistance Disbursement Handbook (2010, as amended from time to time). The SOE procedure may be used when submitting claims to ADB. The GSU

may include administrative and finance assistants to review and endorse documents and payment claims submitted by IFRC.

39. Pursuant to ADB's Safeguard Policy Statement (2009),¹⁰ ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List. All implementing agencies and consultants will ensure that expenditures are in compliance with applicable national laws and regulations and will abide with the prohibited investment activities list to activities financed by the grant.

C. Accounting

40. **Project activities other than Component B.** NEDA Regional Office 8 will maintain separate books and records by funding source for all expenditures incurred in relation to the grant except Component B-related expenditures. The NEDA Regional Office 8 will prepare financial statements for the grant (excluding component B) in accordance with the government's accounting laws and regulations, which are consistent with international accounting principles and practices.

41. **Component B.** IFRC will maintain separate books and records by funding source for all expenditures incurred in relation to component B. It will prepare project financial statements for component B in accordance with a financial reporting framework acceptable to ADB.

D. Auditing and Public Disclosure

42. **Project activities other than component B.** NEDA Regional Office 8 will cause the financial statements for the grant (excluding component B) to be audited in accordance with International Standards on Auditing or their national equivalent, and with the government's audit regulations, by an independent auditor acceptable to ADB. The audited grant financial statements (excluding component B) will be submitted in the English language to ADB within 6 months from the end of the fiscal year by the NEDA Regional Office 8.

43. The annual audit report of financial statements for the grant (excluding component B) will include an audit management letter, and audit opinions covering (i) whether the project financial statements present a true and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting framework; (ii) whether the JFPR grant proceeds were used only for the purposes of the project; (iii) the use of the imprest fund procedure; and (iv) the use of the SOE procedure certifying the eligibility of expenditures claimed under SOE procedures, and the use of the SOE and imprest procedures in accordance with ADB's *Loan Disbursement Handbook* (2012, as amended from time to time) and project documents.

44. **Component B.** IFRC will have the project financial statements for component B audited in accordance with International Standards on Auditing by an independent auditor acceptable to ADB. IFRC will submit the audited project financial statements for component B in English to ADB within six months from the end of the fiscal year.

45. The annual audit report for component B financial statements will include an audit management letter, and audit opinions covering (i) whether the project financial statements present a true and fair view or are presented fairly, in all material respects, in accordance with

¹⁰ Available at: <http://www.adb.org/Documents/Policies/Safeguards/Safeguard-Policy-Statement-June2009.pdf>.

the applicable financial reporting framework; (ii) whether the JFPR grant proceeds were used only for the purposes of the project; and (iii) the use of the SOE procedure certifying the eligibility of expenditures claimed under SOE procedures, and the use of the SOE procedures in accordance with ADB's *Technical Assistance Disbursement Handbook* (2012, as amended from time to time) and project documents.

46. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal program supervision, and followed up regularly with all concerned, including the external auditors.

47. The government, NEDA, and the IFRC have been made aware of ADB's policy on delayed submission, and the requirements for satisfactory quality of audited project financial statements. ADB reserves the right to require a change in the auditor (in a manner consistent with the constitution of the recipient), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project's financial accounts to confirm that ADB financing is used in accordance with ADB policies and procedures.

48. Public disclosure of the project financial statements, including the audit report on the project financial statements, will be guided by ADB's Public Communications Policy (2011). After review, ADB will disclose the project financial statements for the project and the opinion of the auditors on the financial statements within 30 days of the date of their receipt by posting them on ADB's website. The audit management letter will not be disclosed.

VI. PROCUREMENT AND CONSULTING SERVICES

A. Procurement of Goods, Works and Consulting Services

49. All procurement of works and goods to be financed by the grant will be conducted in accordance with ADB's Procurement Guidelines (2013, as amended from time to time). Procurement of civil works above \$100,000 shall follow national competitive bidding procedures. Goods and civil works costing \$100,000 or less shall be procured using shopping. Procurement of vehicles, equipment, and supplies costing less than \$10,000 may be procured through direct contracting, or through procurement from specialized agencies.

50. **Community contracting.** To address ADB's overarching goal of poverty reduction in the affected region, the project will, to a large extent, directly address the needs of the disadvantaged communities. The subprojects to be financed under the grant will be aligned towards rural and urban development encompassing many sectors such as health, education, irrigation, gender development and rural infrastructure. To achieve these social objectives, it is desirable to invite local communities and service providers, such as nongovernmental organizations (NGOs) and community based organizations (CBOs), to participate through the various phases of project implementation. To implement such projects much contracting will have to be done at the community level. Accountability is a matter of concern and an adequate monitoring mechanism is necessary to reduce the possibilities of things going wrong. Thus, to streamline the various phases of project implementation, community-based procurement may be adopted to provide flexibility in designing such projects while ensuring that certain checks are in place to address accountability and sustainability.¹¹

51. **Eligibility criteria.** Selection of a community-based subproject will depend on the objectives of the project. Alternately, the needs of the community will guide the design of the project. Project documents should clearly identify the sectors and type of subprojects that will be supported, in consultation with the target communities. The most important requirement is that the proposed subproject should have been identified for implementation through community participation. The estimated cost of the subproject should be less than \$10,000. The limit can be increased to \$30,000 if the community has previously implemented a project successfully. Other considerations include:

- (i) The proposed subproject should benefit the target beneficiaries.
- (ii) The proposed subproject should address the needs of the community in terms of priority.
- (iii) Due consideration should be given to locating, designing, implementing, and operating the subproject in order to minimize any adverse impacts on the environment and indigenous people. Suitable mitigation measures should be incorporated in the Project decision that could be undertaken within the capacity of the community.
- (iv) Normally, no resettlement should be necessary. However, if absolutely necessary, suitable safeguards in accordance with ADB's Policy on Involuntary Resettlement should be adequately addressed.

¹¹ ADB. 2007. Project Administration Instructions 5.10. Manila

- (v) The community should demonstrate adequate capacity to execute or supervise the project. If not, acceptable arrangements should exist to appoint a capable qualified service provider.
- (vi) Construction methods should be labor intensive.
- (vii) The community should indicate its willingness to participate with counterpart funds or in kind, such as labor and should confirm such to ensure suitability of the facilities by organizing recurrent operation and maintenance (O&M) works, if required.
- (viii) Projects requiring continuous recurring costs to operate, such as vehicles and generators, are not eligible unless cost recovery mechanisms are built in.
- (ix) The scope of work should be simple so that implementation by the community is the most practical solution.
- (x) The community, NGO or service provider should not have been declared ineligible by the government due to unsatisfactory performance or otherwise in earlier executed projects.
- (xi) The community, or its nominated representative, should be authorized legally to sign a contract for procurement purposes and should follow approved procurement procedures.
- (xii) A realistic implementation plan should be prepared and approved by all concerned parties.

52. **Implementing partners.** Two international nongovernment organizations and one consultant firm will be recruited as implementing partners, while six individual consultants and an independent third party will be engaged as members of the GMU. In addition, ADB will recruit five individual consultants to comprise the GSU. The recruitment of consultants will be conducted in accordance with ADB's Guidelines on the Use of consultants (2013, as amended from time to time).¹² Because of the emergency nature of the grant, and the need for immediate mobilization of consultants, the government has requested ADB to select the consultants. For components A and C, the implementing agencies will negotiate and sign the contract. For component B, the government requested ADB, on an exceptional basis, to select, negotiate and sign a contract with, and recruit an international nongovernment organization. The consultants are expected to procure the necessary works, goods, and equipment in accordance with ADB's Procurement Guidelines. For the emergency operation, retroactive financing up to 30% is permitted given that the government has requested advance contracting for all components. Eligible expenses must have been incurred and paid for after 10 November 2013.

¹² Plan International for subcomponents 2 and 3 of component A, the International Federation of Red Cross and Red Crescent Societies (IFRC) for component B, and Land Equity International for subcomponent 1 of component C.

B. Procurement Plan

1. Sub Component A1

Table 7.1: Project Information

Project Name : Emergency Assistance and Early Recovery for Municipalities Affected by Typhoon Yolanda	
Country: Philippines	Executing Agency: Department of Finance
	Implementing Agency: Department of Social Welfare and Development
Grant Amount in \$: 3,000,000	Grant Number: JFPR 9175-PHI
Date of First Procurement Plan:	Period Covered by this Plan: Updated 21 May 2014

a. Project Procurement Thresholds

53. Except as the Asian Development Bank (ADB) may otherwise agree, the following process thresholds shall apply to procurement of goods and consulting services.

Table 7.2: Procurement Thresholds for Goods, Works and Consulting Services

Procurement Method	Threshold (Value \$)
Shopping for Works	Below 100,000
Shopping for Goods	Below 100,000
Community Participation in Procurement	Below 10,000 may be 25,000 for experienced communities

b. ADB Prior or Post Review

54. Except as ADB may otherwise agree, the following prior or post review requirements apply to the various procurement and consultant recruitment methods used for the project.

Table 7.3: Procurement Method

Procurement Method	Prior or Post	Comments
Procurement of Goods and Works		
Shopping for Goods	Post	
Shopping for Works	Post	
Community Participation in Procurement	Post	Refer to DSWD grant operation manual
Recruitment of Individual Consultants		
Individual Consultants (IC)	Prior/Post	Prior review of contracts above \$ 20,000

c. Goods and Works Contracts Estimated to Cost More Than \$1 Million

Not applicable.

d. Consulting Services Contracts Estimated to Cost More Than \$100,000

Not applicable.

e. Goods and Works Contracts Estimated to Cost Less Than US\$ 1 Million and Consulting Services Contracts less than US\$ 100,000

55. The following table groups smaller-value goods, works and consulting services contracts for which procurement activity is either ongoing or expected to commence within the next 18 months.

Table 7.4: Procurement of Smaller-Value Goods, Works and Consulting Services

General Description	Value of Contracts (cumulative)	Number of Contracts	Procurement/ Recruitment Method	Expected Date of Advertisement	
GOODS	78,700.00				
1. Service Vehicles	43,182	1 lot	DC	2 nd Q 2014	Procurement by DSWD
2. Office Equipment	3,000	1 lot	SHP	2 nd Q 2014	
3. IT Equipment	30,000	1 lot	SHP	2 nd Q 2014	Direct payment by ADB
4. Furniture and fixtures	2,000	1 lot	SHP	2 nd Q 2014	
Works (Repairs)	2,697,907				
1. Community Sub-Projects	2,640,907	TBD	CPP	2 nd Q 2014	Procurement by DSWD
2. Repair of damaged office	57,000	1 lot	SHP	2 nd Q 2014	Direct payment by ADB
Consulting Services	203,911				
1. Community Infrastructure Engineers	77,000	7	ICS(Nat'l)	2 nd Q 2014	Procurement by ADB Managed by DSWD
2. Financial Analysts	57,274	7	ICS(Nat'l)	2 nd Q 2014	
3. Community Development Coordinator	12,273	1	ICS(Nat'l)	2 nd Q 2014	
4. Project Development	12,273	1	ICS(Nat'l)	2 nd Q 2014	
5. Officer IV	11,000	1	ICS(Nat'l)	2 nd Q 2014	
6. Financial Analyst III	34,091	1	ICS/SSS	2 nd Q 2014	
7. Lead Community Infra Engr.					
Training and Workshop	20,000				
(for Project Staff, LGU representatives and Community Volunteers)			SOE	3 rd Q 2014	Reimbursable costs using DSWD Grant Operations Manual
TOTAL	3,000,000				

SHP – Shopping, SOE – Statement of Expenses (small value), ICS - Individual Consultant Selection; TBD – To be determined; CPP – Community Participation and Procurement

2. Subcomponent A3

Table 8.1: Basic Data

Project Name: Emergency Assistance and Early Recovery for Poor Municipalities Affected by Typhoon Yolanda (Component A, Subcomponent 3: Electrification to Key School and Hospital Facilities)	
Project Number: 47338-001	Approval Number: 9175-PHI
Country: PHILIPPINES	Executing Agency: Department of Finance (DOF)
Project Financing Amount: \$20 million JFPR Financing for Component A, Subcomponent 3: \$1,500,000	Implementing Agency: National Electrification Administration (NEA) (for Component A, Subcomponent 3: Electrification to Key School and Hospital Facilities)
Date of First Procurement Plan: 13 December 2013	Date of this Procurement Plan: 27 March 2014

a. Procurement and Consulting Methods and Thresholds

56. Except as the ADB may otherwise agree, the following process thresholds shall apply to procurement of goods and works.

Table 8.2: Procurement of Goods and Works and Their Thresholds

Procurement of Goods and Works		
Method	Threshold	Comments
National Competitive Bidding (NCB) for Works	Beneath that stated for ICB, Works	
National Competitive Bidding for Goods	Below \$1,000,000	Using Philippine Bidding Documents for Procurement of Goods (4 th Edition)
Shopping for Goods	Below \$100,000	
Community Contract	Below \$10,000 may be up to \$30,000 for experienced communities	

Consulting Services	
Method	Comments
Individual consultant Selection (ICS)	

b. Goods and Works Contracts Estimated to Cost \$1 Million or More

57. The following table lists goods and works contracts for which the procurement activity is either ongoing or expected to commence within the next 18 months.

Table 8.3: Goods and Works Contracts \$1 Million or More

Package Number	General Description	Estimated Value	Procurement Method	Review (Prior / Post)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
	None						

c. Consulting Services Contracts Estimated to Cost \$100,000 or More

58. The following table lists consulting services contracts for which the recruitment activity is either ongoing or expected to commence within the next 18 months.

Table 8.4: Ongoing or Expected Consulting Services Contract

Package Number	General Description	Estimated Value	Recruitment Method	Review (Prior / Post)	Advertisement Date (quarter/year)	Type of Proposal	Comments
	None						

d. Goods and Works Contracts Estimated to Cost Less than \$1 Million and Consulting Services Contracts Less than \$100,000 (Smaller Value Contracts)

59. The following table groups smaller-value goods, works and consulting services contracts for which the activity is either ongoing or expected to commence within the next 18 months. Except as the ADB may otherwise agree, the following process thresholds shall apply to procurement of goods and services. Appendix 3 provides for the indicative list of schools and hospitals to be distributed with electrical lines.

Table 8.5: Smaller-Value Contracts

Goods and Works								
Package	General	Estimated	Number of	Procurement	Review	Bidding	Advertisem	Comments

Number	Description	Value	Contracts	Method	(Prior / Post)	Procedure	ent Date (quarter/year)	
1	Supply and Delivery of: (i) Lot 1- Conductors and Hardware (ii) Lot 2- Steel Poles and Expanding Anchors (iii) Lot 3 Kwh Meters and Accessories (iv) Lot 4- Transformers, Accessories, and Protection	\$1.5 million (value for each Lot is less than \$1.0 million)	4	NCB	Prior	1S1E	Q2/2014	Domestic preference does not apply; Philippine Bidding Document for Procurement of Goods (4 th Edition); includes 5% contingency
Consulting Services								
Package Number	General Description	Estimated Value	Number of Contracts	Recruitment Method	Review (Prior / Post)	Advertisement Date (quarter/year)	Type of Proposal	Comments
1	Procurement specialist	\$21,000	1	ICS	Prior	Q1/2014	ICS	Under Grant Supervision Unit; National; 3 PM; Mobilization in Q2/ 2014

C. Indicative List of Packages Required Under the Project

60. The following table provides an indicative list of goods, works and consulting services contracts over the life of the project, other than those mentioned in previous sections (i.e., those expected beyond the current period).

Table 9: List of Packages Required Under the Project

Goods and Works							
Package Number ⁵	General Description	Estimated Value (cumulative)	Estimated Number of Contracts	Procurement Method	Review (Prior / Post)	Bidding Procedure	Comments
	None						
Consulting Services							
Package Number	General Description	Estimated Value (cumulative)	Estimated Number of Contracts	Recruitment Method	Review (Prior / Post)	Type of Proposal	Comments
	None						

D. List of Awarded and On-going, and Completed Contracts

61. The following tables list the awarded and on-going contracts, and completed contracts.

Awarded and Ongoing Contracts

Table 10.1: List of Awarded and Ongoing Contracts

Package Number	General Description	Estimated Value	Contract Value	Procurement Method	Advertisement Date (quarter/year)	Date of ADB Approval of Contract Award	Comments
	None						

Package Number	General Description	Estimated Value	Contract Value	Recruitment Method	Advertisement Date (quarter/year)	Date of ADB Approval of Contract Award	Comments
	None						

Completed Contracts

Table 10.2: List of Completed Contracts

Goods and Works								
Package Number	General Description	Estimated Value	Contract Value	Procurement Method	Advertisement Date (quarter/year)	Date of ADB Approval of Contract Award	Date of Completion	Comments
	None							

Consulting Services								
Package Number	General Description	Estimated Value	Contract Value	Recruitment Method	Advertisement Date (quarter/year)	Date of ADB Approval of Contract Award	Date of Completion	Comments
	None							

E. Non-ADB Financing

62. The following table lists goods, works and consulting services contracts over the life of the project, financed by Non-ADB sources.

Table 11: Non-ADB Financing

Goods and Works				
General Description	Estimated Value (cumulative)	Estimated Number of Contracts	Procurement Method	Comments
None				

Procurement Plan for Component B
(To be inserted later)

Procurement Plan for Component C
(To be inserted later)

Table 12: Consulting Services for the Grant Project

Consulting Services				
Description	Estimated Value (cumulative)	Estimated Number of	Recruitment Method	Comments

		Contracts		
Component A1: Restoration of Local Government Unit Infrastructure	\$7,482,272	1 (one)	SSS/STP	PI
Component B: Provision of Basic Emergency Maternal and Child Health Care Services	\$2,500,000	1 (one)	SSS/STP	IFRC
Component C: Improved Resilience to Future Disasters	\$3,395,000	1 (one)	SSS/STP	LEI

IFRC = International Federation of the Red Cross and Red Crescent Societies; LEI = Land Equity International; PI = Plan International; SSS = single source selection; STP =simplified technical proposal

F. National Competitive Bidding

1. General

63. The procedures to be followed for national competitive bidding shall be those provisions referring to open competitive bidding procedures set forth in Republic Act 9184 the Republic of the Philippines, effective 26 January 2003, and its Revised Implementing Rules and Regulations, effective 2 September 2009, with the clarifications and modifications described in the following paragraphs required for compliance with the provisions of the Procurement Guidelines, Section I and paras. 3.3 and 3.4 of Section III.

2. Eligibility

64. Eligibility screening shall not be applied. However, bids that do not contain any of the following documents will not pass the documentary compliance check: (i) evidence of the required financial, technical or production capability; (ii) audited financial statements; (iii) credit line, or cash deposit certificate; (iv) bid security; and (v) authority of the bid signatory.

65. National sanction lists may be applied only with prior approval of ADB.

3. Advertising

66. Bidding of NCB contracts estimated at \$500,000 or more for goods and related services or \$1,000,000 or more for civil works shall be advertised concurrently with the general procurement notices on ADB's website.

4. Price of Bidding Document

67. The price of bidding documents should be nominal, covering only reproduction and mailing/courier costs.

5. Price Ceiling

68. The approved budget for the contract (ABC) may be published, but it shall not be stated or implied that bid prices may not exceed the ABC, or that bid evaluation will in any way take into account the ABC. The ABC, budgetary allocation, ceiling price, or similar estimates of contract value may not be used to reject bids without prior concurrence of ADB.

6. Preferences

- (i) No preference of any kind shall be given to domestic bidders or for domestically manufactured goods.
- (ii) Suppliers and contractors shall not be required to purchase local goods or supplies or materials.
- (iii) Foreign suppliers and contractors from ADB member countries shall be allowed to participate, if interested, without first being required to associate with, or enter into joint venture with, local firms.
- (iv) Foreign suppliers and contractors from ADB member countries shall be allowed to bid, without registration, licensing, and other government authorizations, leaving compliance with these requirements for after award and before signing of contract.

7. Experience Qualification

69. For works contract, the experience qualification requirement shall be: (i) at least one previous contract at 80% of the estimated cost of the contract being procured; and (ii) an annual turnover from all works averaged over the last three years equal to 100% of the estimated cost of the contract being procured.

8. Anticorruption Provisions in Bidding Documents

70. Anticorruption provisions in the Instructions to Bidders section of ADB standard bidding documents (SBDs) shall be incorporated into NCB bidding documents including those under "Corrupt Practices" and "Eligible Bidders" clauses of the SBDs.

9. Bidding Period

71. Bidders shall be given a minimum period of four weeks to prepare and submit bids, counted from the date of invitation to bid or the date of availability of bidding documents, whichever is later.

10. Single Bid Submission

72. When a lone bidder obtains a bidding document and submits a bid at the deadline for bid submission under a post-qualification bidding, bid opening and evaluation shall not proceed but it shall be considered a failure of bidding. Before taking any alternative procurement action, a proper assessment of the cause of lack of participation shall be made and ADB prior approval shall be sought for any proposed subsequent action.

11. Shopping Method

73. If included as a procurement method in the Procurement Plan, "Shopping" shall be undertaken in accordance with the ADB Procurement Guidelines (2013, as amended from time to time).

12. Contract Amendment

74. In case of contracts for prior review, modifications exceeding 15% of contract amount and material changes in the conditions during implementation require prior ADB concurrence.

13. Member Country Restrictions

75. Bidders must be nationals of member countries of ADB, and offered goods must be produced in member countries of ADB.

G. Consultant's Terms of Reference

76. The project will require at least five consulting service packages as implementing partners for three components or subcomponents, grant management and third party implementation monitoring. The terms of reference are in Appendix 1.

VII. SAFEGUARDS

77. Safeguards categorization has been undertaken in accordance with ADB's Safeguards Policy Statement (2009). The indigenous people's impact categorization is C as no indigenous peoples' groups are present in the target municipalities.¹³ The involuntary resettlement impact categorization is C, because no land acquisition is expected in the process of rehabilitating existing community infrastructure. The selection criteria for infrastructure support will include a provision to ensure that the grant only supports category C infrastructure. The environment categorization is C as no environmental impacts are expected because of the small-scale nature of infrastructure with rehabilitation of existing sites. Moreover, this will be ensured through the selection criteria. However, several environmental considerations will be followed, such as protecting workers from hazardous substances in accordance with national and local environmental laws and due diligence in choosing sites so that protected areas, area soil, water bodies, ambient air, and plant or biological resources are not impacted.

¹³ Government of the Philippines, National Commission on Indigenous Peoples. 2013 data.

VIII. GENDER AND SOCIAL DIMENSIONS

78. About a third of the total population affected by Typhoon Yolanda was in the Eastern Visayas (3.4 million of 10 million affected people). About 25% of the affected areas are urban; the remaining 75% are rural. Even before Typhoon Yolanda, the Eastern Visayas was the third-poorest region in the country. On average, 37.2 % of families were below the poverty line in the first half of 2012, significantly higher than the national average of 22.3%. Typhoon Yolanda devastated the productive sectors of the economy. Thousands of enterprises and livelihoods were destroyed, and thousands of survivors were left unemployed and very poor. The overwhelming destruction of homes, communities, and (in some cases) whole villages has collapsed the livelihoods of communities. The affected communities are highly vulnerable to disease and mental health problems; they lack basic medical attention, clean water, food, and access to sanitation.

79. The project will benefit 1.2 million people affected by typhoon Yolanda in 74 targeted municipalities in the Eastern Visayas. This is about 35% of the total affected population in the Eastern Visayas, and about 80% of the total population in these 74 municipalities, who will have access to emergency support and early recovery systems such as restored community and municipality infrastructure (including school buildings, health centers, basic water supply and sanitation, and rural electricity distribution lines, solid waste collection and transport, and small irrigation systems). They will directly benefit from the income derived from employment and livelihood programs, such as cash-for-work programs and the provision of seed, fertilizer, fishing nets and boats, seedlings, and other inputs for production by poor farmers and fishers. They will also benefit from provision of basic emergency maternal and child care services, focusing on immediate medical needs, and psychological counseling for vulnerable groups. The improved capacities of local governments to support resilience to future disasters will also help the beneficiaries by addressing the underlying causes of vulnerability related to land use management and management of critical assets. A gender action plan (GAP) has been prepared to promote and enable the equal participation of men and women in the project's planning, implementation and monitoring of project components. The project will ensure that half of the participants are women in (i) the assessment of livelihood, infrastructure prioritization, and design, (ii) all CFW training and employment opportunities; and (iii) training on disaster risk management.

80. The project will be implemented in close cooperation with national and local government agencies and other DPs. These partners include civil society organizations working on the reconstruction of temporary shelter and housing for affected people or internally displaced people. The different components of the project will be largely implemented by international NGOs capitalizing on their extensive networks in the region and minimizing the demands on government agencies. Grant-financed activities will be aligned with government plans and coordinated with relevant agencies.

IX. PERFORMANCE MONITORING, EVALUATION, REPORTING AND COMMUNICATION

A. Project Design and Monitoring Framework

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact Adverse social and economic impacts on the poor resulting from Typhoon Yolanda mitigated in the Eastern Visayas</p>	<p>By end of 2020: Poverty incidence of selected municipalities in the Eastern Visayas is below 45% (first semester 2012 baseline: 45.4%)</p>	<p>National Statistics Board website; Poverty survey data of the target municipalities.</p>	<p>Assumption Implementing agencies, LGUs, and beneficiaries agree on a fair and transparent approach for prioritizing investments and household beneficiaries.</p>
<p>Outcome The populations in 74 poor municipalities affected by Typhoon Yolanda have access to emergency support and early recovery systems, and are more resilient during future disasters</p>	<p>By end of 2015: Elementary school enrollment for girls in the Eastern Visayas (baseline SY2012–SY2013: 91.5%) and boys (baseline SY2012–SY2013: 89.3%) stabilizes at pre-typhoon levels for SY2015–SY2016</p> <p>The infant mortality rate stabilizes at pre-typhoon levels (baseline 2011: 40 deaths per 1,000 live births)</p>	<p>National Statistics Board website (as a proxy until more specific data for the 74 municipalities are available)</p>	<p>Assumption Functioning partnerships are established between NEDA, implementing agencies, and participating LGUs.</p> <p>Risk Affected LGUs are overwhelmed by disaster response.</p>
<p>Outputs 1. LGU infrastructure restored and access to emergency employment and livelihood support available</p>	<p>220 damaged community infrastructure investments restored and/or rehabilitated</p> <p>11,500 typhoon-affected households (57,500 individuals) benefited from CFW program (of which 50% are women)</p> <p>1,000 farming and fisherfolk households (5,000 individuals), livelihoods restored</p> <p>About 40 kilometers of 7.6 kilovolt distribution lines rebuilt, providing electricity to key hospitals and schools in Eastern Samar by December 2015</p>	<p>DSWD records</p> <p>LGU records</p> <p>Grant records</p> <p>NEA and grant records</p>	<p>Risk Delays may result from procurement or funds flow.</p> <p>Assumption Target mechanisms for employment and livelihood beneficiaries are accepted in the communities.</p>
<p>2. Basic emergency maternal and child care health services provided</p>	<p>Number of operational barangay and rural health centers increased by December 2015</p>	<p>Grant records</p>	<p>Risk Local authorities lack commitment to work closely with INGOs and other partners to ensure efficient logistics, distribution of goods, and security.</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
			<p>Assumption No delay in the delivery of essential drugs and supplies.</p>
<p>3. Improved resilience to disasters and effective project management, coordination, monitoring and reporting is achieved</p>	<p>GIS of vulnerable areas established in 30 LGUs</p> <p>Eastern Visayas steering committee established and meets on a quarterly basis</p> <p>Third party monitoring system established 2 months after issuance of contracting</p>	<p>Grant records</p> <p>LGU records</p>	<p>Assumptions LGUs and national agencies closely collaborate on project.</p> <p>Early installation of GIS.</p> <p>Risk Limited availability of vulnerability maps from national government agencies.</p>
Activities with Milestones		Inputs	
<p>1. LGU infrastructure is restored, and access to emergency employment and livelihood support is provided</p> <p>1.1 Assess damage to infrastructure in the 74 targeted municipalities.</p> <p>1.2 Prepare a recovery plan jointly with communities and LGUs.</p> <p>1.3 Provide support to the recovery of selected infrastructure.</p> <p>1.4 Assess damage to and loss of jobs and livelihoods.</p> <p>1.5 Prioritize marginalized families affected by the typhoon and provide jobs through activities such as debris clearance and community work.</p> <p>1.6 Support medium-term livelihood recovery activities through skills development and enterprise recovery, including for fishers and farmers.</p> <p>1.7 Review of the status of the distribution system in 11 electric cooperatives in Eastern Visayas provinces and, based on that, identify a rural area with a high concentration of hospitals and schools.</p> <p>1.8 Review design of three-phase and single-phase distribution lines for the identified area.</p> <p>1.9 Procure and supply necessary materials and equipment for the electric cooperatives in charge of the identified area.</p> <p>1.10 Install and operate these distribution lines connecting primarily to hospitals and schools.</p> <p>2. Basic emergency and child health care services are provided</p> <p>2.1 Conduct a rapid assessment of immediate needs for at risk groups, especially for children under five years of age, and pregnant and lactating women.</p> <p>2.2 Provide a minimum package of essential health services with a focus on maternal and child health.</p> <p>2.3 Rehabilitate priority rural health units and barangay health centers.</p> <p>2.4 Provide related drugs, vaccines, and medical equipment including reproductive health and hygiene kits.</p> <p>2.5 Provide nonmedical equipment including for vector control such as fumigation against dengue fever.</p>		<p>JFPR: \$20,000,000</p>	

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>3. Improved resilience to future disasters and effective project management, coordination, monitoring, and reporting are achieved.</p> <p>3.1 Report on the assessment of land and population records, propose an action plan to safeguard the population in case of disasters, and implement the action plan to reestablish records.</p> <p>3.2 Establish GIS of vulnerable areas in all selected LGUs.</p> <p>3.3. Map key public assets in selected LGUs, identify risk of disasters, and devise action plans to deal with the risks.</p> <p>3.4 Determine the status of the strength of buildings of various types to resist disasters, and review and follow up on actions on building codes, compliance systems, and capacity development.</p> <p>3.5 Assess overall community and LGU disaster preparedness, and prepare and implement action plans, including public information campaigns and community drills.</p> <p>3.6 Provide technical training and assistance to LGUs in developing disaster risk reduction and climate change adaptation plans.</p> <p>3.7 Establish standard operating manuals for finance and organization and responsibilities, and prepare quarterly finance reports and other fiduciary requirements.</p> <p>3.8 Conduct regular meetings of the project steering committee.</p> <p>3.9 Implement and evaluate coordinated capacity development programs.</p> <p>3.10 Support knowledge sharing, coordination, and visibility of Japan in all activities supported by the grant.</p>			

CFW = cash for work, DSWD = Department of Social Welfare and Development, GIS = geographical information system, INGO = international nongovernment organization, JFPR = Japan Fund for Poverty Reduction, LGU = local government unit, NEA = National Electrification Authority, NEDA = National Economic and Development Authority, SY = school year.

Source: Asian Development Bank

B. Monitoring

1. Project performance monitoring

81. The project performance will be tracked essentially against the design and monitoring framework. The benefit monitoring and reporting plan is shown in Table 4.

Table 13: Benefit Monitoring and Reporting Plan

Key Performance Indicator	Reporting Mechanism	Plan and Timetable for Monitoring and Evaluation
Poverty incidence in selected municipalities in the Eastern Visayas is below 45% (baseline: 45.4% in first-semester 2012)	National Statistics Coordination Board website	By end of 2020
Elementary school enrollment for girls in the Eastern Visayas (baseline SY2012/13: 91.5%) and boys (baseline SY2012/13: 89.3%) stabilizes at pre-typhoon levels	National Statistics Coordination Board website	For SY2015/16
The infant mortality rate stabilizes at pre-typhoon levels (baseline: 40 deaths per 1,000 live births in 2011)	National Statistics Coordination Board website	In 2016
Percentage of pregnant women who received antenatal care one or more times increased by December 2015	DOH and grant records	Quarterly reports
Number of operational barangay and rural health centers by December 2015	LGU and grant records	Quarterly reports
220 damaged community infrastructure investments restored or rehabilitated	LGU and grant records	Quarterly reports
40 damaged municipality infrastructure investments restored or rehabilitated	LGU and grant records	Quarterly reports
11,500 typhoon-affected households (57,500 individuals) benefited from CFW program (50% of recipients are women)	Grant records	Quarterly reports
132 units of disaster risk reduction and skills development training for communities and CFW participants conducted	Grant records	Quarterly reports
At least 220 damaged small community infrastructure schemes rehabilitated through CFW	Grant records	Quarterly reports
132 CFW committees (660 persons, half of them women) trained on disaster risk reduction and resiliency 1,000 households (5,000 individuals) benefited from unconditional cash grants to revitalize small businesses (at least half of the recipients are women)	Grant records	Quarterly reports
1,000 farming and fishing households (5,000 individuals) and their livelihoods restored (at least	Grant records	Quarterly reports

Key Performance Indicator	Reporting Mechanism	Plan and Timetable for Monitoring and Evaluation
30% of beneficiaries are women)		
Capacities of 50 agriculture extension agents strengthened so they can offer livelihood capacity development support to affected farmers	Grant records	Quarterly reports
Business sector revitalization plan developed	Grant records	Quarterly reports
100 community-based enterprise development groups (1,000 households or 5,000 individuals, of which half are women) established	Grant records	Quarterly reports
20 local sanitation entrepreneurs (to produce and market sanitation products and services) established	Grant record	Quarterly reports
Proportion of 1-year-old girls and boys vaccinated against measles increased by December 2015	DOH and grant records	Quarterly reports
GIS of vulnerable areas established in 30 LGUs by December 2015	LGU records, grant records	Quarterly reports
Vulnerability of key remaining public assets assessed in 30 LGUs by December 2015	LGU records, grant records	Quarterly reports
60 technical training units provided by December 2015	Grant records	Quarterly reports
Quarterly monitoring and reporting system is operational 1 month after contract effectiveness	Grant records	Quarterly reports
Third-party monitoring system established 2 months after issuance of contract and providing for 60 additional field visits	Grant, consultant records	Quarterly reports
8 knowledge events conducted that ensure visibility of Japanese support by December 2015	Grant records	Quarterly reports
Region VIII steering committee is established and meets quarterly	NEDA Regional Office 8 and grant records	Quarterly reports

2. Contract Awards, Commitments, and Projections

82. The GMU will prepare and submit to ADB annual contract awards and disbursement projections for the duration of the grant project for project implementation monitoring purposes. The commitments will be reviewed and updated at midterm or during a special review mission.

83. The overall responsibility for the implementation of the Gender Action Plan (GAP) will rest with NEDA as the EA. Each implementing agency will assign a gender specialist for guiding and supervising GAP actions under their component. The Grant Management consultant team will include a Gender specialist to ensure day –to-day implementation of GAP activities and will report to the PSC. The IA Gender specialist and the consultant Gender specialist will guide and coordinate with relevant bodies/ agencies to ensure the smooth implementation of the GAP. The third party Monitoring Team will include gender expertise and will undertake comprehensive monitoring of the GAP. Gender indicators will be included in the overall project monitoring framework. The project will report on the progress of gender indicators and the GAP in every quarterly report and all reports submitted to ADB.

C. Evaluation

84. ADB and the government will jointly undertake review of the project at least twice a year. The reviews will assess progress, identify issues and constraints, and determine necessary remedial action and adjustments. A midterm review will be conducted in the second year of implementation to assess the progress of project implementation against performance indicators, and recommend changes in the project scope and implementation arrangements, if necessary.

D. Reporting

1. Progress and Completion Reports

85. The GMU will consolidate all project activity reports from the implementing partners and prepare sex-disaggregated quarterly and annual reports on project implementation, the form and content of which will be agreed upon with ADB. Quarterly reports will be due no later than 10 days after the end of each project quarter. Within 2 months of project inception, the GMU will submit a baseline survey report on the project's target communities for each grant component. A midterm report will be submitted to ADB 12 months after project inception. NEDA Regional Office 8 will provide ADB with a project completion report, with the support of the GMU, within 2 months of physical completion of the project. A Project Completion Report (PCR) will be prepared by the ADB project officer and NEDA within 6 months of grant closing. The guidelines and template for preparing a PCR are available in ADB intranet. All reports will comprise an assessment of the project outcome and outputs, project performance indicators, and suggestions for improving project implementation.

2. Status Report for Office of Cofinancing Operations (OCO)

86. NEDA, through the GMU, will prepare a semi-annual grant status report and submit the report to ADB within one month of the end of each reporting period. The grant status report template is in Appendix 2.

E. Stakeholder Communication Strategy

1. Japanese Visibility and Coordination with JICA

a. Participatory Approach

87. During project design and preparation, extensive consultation was conducted with the relevant government agencies and international and national NGOs to establish a good understanding of the needs of the affected populations. During implementation, participation of different stakeholders is intended to ensure quick delivery. The NEDA Regional Office 8 will thus play a crucial role in coordinating overall activities in the Eastern Visayas. Provincial and municipal governments will be consulted. Within local communities, focus group discussions and key informant interviews will be conducted with men and women to understand the impact of the disaster, how people are making a living in the community, how the community is organized into groups, and how each of these groups is particularly affected. For CFW projects, the priorities of the communities will be assessed. For community infrastructure, the participatory bottom-up planning mechanisms established under KALAHI-CIDSS will be revived.

However, given the urgent needs of the affected populations, a balance will have to be found between participation and speed of implementation.

Primary beneficiaries and other affected groups and relevant description	Other key stakeholders and brief description
<p>The grant will benefit the 1.2 million people affected by Typhoon Yolanda in the targeted 74 municipalities in the Eastern Visayas; this is about 35% of the total affected population in the Eastern Visayas and about 80% of the total population in the 74 municipalities.</p>	<p>NEDA Manila: executing agency DSWD: will implement subcomponents A.1 and A.2 DOA: will implement subcomponent A.2 NEA: will implement subcomponent A.3 DOH: will implement component B DILG: will implement subcomponent C.1 NEDA: will implement subcomponent C.2 Plan International: implementing partner for subcomponents A.2 and A.3 IFRC: implementing partner for component B Land Equity International: implementing partner for subcomponent C.1 LGUs, communities, beneficiaries: close consultation</p>

b. Coordination

88. On 18 November 2013, the grant was discussed with the Japan International Cooperation Agency (JICA) and with Mr. Tomonori Sato, Finance Attaché at the Embassy of Japan, to inform them about the grant, ensure coordination, and discuss its suitability for JFPR funding. It received the full support of JICA and the Japanese Embassy in Manila. During project preparation, contacts were established (on a noncommittal basis) with various national and international NGOs, and with private sector organizations. The grant was discussed with other DPs, including the World Bank. The grant was well received by all stakeholders consulted, including the Government of Japan, which thought it timely and appropriately designed. Several stakeholders specifically highlighted the opportunity to learn from the experience gained during recovery from the 2011 tsunami in Japan.

c. Visibility

89. The grant will rely heavily on Japan's knowledge and expertise in disaster risk management as well as on post-disaster response, which it has demonstrated on various occasions especially after the great tsunami that struck northeast Japan in 2011. It will tap into Japan's reservoir of technology and expertise such as GIS mapping, utilizing Japan Aerospace Exploration Agency experts and information, disaster-resilient construction, and emergency disaster response with support from the IFRC and its affiliate in Japan. Regarding access to emergency employment and livelihood support, Plan International and its affiliate in Japan, the regional hub for Plan International, will be recruited on a single-source selection basis, and will play a critical role in implementing the CFW program. In addition, Japanese vocational institutions are expected to participate in skill-building activities for livelihood support through vocational qualification and certification programs.

90. As in the project design and preparation, the ADB grant team, with support from the Office of Cofinancing Operations, will collaborate closely with JICA to avoid duplication with the municipal infrastructure investments that JICA will support under its Regional and Local Disaster Risk Reduction and Management Plan. In the course of grant implementation, synergies will also be sought with other Japanese bilateral emergency assistance related to Typhoon Yolanda.

91. Consistent with the JFPR guidelines, the visibility of the Government of Japan and JFPR will be further ensured through a high-profile ceremony to sign the letter of agreement, which will be covered by media and a news release issued. The logos of JFPR and Japanese Official Development Assistance will be displayed in publications and in the awareness-raising and event materials produced under the grant. A video documentation of the grant, will be prepared along with other knowledge products, and an end-of-grant dissemination meeting will be conducted with all partners and key stakeholders represented. Throughout the course of the implementation, the Embassy of Japan and JICA will be updated on the grant's progress, and representatives will be invited to participate in review missions and milestone events such as the inauguration and turnover of facilities, or the opening of training seminars.

X. ANTICORRUPTION POLICY

92. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the Project.¹⁴ All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing agency and all Project contractors, suppliers, consultants and other service providers. Individuals/entities on ADB's anticorruption debarment list are ineligible to participate in ADB-financed activity and may not be awarded any contracts under the Project.¹⁵

93. To support these efforts, relevant provisions are included in the grant agreement and the bidding documents for the Project.¹⁶

¹⁴ Available at: <http://www.adb.org/Documents/Policies/Anticorruption-Integrity/Policies-Strategies.pdf>

¹⁵ ADB's Integrity Office web site is available at: <http://www.adb.org/integrity/unit.asp>

¹⁶ GACAP II Guidelines available at: <http://www.adb.org/Documents/Guidelines/GACAP-II-Guidelines.pdf>. See also Sourcebook: Diagnostics to Assist Preparation of Governance Risk Assessments: <http://www.adb.org/documents/books/Diagnostics-to-Assist-Preparation-of-GRAs/default.asp>.

XI. ACCOUNTABILITY MECHANISM

94. People who are, or may in the future be, adversely affected by the project may submit complaints to ADB's Accountability Mechanism. The Accountability Mechanism provides an independent forum and process whereby people adversely affected by ADB-assisted projects can voice, and seek a resolution of their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make a good faith effort to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, they may approach the Accountability Mechanism.¹⁷

¹⁷ For further information see: <http://www.adb.org/Accountability-Mechanism/default.asp>.

XII. RECORD OF GIM CHANGES

95. All revisions/updates during implementation should be retained in this Section to provide a chronological history of changes to implemented arrangements recorded in the GIM.

OUTLINE TERMS OF REFERENCE

I. SUBCOMPONENT A.1: PROJECT MANAGEMENT TEAM

1. The project management team (PMT) will be under the direct supervision of the Regional Director of the Department of Social Welfare and Development (DSWD), Region VIII. In close coordination with the executing agency (EA), other national and local government offices, and ADB, the PMT will provide the needed technical and administrative support to DSWD Region VIII in the implementation of project activities and delivery of intended outputs under subcomponent A.1. The PMT will consist of 1 project manager, 7 engineers, 7 finance analysts, 1 community development coordinator, 1 project development officer, and 1 finance officer.

A. Project Manager (national, 14 person-months)

2. The project manager will lead the PMT for subcomponent A.1. He/She will have the overall responsibility for the proper administration and implementation of project activities and monitoring and reporting of project results under subcomponent A.1. The specific responsibilities are as follows:

- (i) Supervise, coordinate, and manage the planning and implementation of project activities under subcomponent A.1.;
- (ii) Consolidate the results of the validation of the damage assessment and need analysis (DANA) in covered project areas;
- (iii) Provide leadership in the identification, selection, and rehabilitation of infrastructure projects in accordance with the principles and guidelines on building back better;
- (iv) Ensure that the community-driven development (CDD) approach and the community empowerment activity cycle (CEAC), which have been developed and implemented under the KALAHI-CIDDS project of the government, is observed to the extent possible in the implementation of subcomponent A.1.;
- (v) Establish an appropriate management system, including operational guidelines and procedures, for enhanced transparency and accountability in project implementation;
- (vi) Provide guidance and supervision of all project staff/consultants under subcomponent A.1.;
- (vii) Ensure that all processes, financial reports, reports on expenditures, and procurement are in accordance with accepted accounting and auditing rules and regulations as well as ADB policies and guidelines;
- (viii) Monitor the progress of project activities and prepare all required progress and completion reports; and
- (ix) Perform such other duties as may be assigned by DSWD Region Director and designated ADB project officer.

3. The project manager will be licensed civil engineer, preferably with post-graduate studies in project management, community development, or other related fields. He/she should have at least 10 years of professional experience in rural/community infrastructure development project using CDD approach. He/she should have demonstrated leadership and management skills in the implementation of community-based disaster response and recovery projects. The consultant should be computer literate and have excellent written and oral communication skills. Work experience in Region VIII and proficiency in the local dialects would be an advantage.

B. Engineers (7, national, 84 person-months)

4. Reporting directly to the project manager, the engineers will be assigned to specific municipalities to provide the required technical assistance to communities and local government units in the implementation of subcomponent A1. The engineers will initiate, facilitate, and coordinate the preparation and implementation of the program of works and procurement packages for the rehabilitation and reconstruction of damaged municipal and community infrastructure. The specific responsibilities are as follows:

- (i) Plan, organize, and implement the infrastructure subprojects in the assigned areas of responsibility using CDD and CEAC;
- (ii) Monitor and report progress of implementation of infrastructure subprojects;
- (ii) Validate DANA results in the covered areas and make necessary recommendations;
- (i) Assist community volunteers in the planning, implementation, and monitoring and evaluation of infrastructure sub-projects;
- (ii) Lead the preparation of program of works, detailed cost estimates, technical specifications and plans for infrastructure subprojects;
- (iii) Ensure compliance of subprojects with established policies, guidelines, regulations, and specifications;
- (iv) Prepare and submit required progress and completion reports;
- (v) Review and endorse request for fund release (RFR) for infrastructure subprojects and related activities;
- (vi) Perform other tasks related to the implementation of subcomponent A1, as may be assigned by project manager, DSWD Regional Director, and designated ADB project officer.

5. The engineer should have a degree in civil engineering, with at least 5 years of experience in rural/community development projects. Work experience in CDD and/or post-disaster rehabilitation projects is preferred. He/she should be computer literate and have excellent communication and interpersonal skills. Proficiency in local dialects is an advantage.

C. Financial Analysts (7, national, 84 person-months)

6. Under the supervision of the project manager, the financial analysts will be assigned to specific municipalities with the overall responsibility of managing the finances for the subprojects and other activities in accordance with prescribed ADB guidelines and procedures. The specific responsibilities are as follows:

- (i) Establish systems and processes for community-based financial management and fiduciary control in the implementation of subcomponent A.1.;
- (ii) Provide quality assurance and quality control of all financial transactions, including RFRs and accounting and auditing of community grants;
- (iii) Provide technical assistance to community volunteers and project engineers in the preparation and finalization of program works, particularly on the soundness of unit costs and appropriateness of cost estimates in accordance with the prescribed parameters as outlined in the DSWD infrastructure manual;
- (iv) Set up and manage the cash books, record financial transactions, reconcile bank records, and prepare status of subproject fund utilization report;
- (v) Facilitate efficient and effective implementation of approved community subprojects;

- (vi) Initiate and coordinate monthly community meetings on financial management to discuss and review financial documents and other required financial reports;
- (vii) Review and certify all RFRs, including the required supporting documents;
- (viii) Prepare and submit the required financial reports; and
- (ix) Perform other tasks related to the implementation of subcomponent A.1., as may be assigned by project manager, DSWD Regional Director, and designated ADB project officer.

7. The financial analyst should have a degree in accountancy or business administration, with at least 1 year experience in managing community/rural development projects. He/She must have excellent communication and interpersonal skills. He/She must be able to speak the local dialect. Computer literacy is a requirement.

D. Community Development Coordinator (national, 12 person-months)

8. Under the supervision of the project manager, the community development coordinator (CDC) will have the overall responsibility of organizing community members and developing the required competencies to plan, manage, implement, monitor, and sustain CDD investments. The specific responsibilities of the CDC are as follows:

- (i) Initiate, facilitate, and monitor the CDD and CEAC processes in participating communities;
- (ii) Assess, plan, organize, and manage the required capacity development activities for the communities;
- (iii) Provide technical assistance for community organizing and conduct capacity building activities;
- (iv) Recommend strategies on effective CEAC facilitation, stakeholder engagement, and inter-agency coordination;
- (v) Ensure compliance with social and environmental safeguards policies and gender action plans;
- (vi) Prepare and submit the required progress and completion reports; and
- (vii) Perform other tasks related to the implementation of subcomponent A.1., as may be assigned by project manager, DSWD Regional Director, and designated ADB project officer.

9. The CDC should have a degree in community development, social work, public administration, anthropology, sociology, or related field. He/she will have at least 5 years of relevant experience in project management, community organizing, and community development strategies, 2 years of which should be at a supervisory capacity. Work experience in Region VIII and proficiency in local dialects would be an advantage.

E. Project Development Officer (national, 12 person-months)

10. The project development officer (PDO) will assist the project manager in the overall supervision, coordination, implementation, monitoring, and evaluation of all project activities under subcomponent A.1. The specific responsibilities of the PDO are as follows:

- (i) Manage a performance monitoring system that will document project processes, progress, achievements, and lessons learned under subcomponent A.1.;
- (ii) Provide close monitoring and field implementation support to PMT staff to ensure accomplishment of intended results;

- (iii) Review and consolidate all project progress and completion reports submitted by PMT and ensure that they are complete, accurate, and in accordance with prescribed formats;
- (iv) Assist the PMT in engaging and working with communities and stakeholders;
- (v) Identify implementation issues and recommend measures to address them; and
- (vi) Perform other tasks related to the implementation of subcomponent A.1., as may be assigned by project manager, DSWD Regional Director, and designated ADB project officer.

11. The PDO should have a degree in community development, social work, social science, or a related field. He/She should have at least 3 years of relevant work experience in project management, community organizing, and stakeholder relations. He/She should have excellent communication and interpersonal skills. Computer literacy is a requirement.

F. Finance Officer (national, 12 person-months)

12. Under the supervision of the project manager, the finance officer will work closely with the finance analysts and other PMT staff and ensure completeness, correctness, and timely processing of RFRs and fund transfers to community accounts under subcomponent A.1. He/She will also have the responsibility of reviewing and endorsing the claims submitted by the implementing partner for subcomponent A.2. The specific responsibilities of the PDO are as follows:

- (i) Prepare and monitor the implementation of the physical and financial plan for the subcomponent A.1.;
- (ii) Oversee and manage the project finances for subcomponent A.1.;
- (iii) Review and endorse the claims submitted by the implementing partner under subcomponent A.2. to ADB for further processing and payment through the DSWD Region VIII Office;
- (iv) Ensure that obligation and disbursement of funds are in accordance with the approved financial plan, prescribed financial reporting requirements, and applicable ADB policies and guidelines;
- (v) Prepare and issue project fund release and monitor project funds utilization;
- (vi) Consolidate all required financial reports for the project; and
- (vii) Perform other tasks related to the implementation of subcomponent A.1., as may be assigned by project manager, DSWD Regional Director, and designated ADB project officer.

13. The finance officer should have a degree in accountancy or business administration. He/She should have at least 2 years of relevant work experience in financial management of foreign-assisted rural/community development projects. He/She should have at least 8 hours of relevant training in financial management. He/She should have good communication and interpersonal skills. Computer literacy is a requirement.

II. SUBCOMPONENT A2: RESTORATION OF LOCAL GOVERNMENT UNIT AND COMMUNITY INFRASTRUCTURE

A. Background

1. In response to the effects of Typhoon Yolanda, the Asian Development Bank (ADB) has provided a package of assistance to Government of the Philippines, which includes the following: (i) \$3 million grant from the Asia Pacific Disaster Response Fund, disbursed on 14 November 2013, to help meet immediate expenses to restore life-saving services; (ii) \$500 million emergency assistance loan (EAL), approved by the ADB Board on 16 December 2013, to support the post-disaster efforts of the government, (iii) \$372 million EAL to support the implementation of the government's KALAHI-CIDDS National Community-Driven Development Project, approved by the ADB Board on 16 December 2013, to restore basic social services and rebuild communities, and (iv) \$20 million grant from the Japan Fund for Poverty Reduction (JFPR), approved by the ADB Board on 16 December 2013, to provide affected people with access to emergency support and early recovery systems. ADB also established its Extended Mission to Yolanda-Affected Areas (EMY) in Tacloban to act as ADB liaison in the affected areas, monitor local conditions and developments, support overall coordination, and monitor implementation of ADB's assistance program.

2. Overall, the grant will cover 74 poor municipalities in Eastern Visayas, which were affected by the typhoon, and will be implemented for two years starting in June 2014. The grant project emphasizes minimizing demands on government capacities while at the same time ensuring alignment with government plans and full coordination with relevant government agencies. The Department of Finance is the executing agency, and the Department of Social Welfare and Development, the Department of Agriculture (DOA), National Electrification Authority (NEA), Department of Health (DOH), Department of Interior and Local Government (DILG) and the National Economic and Development Authority (NEDA) are the implementing agencies (IAs). A project management unit will be established in the NEDA Regional Office VIII, which will oversee implementation of the grant in Eastern Visayas, in close coordination with the grant supervision unit that will be established in ADB based in EMY.

3. The project is composed of three major components that focus on critical areas for recovery: (A) restoration of local government unit (LGU) infrastructure and provision of access to emergency employment and livelihood support; (B) provision of basic emergency maternal and child health-care services; and (C) improvement in resilience to future disasters and effective project management, coordination, monitoring, and reporting. The project will address the need for recovery of the most affected population, contributing at the same time to strengthening resilience.

B. Objectives

4. The objective of the proposed service is to support the mitigation of the adverse social and economic impacts on the poor resulting from Typhoon Yolanda in selected municipalities in the Eastern Visayas. The outcome will be that the populations of selected poor municipalities affected by Typhoon Yolanda have access to emergency support and early recovery systems, and are more resilient during future disasters. The proposed component will be implemented in selected municipalities out of the 74 municipalities in the Eastern Visayas (administrative region VIII). The target municipalities for each of the proposed interventions will be selected in consultation with relevant government departments according to criteria to be determined in

consultation with the IAs (DSWD) taking into consideration the extent of damage, need assessment and vulnerability.

C. Outputs

5. The outputs under the component will include the following:

1. **Increased and diversified household income of the target population**

a. **Activities:**

- i. **6000 typhoon affected households (30,000 individuals) will have benefited from cash for work (CFW) program (50 % of recipients will be women).**

6. One member from each household will be engaged for 30 days over a period of 2 months mainly for debris removal of the 125 class rooms to be rehabilitated and associated small infrastructure like pathways, playing grounds etc. This program will be implemented in consultation with the DSWD.

- ii. **600 most vulnerable households (3,000 individuals) will have benefited from unconditional cash grants (at least 50% of recipients of will be women).**

7. In coordination with DSWD, this activity will mainly target most vulnerable households like disabled, elderly, women or child head households who cannot participate in CFW and have not benefitted from other programs and are food insecure.

- iii. **1,000 farming/fishing households (5,000 individuals) livelihoods restored**

8. Based on needs assessment and the beneficiaries' preference a technically feasible package will be distributed among the most vulnerable typhoon affected households (like small land holders, sharecroppers, landless). The package will be designed in consultation with DOA.

- iv. **200 community members mainly youth trained in market driven skills and linked with potential employers**

9. The most market driven skills related to early recovery and rehabilitation will be identified in consultation with DSWD after an assessment. The beneficiaries (mainly youth) will be selected based on an agreed criteria and will receive formal training from a recognized institution. After successful completion of the training, the trainees will be linked with potential employers.

- v. **60 community-based enterprise development groups (600 households/3000 people) established and their capacity built**

10. Different interest groups will be identified, organized and relevant trainings will be provided to re-establish small enterprises. The groups will be also linked with microfinance organizations to get a startup loan, and a group saving and loans facility will be established if feasible. The activity will be done in coordination with DSWD.

2. **125 disaster resilient schools rehabilitated and furnished for re-establishing the education system**

a. **75 fully damaged classrooms reconstructed and provided with furniture and learning material**

11. The classrooms will be identified in consultation with DOE mainly in most affected municipalities of Eastern Samar and Leyte. A detailed assessment will be done for damages, cost estimation and designing. All the schools to be reconstructed will be disaster resilient following the government guidelines.

b. **50 partially damaged classrooms repaired and provided with furniture and learning material**

12. The classrooms will be identified in consultation with the Department of Education (DOE) mainly in the most affected municipalities of Eastern Samar and Leyte. A detailed assessment will be done for damages, cost estimation and designing. All the schools will be repaired in accordance with standards and guidelines issued by the DOE.

3. **Increased capacity of the affected communities for disaster resilience, adaptation and livelihood rehabilitation**

a. **70 disaster risk reduction (DRR) trainings will be conducted for affected communities and schools**

13. The existing DRR modules will be adjusted accordingly. The trainings will be conducted both at community level and schools. Plan will link up with the DRR offices of the local government units, DSWD and DepEd.

b. **Capacities of 50 agriculture extension agents strengthened so they can offer livelihood capacity development support to affected population.**

14. Government agriculture extension workers play an important role in local agriculture development. The capacity of agricultural extension workers will be enhanced through both formal and informal trainings focusing on good agriculture practices; development and dissemination of appropriate extension message; diversification of agriculture and incorporating DRR in Agriculture. The modules of trainings will be developed in consultation of Department of Agriculture.

D. Terms of reference

1. **Post Disaster Emergency Response specialist/Team Leader (international, 24 person-months, full-time)**

15. The expert will be experienced in managing foreign-assisted post-disaster emergency response and rehabilitation projects involving implementation of cash for work programs, provision of livelihood support to disaster-affected families, and reconstruction of schools. Working under the ADB grant supervision unit, the expert will perform the following tasks:

- (i) Prepare a work plan indicating the project schedule and resource requirements in accordance with the deliverables and timeline of the subcomponent;
- (ii) Identify and oversee the identification of staffing requirements and recruitment;
- (iii) Administer the procurement of goods, works, and services required by the project in accordance with the ADB Procurement Guidelines;
- (iv) Coordinate, manage, and monitor all project activities and delivery of outputs to avoid duplication and ensure complementation of initiatives at the community level;
- (v) Coordinate closely with the grant management unit, relevant government agencies, LGUs, and other stakeholders particularly on design and implementation issues;
- (vi) Lead the setting of criteria for selection of areas and ensuring that there is no duplication in assistance in those areas; and
- (vii) Prepare and submit inception, progress and completion/final reports to grant management unit and ADB.

**2. Youth Economic Empowerment/Cash Programming specialist
(international, 4 person months, intermittent)**

16. The expert will have international experience in designing and implementing community-based youth skills training program related to early recovery and rehabilitation, including implementation of cash for work or cash grant programs. The expert will perform the following tasks:

- (i) Prepare a market assessment to identify demand for skills related to recovery and rehabilitation;
- (ii) Prepare a set of criteria for selection of youth beneficiaries of the training program in consultation with DSWD;
- (iii) Identify and organize interest groups to be provided training so that they could re-establish small enterprises;
- (iv) Develop, and deliver training modules for youth; and
- (v) Advise and/or prepare cash programming to efficiently implement cash for work and cash grants for vulnerable households.

3. Technical specialists (three international experts, 12 person-months, intermittent)

17. The experts will have international experience the implementation of emergency employment, social assistance, and livelihood programs in a post-disaster environment. Working closely with the Project Manager and other consultants, the experts will perform the following tasks:

- (i) Advise on the design and implementation of cash for work program, livelihood capacity development and support, capacity building for youth, cash grants for disaster-affected communities;
- (ii) Coordinate with other consultants, LGUs, and grant management units, and recommend measures to address design and implementation issues;
- (iii) Share best practices related to design and implementation of item (i) above.
- (iv) Assist the Project Manager and other consultants in project monitoring and management, and delivery of outputs.

4. **Sector Team leaders (four national experts, total 74 person-months, full-time)**

18. The team leaders will have substantial experience in implementing and coordinating community-based projects preferably involving post-disaster early recovery and rehabilitation initiatives. Working closely with the Project Manager, the team leaders will perform the following tasks:

- (i) Prepare a work plan that will guide the implementation of activities in the assigned area;
- (ii) Coordinate and monitor the implementation of activities and delivery of outputs in the assigned area based on a work plan;
- (iii) Identify implementation issues and recommend measures to address these;
- (iv) Prepare implementation progress report to the Project Manager; and
- (v) Provide support to the Project Manager and other consultants as required in the preparation of various reports

5. **Disaster Risk Reduction and Management specialist (national, 24 person-months, full-time)**

19. The expert will have a background and experience in disaster risk reduction and management (DRRM) planning and program implementation at the local level. Working closely with other consultants, the expert will perform the following tasks:

- (i) Develop a set of guidelines for assessing or validating damages in community or municipal infrastructure covered by subcomponent 2 and post-disaster needs of communities, in consultation with DSWD and relevant stakeholders;
- (ii) Recommend ways on how to build back community infrastructures better and increase resilience of communities and vulnerable households;
- (iii) Conduct disaster risk reduction training for affected communities and schools in coordination with local DRRM offices, DSWD and DepED;
- (iv) Support the Livelihood specialist in the development of modules and conduct of training on agriculture and DRRM.

6. **Livelihood specialist (national, 24 person-months, full-time)**

20. The expert will have a background and experience in providing livelihood capacity development and restoring the livelihood of affected households in a post-disaster situation. Working closely with the DRRM specialist, the expert will perform the following tasks:

- (i) Develop modules on strengthening capacities of government agriculture extension workers in consultation with Department of Agriculture;
- (ii) Conduct trainings focusing on good agriculture practices;
- (iii) Develop and disseminate appropriate extension message;
- (iv) Work with the DRRM specialist for the integration of DRRM in agriculture and reflect this in the training modules;

7. **Construction Engineers (national, 72 person-months, full time)**

21. The engineers will have a background in community-based projects particularly in designing and building community and municipal infrastructures and be familiar with

government building standards. Working closely with the DRRM specialist and other consultants, the expert will perform the following tasks:

- (i) Assist in the post-disaster assessment or validation of damages in community and municipal infrastructures;
- (ii) Support the training on DRRM;
- (iii) Monitor and report progress in the repair and rehabilitation of community/municipal infrastructure;
- (iv) Ensure compliance of infrastructure repair and rehabilitation with standards.

8. Subprofessionals

22. The service provider will engage subprofessional and supporting staff to assist in the implementation of the grant component, including but not limited to, sub-engineers, community development facilitators, accountants, analysts, information technology support staff, logistics and procurement, procurement and communication.

E. Deliverables and Reports

23. The key deliverables will be as follows:

- (i) Target areas identified and discussed with DSWD, DepED, LGUs and relevant stakeholders by Q3 2014.
- (ii) 50% of target household benefited from cash for work program by Q4 2014, and 100% by Q4 2015.
- (iii) 50% of target vulnerable households provided with assistance by Q4 2014 and 100% by Q4 2015.
- (iv) 50% of community/municipal infrastructure repair and rehabilitation completed by Q4 2014 and 100% by Q4 2015
- (v) DRRM and livelihood capacity development modules developed by Q4 2014
- (vi) Trainings delivered by Q4 2014.

24. The following reports will be provided:

- (i) An Inception Report (2 copies to ADB, 2 copies to DSWD, and 2 copies to DepED, 2 copies to DA) to be submitted by **Q3 2014**.
- (ii) A Quarterly Report: (2 copies to ADB, 2 copies to DSWD, and 2 copies to DepED, 2 copies to DA) to be submitted **every three (3) months** after the commencement of the services.
- (iii) A Summary Report (no more than three (03) pages): (2 copies to ADB, 2 copies to DSWD, and 2 copies to DepED, 2 copies to DA) to be submitted on the completion of each deliverable specified above.
- (iv) A draft completion report: (2 copies to ADB, 2 copies to DSWD, and 2 copies to DepED, 2 copies to DA) to be submitted by **31 December 2015**.
- (v) A Completion Report: (2 copies to ADB, 2 copies to DSWD, and 2 copies to DepED, 2 copies to DA) to be submitted within four (**4**) weeks after the receipt of the comments from ADB, DSWD, DepED and the government on the Draft Completion Report.

III. COMPONENT B: PROVISION OF BASIC EMERGENCY MATERNAL AND CHILD HEALTH-CARE SERVICES

A. Background

1. Typhoon Yolanda was one of the strongest typhoons ever recorded and left a path of destruction in the central part of the Philippines. The typhoon made its first of six landfalls in the Central Philippines on 8 November 2013 and left the Philippine area of responsibility on 9 November. The government declared a National State of Calamity on 11 November 2013. In December 2013, ADB approved a comprehensive package of assistance to the government, consisting of (i) a \$500 million emergency loan, (ii) a \$3 million quick-disbursing grant under the Asia Pacific Disaster Response Fund, and (iii) the JFPR emergency grant of \$20 million. The grant would be designed in a way to minimize demands on government capacities while at the same time ensuring alignment with government plans and full coordination with relevant government agencies.

2. The project's developmental objective is to mitigate the adverse social and economic impacts on the poor of Eastern Visayas sustained during the onslaught of Typhoon Yolanda. The project aims to improve the lives of the poor by rebuilding the infrastructure and sources of livelihood, providing access to emergency support and early recovery systems, and ensuring resilience during future disasters. The development objective will be achieved through three components: (i) Component A - restoration of local government unit (LGU) infrastructure and provision of access to emergency employment and livelihood support; (ii) Component B - provision of basic emergency maternal and child health-care services; and (iii) Component C - improved resilience to future disasters and effective project management, coordination, monitoring, and reporting.

B. Scope of Work

3. Component B aims to increase access to essential maternal and child health services in areas most affected by Typhoon Yolanda. The interventions will focus on the provision of necessary medical and non-medical equipment and goods for maternal and child health in the affected areas. The Government requested and ADB agreed on an exceptional basis to engage and contract with the IFRC as an implementing partner for component B. The IFRC will have the overall responsibility for implementation of the interventions including the procurement and distribution of medical and nonmedical supplies in conjunction with DOH staff at the national and local government level, under the guidance of the ADB project officer.

4. The IFRC will report to the DoH and ADB. Working in coordination with the DOH, the targeted LGUs and the ADB team leader, the IFRC will carry out necessary tasks for effective implementation of project activities in the affected regions.

1. **Inception phase: Assessment of the need for medical, non-medical supplies and equipment (week 1-8)**

5. The needs for medical supplies and equipment in the affected areas are constantly changing as a number of development partners (DPs), NGOs and other providers are working in the target area. At the onset of the project, DoH shall provide IFRC with an initial list of medical supplies and equipment required under this project. The list shall detail specifications of all medical supplies and medical equipment needed for Rural Health Units and Hospitals to be included in the project. The list shall furthermore include the location of the selected health

facilities. As the situation remains fluid in the typhoon affected areas IFRC, in cooperation with DoH at both central and regional Level, shall conduct an assessment of the selected health facilities and verify the need for the stipulated supplies and materials. Special attention will be paid to ensuring efficient coordination and preventing overlap with other actors also supporting the Health Sector. JICAs assessment report of medical needs in the Province of Leyte will be a key document to consider in this regard. The assessment will also aim to ensure selected health facilities are in sufficient condition to receive, store and utilize the materials provided. If the health facilities are not in sufficient physical shape at the time of the assessment, an evaluation of planned reconstruction/rehabilitation plans will be taken into account.

6. On completion of the assessment IFRC shall compile an inception report. The findings of the inception report will formally be reviewed among DOH, local government unit and ADB. The report shall include:

- (i) rapid assessment specifications and cost estimates of all medical and non-medical supplies and equipment;
- (ii) outline tentative procurement packages, procurement methods, cost estimates, and specify locations (e.g. hospitals or rural health centers), distribution and installation requirements, as well as the need for inspection and supervision;
- (iii) outline storage requirements, distribution plans, work plans for installation of equipment;
- (iv) detailed implementation schedule and budget estimates; and
- (v) define the roles and responsibilities for delivery, installation and inspection/supervision.

2. Implementation phase: procurement and distribution of medical and non-medical supplies and equipment (week 9-88)

7. Once the implementation plan, including specifications of the required materials and the location of the health facilities have been agreed by all parties, the IFRC shall act as a procurement agent, on behalf of DoH and ensure the agreed materials are procured and distributed in accordance with the agreed implementation plan. Procurement shall be based on DOH's specifications and IFRC shall be responsible for all procurement under component B. IFRC's procurement procedures require that the procurement of essential drugs will be managed through IFRC's Medical Procurement Centre in Geneva to ensure highest quality standards for essential drugs.

8. Specifically, based on DOH's specifications, the IFRC shall:

- (i) prepare the bidding documents for medical and non-medical supplies and goods;
- (ii) specify the procurement packages and procurement method (shopping, national competitive bidding);
- (iii) manage the procurement process under this component including evaluation of the bidding documents and award of the contracts;
- (iv) ensure close cooperation with the shipping companies and companies engaged to install and calibrate equipment;
- (v) distribute supplies and equipment to the selected health facilities in agreement with DoH and the targeted LGUs;
- (vi) ensure the adequacy of supplies and proper installation and utilization of equipment;
- (vii) ensure proper handover documentation is completed upon delivery to the chosen health facilities; and

(viii) facilitate joint monitoring visits with all involved parties.

9. Upon arrival of the medical and non-medical supplies and equipment in Manila or Tacloban, DoH can inspect the procured items before distribution. The time allocated for inspection in the implementation plan shall be two weeks. DoH will specifically be responsible for

- (i) developing the initial list, detailing the specifications of medical and non-medical supplies and equipment to be procured under the component;
- (ii) identify the health facilities to be included in the component;
- (iii) provide necessary customs clearance for materials procured internationally for this component;
- (iv) allocate sufficient personnel to ensure smooth implementation of the component; and
- (v) conduct field supervision to ensure that the medical equipment is properly installed

10. The exact distribution plans will be developed following the inception phase but will contain the following elements:

- (i) All procured materials will initially be transported to Tacloban where inspection by DoH can take place if not already done in Manila.
- (ii) IFRC, in coordination with DoH and LGU's, will re-confirm if facilities included in the priority list are ready and able to receive the medical and non-medical supplies and equipment, before they are released from the IFRC Tacloban warehouse.
- (iii) Equipment that requires installation, calibration and maintenance will be installed by the provider supervised by IFRC/PRC and DoH staff.

C. Implementation Arrangements

11. The IFRC shall maintain separate books and records by funding source for all expenditures incurred in relation to the activities financed by ADB and prepare project financial statements in accordance with a financial reporting framework acceptable to ADB. The IFRC will cause the project financial statements for project component B to be audited in accordance with International Standards on Auditing by an independent auditor acceptable to ADB. The audited project financial statements for project component B will be submitted in the English language to ADB within six months from the end of the fiscal year by the IFRC.

12. The annual audit report for the financial statements for project component B will include an audit management letter, and audit opinions which cover (i) whether the project financial statements present a true and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting framework; (ii) whether the JFPR grant proceeds were used only for the purposes of the project; and (iii) the use of the SOE procedure certifying the eligibility of those expenditures claimed under SOE procedures, and the use of the SOE procedures in accordance with ADB's Technical Assistance Disbursement Handbook (2010, as amended from time to time) and the project documents. Public disclosure of the project financial statements, including the audit report on the project financial statements, will be guided by ADB's Public Communications Policy (2011). After review, ADB will disclose the project financial statements and the opinion of the auditors on the financial statements within 30 days of the date of their receipt by posting them on ADB's website. The Audit Management Letter will not be disclosed.

13. The IFRC will provide the key experts detailed below to manage the procurement and distribution of medical and non-medical supplies and equipment. The IFRC will act as a procurement agent and will charge a percentage fee for the services as agreed with ADB. The IFRC will be responsible for their own logistic arrangement, office space and any other operational cost and shall specify them in the financial proposal.

D, Key Experts' Detailed Tasks and/or Expected Output

14. The following key experts are required. Any other experts that the IFRC deems to be required (non-key experts) shall be specified in the technical proposal and their cost shall be included in the financial proposal. The proposed person-months are indicative and the IFRC may reallocate person-months between key experts and/or to additional experts not detailed below.

1. Project Coordinator (International, 14 pm, intermittent).

15. The project coordinator shall have a master's degree in public health, social science or another relevant field and a minimum of 10 years professional experience. The project coordinator will have experience in managing projects related to post-disaster response. The project manager will be responsible for the overall responsibility for the proper administration and implementation of project activities. In coordination with DOH and Philippine Red Cross s/he will undertake the following tasks, but will not be limited to them:

- (i) Organize and conduct the rapid assessment process for the procurement of medical and nonmedical supplies and equipment in priority areas identified by DOH and local government;
- (ii) Oversee preparations of the procurement plan specifying procurement methods, costs and time frames, and the evaluation of bids;
- (iii) Prepare a detailed implementation plan specifying procurement processes, logistics arrangements, monitoring and evaluation requirements, involvement of stakeholders, final distribution and handover processes;
- (iv) Oversee all aspects of the project including administration, procurement, finance, implementation, monitoring and evaluation;
- (v) Ensure regular liaison, updates, meetings and collaboration with ADB, DOH, local government, PRC and donor organizations in the health sector;
- (vi) Liaise closely with ADB project officer and project coordinator consultant in the Tacloban field office;
- (vii) Provide inputs in the joint ADB-government review missions at least twice a year and the midterm review to be conducted in the second year of implementation; and
- (viii) Ensure on-time submission of quarterly progress reports, inception, mid-term and completion reports.

2. Finance Coordinator (International, 2 pm, intermittent).

16. The finance coordinator will ensure compliance with financial reporting and auditing requirements in accordance with ADB's procedures. Tasks will include:

- (i) Preparation and validation of budget;
- (ii) Ensure that SOE procedures are in accordance with ADB's Technical Assistance Disbursement Handbook (2010, as amended from time to time);
- (iii) Ensuring compliance with ADB's Procurement Guidelines (2013, as amended from time to time);

- (iv) Maintain separate books and records by funding source for all expenditures;
- (v) Prepare the project financial statements in accordance with a financial reporting framework acceptable to ADB;
- (vi) Responsible for overseeing the timely submission of audited financial statements within six months from the end of the fiscal year;
- (vii) Accurate and timely financial reporting to ADB; and
- (viii) Advise on any other financial matters to the team handling the ADB account.

3. **Field Coordinator/Medical Doctor/Pharmacist (14 person months, national, intermittent).**

17. The medical doctor/pharmacist shall have a minimum of 10 years of professional experience and have relevant experience in rehabilitation efforts in the Philippines and be specialized in maternal health and/or child health care. Tasks will include:

- (i) Responsible for leading the field team during the assessment;
- (ii) Provide technical inputs to the inception report (there are at least 3 main reports: inception, midterm and final);
- (iii) Ensure regular liaison, updates, meetings and collaboration with DOH, PRC, local government, and donor organizations in the health sector in the target area;
- (iv) Lead the field teams, develop work-schedules and coordinate field visits with DoH, LGU's and PRC;
- (v) Verify specification lists for all medical equipment and supplies needs in close cooperation with the IFRC Project Coordinator, DoH and targeted LGUs;
- (vi) Provide technical backstopping during the procurement process, during distributions and when needed;
- (vii) Facilitate DoH' s inspection of the procured items on arrival; and
- (viii) Ensure targeted medical facilities are able to manage and store medical equipment and supplies before deliveries are carried out.

IV. COMPONENT C.1: IMPROVED RESILIENCE TO FUTURE DISASTERS

A. Background

1. In response to the effects of Typhoon Yolanda, the Asian Development Bank (ADB) has provided a package of assistance to Government of the Philippines, which includes the following: (i) \$3 million grant from the Asia Pacific Disaster Response Fund, disbursed on 14 November 2013, to help meet immediate expenses to restore life-saving services; (ii) \$500 million emergency assistance loan (EAL), approved by the ADB Board on 16 December 2013, to support the post-disaster efforts of the government, (iii) \$372 million EAL to support the implementation of the government's KALAHI-CIDDS National Community-Driven Development Project, approved by the ADB Board on 16 December 2013, to restore basic social services and rebuild communities, and (iv) \$20 million grant from the Japan Fund for Poverty Reduction (JFPR), approved by the ADB Board on 16 December 2013, to provide affected people with access to emergency support and early recovery systems. ADB also established its Extended Mission to Yolanda-Affected Areas (EMY) in Tacloban to act as ADB liaison in the affected areas, monitor local conditions and developments, support overall coordination, and monitor implementation of ADB's assistance program.

2. Overall, the grant will cover 74 poor municipalities in Eastern Visayas, which were affected by the typhoon, and will be implemented for two years starting in March 2014. The grant project emphasizes minimizing demands on government capacities while at the same time ensuring alignment with government plans and full coordination with relevant government agencies. The Department of Finance is the executing agency and the National Economic and Development Authority (NEDA) is the implementing agency. A project management unit will be established in the NEDA Regional Office VIII, which will oversee implementation of the grant in Eastern Visayas, in close coordination with the grant supervision unit that will be established in ADB based in EMY.

3. The project is composed of three major components that focus on critical areas for recovery: (A) restoration of local government unit (LGU) infrastructure and provision of access to emergency employment and livelihood support; (B) provision of basic emergency maternal and child health-care services; and (C) improvement in resilience to future disasters and effective project management, coordination, monitoring, and reporting. The project will address the need for recovery of the most affected population, contributing at the same time to strengthening resilience.

4. The assignment will carry out the grant project outputs under subcomponent 1 of Component C (C.1). The subcomponent's implementing agency is the Department of Interior and Local Government (DILG). The subcomponent aims to improve resilience to future disasters in the target areas of Region VIII. Region VIII or Eastern Visayas has 6 provinces, 7 cities, 136 municipalities, and 4,390 barangays. DILG will work with the Office of Civil Defense (OCD) in critical areas where security may be a concern, and OCD being a national coordinating agency for disaster risk reduction and management. DILG will engage with the consulting firm, supervise the implementation of the contract and will ensure the effective completion of the subcomponent C1. The consulting firm will be stationed in Tacloban City to effectively coordinate work with the NEDA Regional Office VIII, the grant management unit, and the third-party monitoring team. Its work will be directly supervised by DILG through its Regional Office VIII. Among the needs to be addressed by subcomponent C1 are risk-sensitive spatial plans that can better guide land use planning and the reconstruction process, and capacity

development of local governments to effectively manage reconstruction activities and ensure that they contribute to long-term resilience.

B. Objective(s) of the Assignment

5. The assignment intends to strengthen LGU capacity for guiding the reconstruction process, which will contribute to long-term resilience by reducing the underlying causes of vulnerability related to land use management, management of critical assets, and disaster preparedness e.g., through information campaigns and LGU management of community preparedness drills. This is to prevent reconstruction in high-risk areas, reduce risks for existing critical assets, ensure community disaster preparedness, and minimize, if not eliminate, casualties.

C. Scope of Services, Tasks (Components) and Expected Deliverables

4. Scope of Services

6. The scope of services includes the following:

- i. Establishment of geographic information system (GIS) of each participating LGU showing the vulnerable areas; GIS systems will operate in 30 LGUs and GIS coverage will include building land data bases for 20 LGUs (municipal level). The criteria for selection shall be reviewed and the final list of LGUs shall be identified by the consultant and DILG VIII. To achieve good management of the component, the DILG VIII shall also be a beneficiary of the GIS and shall capture the database of the LGUs to be linked with the GIS of DILG.
- ii. Assessment of vulnerability of key assets in vulnerable areas of 30 LGUs (municipal level), and provision of recommendations and short- to medium-term action plans for reducing risks of selected sectors to natural hazards
- iii. Provision of at least 1,500 training slots including technical training on disaster resilient land records management, disaster risk management and mitigation/climate change adaptation (DRRM/CCA) planning GIS and on improved LGU management of community disaster preparedness drills plus meetings.
- iv. Introduction of ICT tools to LGUs and local communities for (i) the community-based mapping based on the open street map (OSM) methodology, and (ii) the crowd sourcing information collection for disaster management with capacity development program. ICT tools will operate in 10 LGUs. The criteria for selection of LGUs shall be reviewed and the final list of LGUs shall be identified by the consultant and DILG VIII.

7. The activities entail: (i) report on the assessment of land and population records, and implement the action plan to reestablish records; (ii) establish GIS showing vulnerable areas in all selected LGUs; (iii) map key assets in vulnerable areas of selected LGUs, identifying their vulnerability to disasters, and devising action plans to reduce risks including the potential areas for the evacuation centers as temporary facilities and relocation sites as permanent locations, and the prospects for communities during post-disaster situations, say, other livelihood options that community members can venture into once their main sources of income (e.g. farming, fishing, etc.) are affected and become non-viable; (iv) determine, by sample, the status of the strength of buildings of various types to resist disasters, and review and follow up on actions

related to building codes, compliance systems, and capacity development; (v) assess overall community and LGU disaster preparedness; (vi) provide technical training and assistance to selected LGUs in developing disaster risk reduction and climate change adaptation plans and strategies for disaster preparedness with integrated social engagement in the process, and (vii) provide the ICT tools for community based mapping and crowd sourced information collection for disaster management and capacity development for selected LFUs.

8. Capacity building is a significant part of the assignment. Training will be needed by selected LGUs on (i) GIS deployment and implementation to guide decision making on risk-sensitive spatial planning; (ii) developing disaster risk reduction and climate change adaptation plans; (iii) developing risk sensitive land records management; and (iv) management of improved disaster preparedness of their communities; and (v) community-based mapping and information gathering for disaster management using ICT tools. Other training needs will be identified during implementation for effectively sustaining the outputs.

5. Requirements for Key Experts

a. Team Leader/Project Director, International, 17 person-months

9. The Team Leader/Project Director will have overall responsibility for the management and reporting of all project activities, and should have

- (i) demonstrated leadership, versatility, and integrity with at least 10 years of prior experience in project management and/or as team leader and in assisting government institutions;
- (ii) Masters' degree in environmental management and climate change, or regional and urban planning or a related land related discipline;
- (iii) demonstrated knowledge in climate change adaptation and disaster risk reduction;
- (iv) broad knowledge of the implications of climate change and disaster risk on development issues;
- (v) ability to work with governments (at both national and local levels), DPs, private sector and other stakeholders in the Philippines;
- (vi) ability to report effectively in consultations and in written reports; and
- (vii) ability to be results-oriented and motivate team to manage diverse and time sensitive activities while delivering quality results;

b. Scope of work

10. As a Team Leader/Project Director, the consultant will be responsible for the overall administration and implementation of all subcomponent C1 activities, as well as monitoring and reporting of results and impact. the consultant will be responsible for overall supervision of the team; proper administration of the subcomponent in accordance with approved guidelines; closely coordinate with the I/A, NEDA Regional Office VIII, Grant Management Unit, ADB, other DPs, and other consulting teams engaged under Grant 9175, ensuring coherence and coordination of work. The team leader will consolidate reports, integrating all inputs from other expert team members, ensuring high quality outputs, and communicating the same to other stakeholders mentioned.

c. Detailed Tasks and/or Expected Output

11. Detailed tasks include the following:
 - (i) as team leader, he/she will be responsible for planning team activities, delivery of the planned outputs, overall mobilization and supervision of the team, planning and administration of the grant funds consistent with the contract and approved guidelines;
 - (ii) establish an appropriate management system, including guidelines and procedures for enhanced efficiency, accountability and transparency in project implementation;
 - (iii) maintain adequate quality systems and provide monitoring and evaluation of overall performance of the project and the beneficiary LGUs;
 - (iv) orchestrate project inputs across all activities;
 - (v) coordinate component activities with other components of the grant project, client representatives and major stakeholders, providing inputs in their respective components as appropriate;
 - (vi) ensure visibility of Japanese support in all reports, presentation, and activities in accordance with the JFPR guidelines;
 - (vii) review progress and reporting of team members;
 - (viii) consolidate the recommendations and action plans prepared by key experts in the team;
 - (ix) prepare consolidated periodic team reports of all subcomponent activities; and
 - (x) communicate all project subcomponent C1 accomplishments to government counterparts, ADB, and other DPs, including civil society.
6. **Disaster Risk Reduction and Management (DDRM) specialists (two national experts, one for 9 person-months, intermittent and one for 12 person-months intermittent)**
12. The specialists should have
 - (i) a diploma in urban environmental planning with minimum of 5 years' experience in the field;
 - (ii) familiarity with conducting vulnerability analyses on disaster and climate change is an advantage;
 - (iii) in-depth understanding of DDRM and CCA;
 - (iv) extensive experience as a trainer on environmental planning and management;
 - (v) experience in preparing development investment packages that can be used by LGUs;
 - (vi) working knowledge in conducting vulnerability analyses;
 - (vii) ability to work with LGUs, DPs, private sector and communities in building sustainable capacity to address issues related to climate change and disaster risk;
 - (viii) ability to report effectively in consultations and to produce policy briefs as appropriate;

- (ix) ability to prepare progress and completion reports of his/her work; and
- (x) strong communication and teamwork skills.

a. Scope of work

13. The specialists will work closely with the other individual consultants and will report directly to the team leader/project director. Their respective scope of work will be given in accordance with targeted geographic areas to be covered that will be agreed at the inception mission. The consultants will be responsible for supporting their respective assigned LGUs in the preparation of disaster risk reduction and management, and climate change adaptation (DRRMCA) plans and providing appropriate training.

b. Detailed Tasks and/or Expected Output

- (i) In coordination with the team leader, select LGUs based on needs and readiness to carry on DRRMCCA analysis and plans;
- (ii) Coordinate with GIS specialist on mapping system and access to vulnerability maps;
- (iii) Conduct detailed vulnerability assessment on LGU assets including public buildings and other prominent structures and recommend risk reduction measures including action plans to strengthen resilience to disasters;
- (iv) Propose appropriate institutional arrangements in DRRMCCA Plan implementation;
- (v) Provide technical inputs during onsite hands-on coaching and mentoring to target LGUs in the preparation of their respective DRRMCCA Plans;
- (vi) Review and provide comments on the DRRMCCA Plans prepared by the LGUs;
- (vii) Develop training strategies and plans based on a clustered approach of LGUs;
- (viii) Conduct training to LGUs on more effective disaster preparedness and response, including scenario building and simulations for an improved pre- and post-disaster activities;
- (ix) Conduct training, provide lectures, and technical inputs during DRRMCCA training; and
- (x) Report periodic progress and consolidated accomplishment to be submitted to the project subcomponent team leader with copy to the LGUs concerned.

7. Land-Use specialist/Spatial Planner, National, 8 person months, intermittent

14. The consultant should have
- a diploma in urban and environmental planning with at least 7 years' experience in land use planning and management,
 - experience in development of investment packages for LGUs;
 - ability to work with LGUs, DPs, private sector and communities in building sustainable capacity to address climate change;
 - ability to prepare progress and completion reports of his/her work; and
 - strong communication and teamwork skills.

a. Scope of Work

15. The Land-use specialist/Spatial Planner will work closely with the other individual consultants and will report directly to the team leader/project director. He/she will be responsible for leading the LGUs in preparing their DRRMCCA plans.

b. Detailed Tasks and/or Expected Output

- (i) Provide broad assessment of land use/spatial planning requirements of LGUs;
- (ii) Analyze different land-uses which consider all potential hazards in LGUs;
- (iii) Provide technical support and guidance to LGUs in preparing DRRMCCA Plans linked to the land use plan (LUP) and in consideration of the instruction to be given on the flow of work required in preparing a comprehensive local development plan;
- (iv) Review and provide comments on the DRRMCCA Plans prepared by the LGUs focusing on future use of land for human habitation but also including land for agricultural and other economic purposes;
- (v) Propose land uses particularly safe areas for resettlement;
- (vi) Provide inputs together with other member of the grant experts and GIS in the preparation of different hazards/geo-hazards zones, safe areas for human habitation and other thematic maps;
- (vii) Coordinate with Environmental/DRRMCCA Planner in developing appropriate training strategies, approaches and action plan for project;
- (viii) Work with Environmental/DRRMCCA Planner in providing technical inputs during the onsite hands-on coaching and mentoring of LGUs in the preparation of DRRMCCA Plans with emphasis on land use particularly areas safe for human habitation; and
- (ix) Perform a role as resource person in trainings and provide lecture and technical inputs during DRRMCCA training particularly on the aspect of land-uses, vulnerability assessment and analysis, institutional arrangements in the implementation of DRRMCCA Plan.

8. Geographic Information System (GIS) specialists, two national experts each for 12 person-months, intermittent

16. The specialists must have at least 5 years experience in all aspects of GIS operation and deployment, extensive experience in different GIS software, preferably manifold, as well as training experience.

a. Scope of Work

17. The GIS specialists will work closely with the other consultants under C.1 and will report directly to the C.1 Team Leader/Project Director. He/she will be responsible for providing technical assistance on the preparation and maintenance of GIS in the LGUs.

b. Detailed Tasks and/or Expected Output

18. Detailed tasks are as follows:

- (i) Oversee the determination and analysis of GIS laboratory requirements of LGUs;
- (ii) Establish GIS/remote sensing workstations with imageries and data covering target LGUs (nominal map scale of 1:10,000 for settlement areas) in selected LGUs using local staff as much as possible to run the GIS and use the GIS to meet the demands of other members of the team for spatial / map products especially in the DRR/CCA planning and Land Use planning functions;
- (iii) Load disaster vulnerability data and coordinate with other team specialists to identify areas vulnerable to specific hazards;
- (iv) Based on needs assessment, provide training and provide technical inputs to LGUs in preparing and maintaining vulnerability maps including data capture, processing, updating, storage, retrieval and sharing of data, and other application systems and development of lot parcel-based GIS, mapping of disaster high risk and hazard areas using manifold GIS software;
- (v) Conduct ground visits and validate findings and assess potential impacts of future disaster from information to be gathered from ground;
- (vi) Collaborate with other team specialists in the preparation of different hazards/geo-hazards zones, safe areas for human habitation and other thematic maps;
- (vii) Map key public assets in selected LGUs including overlay of assets with disaster risk zones for consideration in future actions to minimize impact; and
- (viii) Share spatial data with other components of the ADB program and also with other donors as appropriate.

9. Agriculture/Water/Soils specialist, national, 4 person-months, intermittent

19. The expert must have degree in agriculture, agronomy, environmental science, or related fields. the consultant must have at least 7 years' experience in any of these areas of specializations. The expert will have excellent communication skills and is a team player.

a. Scope of Work

20. The specialist will work closely with the other consultants under subcomponent C.1 and will report directly to the C.1 Team Leader/Project Director. He/she will be responsible for providing technical assistance in the assessment of disaster vulnerabilities of agricultural assets and production in the target LGUs that will be determined during inception mission.

b. Detailed Tasks and/or Expected Output

21. Detailed tasks of the expert are as follows:

- (i) Conduct rapid assessment of the agricultural sector and identify spatially the various production areas of the target LGUs;
- (ii) Review vulnerabilities in terms of water drainage/soil/slope and identify areas vulnerable to flooding, landslide in the agro-production areas, and recommend necessary measures to reduce vulnerabilities;
- (iii) Recommend short-term action plans for restoring agricultural productivity in the target LGUs and mechanisms for the immediate reestablishment of farmers'

livelihood in the target areas in coordination with LGUs and in consideration of other programs by DPs;

- (iv) Recommend medium- to long-term strategies and agronomic practices for adaptation and coping of agricultural systems to adverse environmental conditions and systemic change and variations in climate; and
- (v) Prepare training programs on agronomic practices that can be introduced through local agriculture extension services and farm communities.

10. Coastal Community Planning and Development specialist, National, 5 person-months, intermittent

22. This expert will have a degree in environmental science or marine science with focus on coastal resource management, or any related field. the consultant will have over 5 years work experience in the management and protection of coastal resources projects and will have experience in conducting rapid assessment of coastal resource situations. The expert will have an excellent communication skills and a team player.

a. Scope of Work

23. The specialist will work closely with the other individual consultants under C.1 and will report directly to the C.1 Team Leader/Project Director. He/she will be responsible for providing technical assistance on effective coastal management to reduce coastal disaster vulnerabilities.

b. Detailed Tasks and/or Expected Output

24. Detailed tasks of said expert are as follows:

- (i) Conduct rapid assessment of the coastal and marine conditions of the target LGUs that will evaluate the social, environmental, and economic status of the coastal communities;
- (ii) Identify communities/areas vulnerable to tropical storms surges, tsunami, siltation and recommend necessary measure to reduce vulnerabilities and the actors responsible for implementation;
- (iii) Identify ways to assist the immediate reestablishment of fisher folks livelihood in coordination with other member of the TA team and in consideration of other existing work by government and DPs;
- (iv) With inputs from the GIS and technical experts, provide technical inputs in the preparation of vulnerability assessments, identification of hazards/geo-hazards zones, safe areas for human habitation and other thematic analysis; and
- (v) Recommend short- to medium-term strategies and action plans for mitigation of coastal resources vulnerability to disasters.

11. Natural Resource Management specialist, National, 3 person-months, intermittent

25. This expert must have a degree in environmental science, environmental planning, coastal resource management, or related fields. The expertise will have at least 5 years actual experience in these fields, have actual experience in conducting rapid assessments of natural resources, have excellent communication skills, and is a team player.

a. Scope of Work

26. The specialist will work closely with the other consultants and will report directly to the team leader/project director. He/she will be responsible for providing technical assistance in identifying and assessing vulnerabilities of natural resources to natural hazards, and recommend solutions for risk reduction and/or adaptation to vulnerabilities. Covered areas may include forestry, natural and reforested, rivers and waterways, and tree farms conditions of target LGUs.

b. Detailed Tasks and/or Expected Output

27. Detailed tasks of said expert are as follows:

- (i) Conduct rapid assessment of the natural resources areas (i.e., forestry natural and reforested, rivers and waterways, tree farms conditions) of the target LGUs;
- (ii) Identify natural resource areas that are highly vulnerable to landslide and other hazards and recommend necessary measure to reduce vulnerabilities;
- (iii) Identify ways to assist the immediate re-establishment of upland tree farmers livelihood in coordination with other member of the TA team and consideration of existing programs from government and/or DPs;
- (iv) With inputs from GIS and from other technical experts in the team, provide technical inputs in the preparation of vulnerability assessment, hazards/geo-hazards zones, safe areas for human habitation and other thematic maps; and
- (v) Recommend short- to medium-term action plans for rehabilitation and reducing risk of o natural hazards.

12. **Social and Demographics specialist, National, 4 person-months, intermittent**

28. The expert must have a master's degree in sociology or demography, or related fields. The expert will have over 5 years' experience in conducting demographic analysis and reporting, and have been engaged in projects designing and overseeing demographic surveys.

a. Scope of Work

29. The expert will work closely with the other individual consultants under C.1 and will report directly to the team leader/project director. He/she will be responsible for designing and implementing survey and reporting statistical results to other team members. The survey will contain elements of assessing population's vulnerabilities to natural disasters and coping practices.

b. Detailed Tasks and/or Expected Output

30. Detailed tasks of said expert are as follows:

- (i) Design the framework, process, and tools for the socio-economic demographic assessment of communities in target LGUs affected by Typhoon Yolanda in coordination with all project components and project stakeholders, ensuring that all demographic needs by other experts are taken in consideration; prepare a TOR and a draft contract for a non-government organizations to conduct the

survey and provide oversight of the work, ensuring integrity and quality of outputs and results;

- (ii) Analyze the survey data and share results to all team members;
- (iii) Report survey results to team leader, including in the report how the survey results are integrated into the demographic information requirements in other components of the project; and
- (iv) Recommend short- to medium-term action plans for reducing vulnerabilities of the general populations in vulnerable communities.

13. Non-government Organization (NGO) specialist, National, 6 person-months, intermittent

31. The specialist must have a working background in development work and has experience working with the government for constructive engagement activities. The person will have hands-on knowledge about the local communities with at least 5 years of experience working on community assessment and mobilization. Having work experience with NGO located in Region 8 will be an advantage.

a. Scope of Work

32. The NGO specialist will work under close supervision of the Social and Demographics specialist to whom he/she will report directly, with copy to the team leader. It will be responsible for conducting the community survey to determine overall LGU and community disaster preparedness in target LGUs and in developing action plans to mitigate risks based on gaps in preparedness which were assessed from the questionnaire.

b. Detailed Tasks and/or Expected Output

33. Detailed tasks include:

- (i) Provide inputs in the development of community based survey tools;
- (ii) Conduct survey by sample questionnaire on a sampling of LGUs to gauge overall LGU and community preparedness in responding to disasters (before and after a disaster);
- (iii) Provide enumerators in the conduct of surveys of communities and areas in the target LGUs;
- (iv) Provide the data entry of all survey questionnaire data ready for analysis;
- (v) Coordinate with other stakeholders in validating survey results, building consensus and gaining commitment on more efficient and effective use of resources for disaster preparedness at the community level;
- (vi) Provide first-hand information on the conduct of community mapping as input to hazard mapping; and
- (vii) Based on assessment results, provide inputs to action plans, integrating demographic information into disaster preparedness actions.

14. Land Records specialist, National, 9 person months, intermittent

34. The specialist must have over 5 years' practical experience on land records management in the Philippines. Experience in working and relating with different land

administration and management agencies such as Department of Environment and Natural Resources, Land Registration Authority, Registry of Deeds, etc. is preferred.

a. Scope of Work

35. The specialist will work closely with the other consultants and will report directly to the Team Leader/Project Director. He/she will be responsible for the assessment of the status of land records in the national agencies and all target LGUs, scope of recovery and records reconstruction required, provision of action plans and recommended options for immediate and long-term post-disaster measures.

b. Detailed Tasks and/or Expected Output

36. Detailed tasks include:

- (i) Conduct an assessment of the state of land records in relevant national agencies and all target LGUs assisted by the Project in coordination with stakeholders;
- (ii) Provide an assessment on the scope of recovery and records reconstruction required; and
- (iii) Provide strategies, action plans, recommendations and options for immediate and long-term post-disaster measures, to include but not limited to:
 - a) Recovery or reconstruction/reconstitution of land records;
 - b) Handling land transactions post-Yolanda, including recommendations about whether there will be a need to impose a moratorium on land transaction and for how long;
 - c) Quick restoration of property boundaries and property rights;
 - d) Verification of land tenure rights;
 - e) Safeguarding right of vulnerable groups;
 - f) Action plan for Disaster Resilient Land Records Management System and necessary training required;
 - g) Oversight/monitor implementation of priority short term action plans of LGUs and LAM agencies; and
 - h) Recommendation on long term contingency plan to avoid loss of precious land documents in future disasters.

15. Structural Engineer, national, 6 person-months, intermittent

37. The expert must have a degree in civil or structural engineering and over 5 years practical experience in the related field. Experience on hazard-resilient construction, post-disaster reconstruction, and on working with national agencies on standards is an advantage.

a. Scope of Work

38. The specialist will work closely with the architectural planner and the other individual consultants and will report directly to the team leader/project director. He/she will be responsible for the broad structural assessment relative to risks and developing action plans, training plans on improving national standards and compliance and resiliency.

b. Detailed Tasks and/or Expected Output

39. Detailed tasks include the following:

- (i) Assess and validate the structural vulnerability of sample government and public buildings and major types of private buildings in both urban and rural areas;
- (ii) Prepare report on building designs and standards for various disaster scenarios;
- (iii) Review the feasibility of disaster resilient shelters which can double up as multi-purpose facilities;
- (iv) Review by sampling of the different kinds of buildings the national designs and standards of buildings vis-à-vis actual compliance;
- (v) Develop action plans including training plans on improved building inspection systems, national code compliance, recommendations on architectural and natural resiliency measures; and
- (vi) Provide training as required in collaboration with other members of the TA team.

16. **Architectural Planner, National, 6 person-months, intermittent**

40. The expert must be a diploma holder in architecture and have over 5 years in architectural planning. Added advantage is experience on disaster rehabilitation and on working with national agencies on national code or standards.

a. Scope of Work

41. The specialist will work closely with the structural engineer planner and other individual consultants and will report directly to the team leader. He/she will be responsible for the broad architectural assessment relative to risks and developing action plans, training plans on improving national standards and compliance and resiliency.

b. Detailed Tasks and/or Expected Output

42. Detailed tasks include the following:

- (i) Assess and validate the vulnerability of sample government and public buildings and major types of private buildings in both urban and rural areas in coordination with the structural engineer;
- (ii) Prepare report on building designs and standards for various disaster scenarios;
- (iii) Review the feasibility of disaster resilient shelters, which can double up as multi-purpose facilities;
- (iv) Review national designs and standards vis-à-vis actual compliance;
- (v) Develop action plans including training plans, improved building inspection systems, national code compliance, recommendations on architectural and natural resiliency measures; and
- (vi) Provide training as required in collaboration with other members of the team.

17. **Training Coordinator, National, 17 person-months, intermittent**

43. The training coordinator must have over 5 years training experience. Practical training experience with LGUs and public agencies will be an advantage. Facility in the local dialect will

likewise be an advantage. the consultant must possess good interpersonal and communication skills.

a. Scope of Work

44. The training coordinator shall be responsible for a rapid training needs assessment, consolidation of training plans under the component and, facilitating and evaluating major training events.

b. Detailed Tasks and/or Expected Output

45. Detailed tasks include the following:
- (i) assess training requirements of LGUs;
 - (ii) prepare and integrate training plans for the subcomponent;
 - (iii) develop standard procedures for training in support of training activities of the team;
 - (iv) facilitate actual training conducted across programs;
 - (v) evaluate major training events; and
 - (vi) prepare and consolidate periodic reports on training and capacity building.

18. ICT specialist, International, 7 person-months, intermittent

46. The specialist must have a graduate degree in information and communication technology, preferably with specialization in geo-spatial technology, and have at least 5 years' experience in ICT software program development, preferably for mapping or disaster management.

a. Scope of Work

47. The specialist will work closely with the other consultants and will report directly to the team leader/project director. He/she will be responsible for developing ICT software applications for community based mapping and crowd sourcing information collection for disaster management, and providing training programs for the developed system. The system overview and requirements for the ICT tools is in the Annex to this TOR.

b. Detailed Tasks and/or Expected Output

48. Detailed tasks are as follows:
- i) Develop ICT tools for community based mapping and crowd sourcing information collection for disaster management;
 - ii) Draft the complete report on the basic methods of community based mapping and crowd sourcing information collection for disaster management;
 - iii) Develop and validate detailed base maps for Open Street Map using the developed ICT tools and freely provided satellite imagery by mobilizing local volunteers through Mapathons with the capacity development specialist;
 - iv) Assist the capacity development specialist in providing training courses for the developed software;

19. Remote Sensing specialist, International, 3 person-months, intermittent

49. The specialist must have a graduate degree in remote sensing technology, earth science, or information and communication technology and have at least 5 years of experience in earth observation satellite data analysis, preferably for high resolution satellite imagery and Formosat2 imagery.

a. Scope of Work

50. The specialist will work closely with the other consultants under C.1 and will report to the ICT specialist. He/she will be responsible for assisting the ICT specialist in developing software applications and processing provided satellite data for mapping. The system overview and requirements for the ICT tools is in the Annex to this TOR.

b. Detailed Tasks and/or Expected Output

51. Detailed tasks are as follows:

- (i) Assist the ICT specialist in developing software applications.
- (ii) Process provided satellite data for mapping.

20. Capacity Development specialist, National, 8 person-months, intermittent

52. The specialist must have a bachelor degree in geospatial technology, or a comparable discipline, at least 5 years of experience in geospatial work and have conducted capacity development programs for community based mapping or disaster management.

a. Scope of Work

53. The specialist will work closely with the other consultants under C.1 and will report to the ICT specialist. He/she will be responsible for training program for community based mapping and crowd sourcing information collection for disaster management.

b. Detailed Tasks and/or Expected Output

54. Detailed tasks are as follows:

- (i) Develop capacity development program for community based mapping and crowd sourcing information collection for disaster management;
- (ii) Conduct trainings for selected LGUs and local volunteers to make base maps on Open Street Map (OSM) and to collect crowd sourcing information for disaster management using satellite imagery and the developed ICT tools; and
- (iii) Support establishing the local volunteer community for OSM and crowd sourcing for disaster management.

21. Non-key personnel

a. Project Development Officers- two national experts, 12 person-months each, intermittent

55. The consultants must have at least 5 years of progressive experience in project implementation and management and have the ability to serve as project monitors and resource persons. Experience in land administration and management, DRRM planning and spatial

mapping will be an advantage. the consultant must possess good interpersonal and communication skills.

b. Scope of Work

56. The project development officers will be responsible for grant implementation, management and monitoring and will work closely with other members of the team. They will support the team leader/project director in ensuring that the various activities are on schedule and provided in an efficient and effective manner. The experts will be based in the different LGUs.

c. Detailed Tasks and/or Expected Output

57. Detailed tasks include the following:

- (i) Provide a focal point for coordination with selected LGU partner and coordination with selected national agencies located at the regional and provincial/city levels, as well as selected donors;
- (ii) oversight, guide, and monitor implementation of grant project activities, delivery of outputs and performance;
- (iii) prepare partnership agreements, plans, reports, and other project documents;
- (iv) plan and manage the delivery of technical training and capability-building activities for LGUs in coordination with team specialists;
- (v) monitor and report on the activities and implementation of the different project activities;
- (vi) conduct meetings as necessary with the key implementers of the different project components to proactively address issues and concerns in activity coordination; and
- (vii) prepare regular reports on the progress of the activities of the different components and provide recommendation when necessary.

22. U. IT specialist, National, 9 person-months, intermittent

58. The consultant must have at least 5 years progressive experience in Information and Technology (IT). Extensive experience in working with local governments will be an advantage. the consultant must possess strong management, good interpersonal and communication skills.

a. Detailed Tasks and/or Expected Output

59. Detailed tasks include the following:

- (i) assess impacts of the disaster on IT operations at target LGUs;
- (ii) assess and consolidate IT system requirements, plan and technical specifications for procurement (i.e., infrastructure, specifications, connectivity, security protocols, databases, maintenance, etc.) for the project;
- (iii) prepare realistic action plan in coordination with other specialists for carrying out the IT requirements of the project;
- (iv) provide technical advice and guidance on IT deployment and implementation;
- (v) monitor status of implementation of action plan and recommendations on maintenance and sustainability;
- (vi) develop IT-based monitoring systems in coordination with the Project Development Officers and other key personnel with the project;
- (vii) regularly report to the Team Leader all progress on work.

23. Finance Officer, National, 17 person-months, intermittent

60. The finance officer must have over 5 years of experience in the management and implementation of the finances of grant-assisted projects. the consultant should possess a professional accountancy qualification as a Certified Public Accountant. Extensive experience on ADB projects and their financial management will be an advantage. the consultant must possess good interpersonal and communication skills.

a. Detailed Tasks and/or Expected Output

61. Detailed tasks include the following:

- (i) develop and establish finance systems and procedures, delegated authority, accountability, auditing requirements;
- (ii) determine all ADB documentation and reporting requirements and ensure compliance with them;
- (iii) prepare periodic financial reports as required and lead in preparing overall subcomponent C1 budget;
- (iv) manage and consolidate grant payments, acquittal, and replenishment;
- (v) arrange annual external audit of accounts;
- (vi) establish financial operations manual;
- (vii) prepare and process payroll and other salary related payments;
- (viii) maintain cash flow prediction and request fund amounts appropriate for the next period and;
- (ix) regularly report to the Team Leader all progress on work.

24. Senior Administrative Officer, National, 17 person-months, intermittent

62. The consultant must have over 5 years' experience on development assistance project administration and implementation. Extensive experience on ADB or other development project administration will be an advantage. The consultant must possess good interpersonal and communications skills.

a. Detailed Tasks and/or Expected Output

63. Detailed tasks include the following:

- (i) administer all records, agreements, contracts, and official communications;
- (ii) manage contracts;
- (iii) establish operations manual with organizational arrangements and TORs for all positions;
- (iv) coordinate all provincial travel and management of the security and safety guidelines;
- (v) control the register of official reports, and provide reports as authorized;
- (vi) ensure proper documentation (i.e., records and photos) management; and
- (vii) organize and prepare minutes of inter-agency coordination meetings and regularly report to the Team Leader all progress on work.

25. Administrative Assistant, National, 17 person-months, intermittent

64. The consultant must have at least 3-5 experience on international development assistance (IDA) project administration and implementation. Experience in an ADB or other IDA

projects will be an advantage. For facility in communications, a qualified local resident of Leyte will be preferred.

a. Detailed Tasks and/or Expected Output

65. Detailed tasks include the following:
- (i) assist in records administration and documentation management;
 - (ii) assist in contracts management;
 - (iii) monitor utilization of TA inputs;
 - (iv) assist the Sr. Administrative Officer to organize and prepare minutes of inter-agency coordination meetings; and
 - (v) schedule meetings, maintain a calendar of events and activities, and prepare routine minutes and summary of meetings.

26. Accounts Officer, National, 17 person-months, intermittent

66. The accounts officer must have over 5 years of progressive experience on accounts administration relative to an international development authority project implementation. the consultant must possess a professional qualification as a Certified Public Accountant. the consultant must possess good interpersonal and communication skills.

a. Detailed Tasks and/or Expected Output

67. Detailed tasks include the following:
- (i) administer project accounts in accordance with the quality manual for financial management;
 - (ii) prepare and maintain monthly and ad-hoc reports on accounts;
 - (iii) develop systems for efficient and timely invoicing and tracking of payments and accounts payables;
 - (iv) help with all audit operations;
 - (v) facilitate an account closure workshop for completed subprojects and those nearing completion in preparation for the closure of books of accounts; and
 - (vi) regularly report to the team leader all progress on work.

27. Accounts Assistant, National, 17 person-months, intermittent

68. The accounts assistant must have at least 3 years' experience on international development assistance project administration and implementation. He/she will hold a graduate degree in accountancy. For facility in communications, a qualified local resident of Leyte will be preferred. The consultant must possess good interpersonal and communication skills.

a. Detailed Tasks and/or Expected Output

69. Detailed tasks include the following:
- (i) assist in administering project accounts in accordance with the quality manual for financial management;
 - (ii) assist in preparing and maintaining monthly and ad-hoc reports on accounts;
 - (iii) assist in invoicing and tracking of project payments and accounts payables;
 - (iv) help with all audit operations; and

- (v) assist in facilitating accounts closure for completed subprojects and those nearing completion, in preparation for the closure of books of accounts.

28. Procurement specialist, National, 3 person-months

70. The consultant must have over 5 years' experience in procurement under an international development assistance project. An ADB procurement experience will be an advantage.

a. Detailed Tasks and/or Expected Output

71. Detailed tasks include the following:

- (i) Prepare the equipment requirements including specifications and cost estimates as required by ADB in coordination with other specialists;
- (ii) Lead the procurement of equipment and software in consonance with ADB competitive bidding procedures;
- (iii) Ensure the efficient and timely awards of procurement contracts, delivery, installation and acceptance by end-users;
- (iv) Organize the mechanisms for the training on the use and maintenance of equipment and the turnover of assets at the end of the project; and
- (v) Prepare the necessary procurement status reports for review by the team leader.

F. Reporting Requirements and Time Schedule for Deliverables

72. The consultant firm will submit six (6) quarterly reports, and major reports for inception, interim and final reports. All reports will address all aspects of this TOR to the level of detail appropriate for the given stage of the assignment. The consultants shall present key findings in workshops participated by all stakeholders, which will be organized at the inception, interim and draft final report stages. All reports will be submitted in hard copies and soft copies in CDs. Copies of the reports will be sent to:

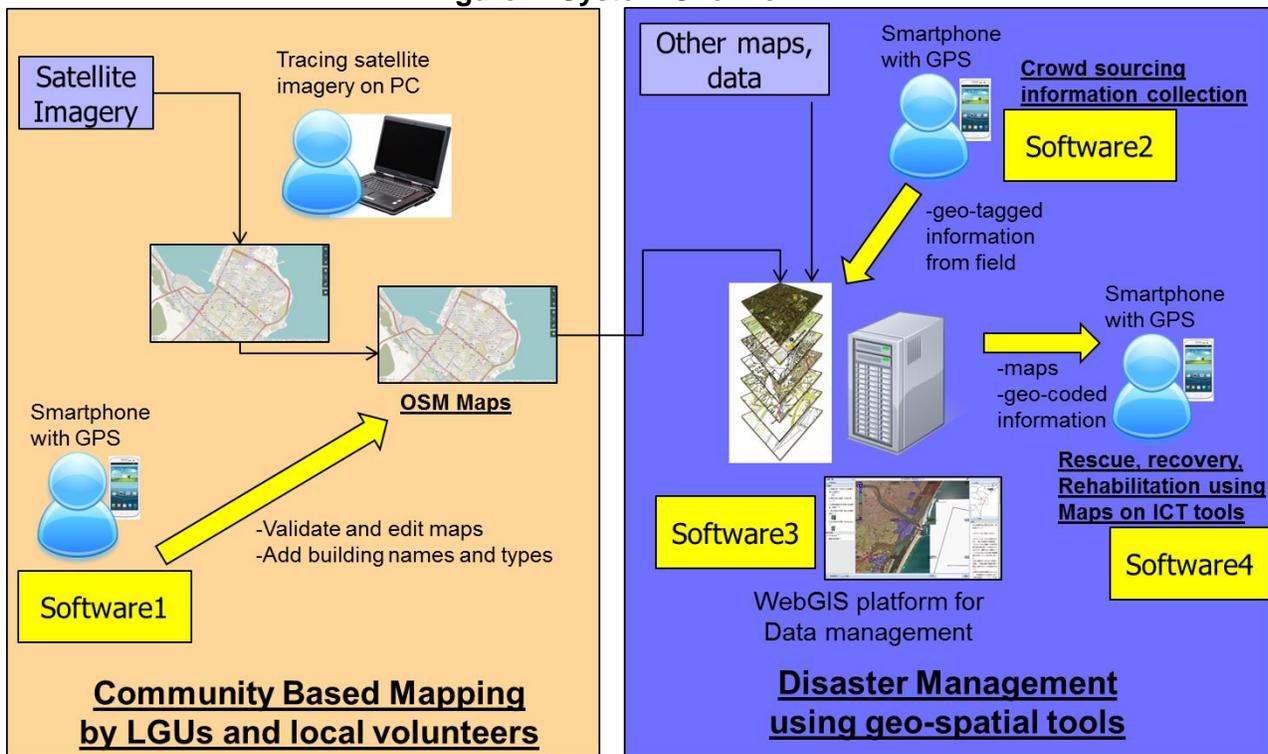
- (i) ADB Project Officer
- (ii) Undersecretary, DILG
- (iii) Director, DILG-OPDS
- (iv) Director, DILG Region 8 Office
- (v) Director, NEDA, Pasig
- (vi) Director, NEDA Region 8 Office
- (vii) Project Team Leader, Grant Management Unit

**Annex: System Overview and requirements of the software for the ICT tools
Technical Requirements**

1. System Overview

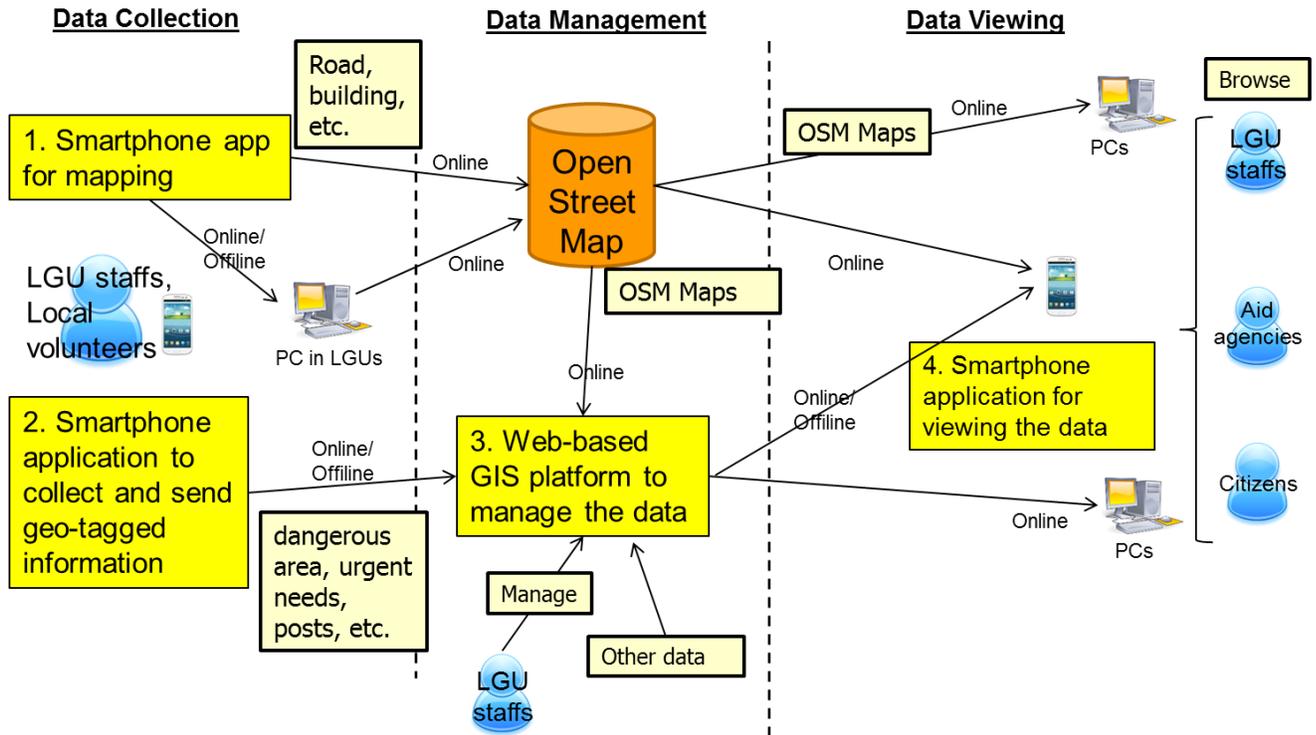
Figures 1 and 2 show the system overview. The consulting firm will develop four (4) software applications: (1) **Software 1**: a Smartphone application for mapping; (2) **Software 2**: Smartphone application to collect and send geo-tagged information for crowd sourcing; (3) **Software 3**: Web-based GIS platform to manage the developed maps, satellite imagery and other geo-tagged information; and (4) **Software 4**: Smartphone application for viewing the developed maps, satellite imagery and other geo-tagged information.

Figure 1. System Overview 1



- All software work off-line.
- Capacity development for this methodology for the selected LGUs and local community.

Figure 2. System Overview 2



2. Specifications of Software-1

Software-1 (Smartphone application for mapping) should have the following capability:

1. Have necessary functions for mapping (viewing data, editing maps, adding metadata for point of interest (POI), uploading data to OSM platform, etc.) based on OSM approach.
2. Work on mobile phones and tablets with iOS or Android OS.
3. Work on-line and off-line.

Satellite data

High resolution satellite imagery available in Bing Maps or procured for this project will be used. The Formosat-2 data (Spatial resolution; 2.0 m) will also be used.

3. Specifications of Software-2

Software-2 (Smartphone application to collect and send geo-tagged information for crowd sourcing) should have the following capability:

1. Collect geo-tagged information such as photos and posts.
2. Upload the geo-tagged information to Software 3.
3. Input metadata (information type, etc.) to the geo-tagged information.
4. Work on mobile phones and tablets with iOS or Android OS.
5. Work on-line and off-line.

4. Specifications of Software-3

Software-3 (Web-based GIS platform to manage the developed maps, satellite imagery and other geo-tagged information) should have the following capability:

1. To Be Determined.
2. Work on Windows PC (Windows 7 and 8).
3. Work on-line and off-line.

5. Specifications of Software-4

Software-4 (Smartphone application for viewing the developed maps, satellite imagery and other geo-tagged information) should have the following capability:

1. Display the developed OSM maps, satellite imagery and other geo-tagged information.
2. TBD.
3. Work on mobile phones and tablets with iOS or Android OS.
4. Work on-line and off-line.

The software applications to be developed should have user-friendly, menu-driven interfaces, with flexible and powerful analysis capability.

V. SUBCOMPONENT C2: GRANT MANAGEMENT UNIT

A. **Team Leader** (national, 12 person-months, intermittent)

1. The project team leader will have the overall responsibility for the proper supervision and implementation of all project activities, including the monitoring and reporting of project progress and results. The specific responsibilities of the project team leader are as follows:

- (i) Provide leadership in ensuring the timely and satisfactory implementation of project activities and delivery of required outputs;
- (ii) Ensure proper administration and utilization of project funds in accordance with ADB policies and guidelines;
- (iii) Provide technical support to the government in the targeting and selection of project beneficiaries;
- (iv) Establish an appropriate management system, including guidelines and procedures for enhancing efficiency, accountability, and transparency in project implementation;
- (v) Review internal and external audit reports and recommend appropriate actions;
- (vi) Ensure visibility of support from the Japan Fund for Poverty Reduction;
- (vii) Ensure compliance with social and environmental safeguards and gender action plan;
- (viii) Review and endorse procurement packages, project disbursements, and requests for fund releases for further processing and approval by ADB;
- (ix) Review and submit consolidated project reports to the government and ADB;
- (x) Organize the Grant Steering Committee in Region VIII and facilitate the conduct of its meetings regularly;
- (xi) Coordinate project activities with the EA, IAs, implementing partners, other government agencies and development partners, participating local government units, and ADB; and
- (xii) Perform other tasks as may be assigned by the EA focal person and designated ADB project officer.

2. The team leader should have a post-graduate degree in economics, business administration, engineering, or a related field. He/She should have at least 15 years of project management experience, with at least 5 years of project team leadership experience. Experience in foreign-assisted post-disaster rehabilitation and reconstruction projects is preferred. Project management professional certification would be an advantage. Excellent communication and interpersonal skills are necessary. Computer literacy is also a requirement.

B. **Deputy Team Leader and Project Evaluation Specialist** (national, 18 person-months)

3. The consultant will have the overall responsibility of assisting the team leader in the project supervision and implementation as well as monitoring and reporting of progress of implementation and achievement of intended outcomes. The specific responsibilities of the deputy project team leader are as follows:

- (i) Lead the development and implementation of project monitoring and evaluation system covering the 3 project components;
- (ii) Review and consolidate physical and financial plans of the project;
- (iii) Review and consolidate the progress and completion reports of the 3 project components;

- (iv) Review procurement packages, project disbursements, and requests for fund releases for further processing and approval by ADB;
- (v) Assess, plan, and manage the delivery of appropriate capacity development interventions for project stakeholders;
- (vi) Provide leadership in generating and disseminating knowledge;
- (vii) Assist the project leader in the monitoring and reporting of project progress and accomplishments;
- (viii) Assist the team leader in coordinating project activities with the EA, IAs, implementing partners, other government agencies and development partners, participating local government units, and ADB;
- (ix) Coordinate technical and secretariat support to the Grant Steering Committee; and
- (x) Perform other tasks as may be assigned by the project team leader, EA focal person and designated ADB project officer.

4. The consultant should have a post-graduate degree in economics, business administration, engineering, or a related field. He/She should have at least 10 years of project management experience, particularly in establishing monitoring and evaluation systems, managing capacity development activities, and knowledge management. The consultant should have strong understanding of disaster risk reduction and management. Project management professional certification would be an advantage. Excellent communication and interpersonal skills are necessary. Computer literacy is also a requirement.

C. Project Coordinators (2, national, 36 person-months)

5. The project coordinators will provide technical and specialized support in the overall supervision, management, and monitoring of the entire project. The specific responsibilities of the project coordinators are as follows:

- (i) Develop and implement project management systems at the field level to strengthen synergies and ensure timely completion of all project activities;
- (ii) Identify project issues and recommend measures to address them;
- (iii) Ensure compliance of project implementation and reporting in accordance with ADB guidelines and procedures;
- (iv) Assist IAs, communities, and local government units in identifying and addressing their capacity development needs under the project;
- (v) Plan and organize appropriate capacity development programs;
- (vi) Develop and implement performance management system for the entire project;
- (vii) Monitor the overall project implementation and assist the project team leader and deputy project team leader in the consolidation of the required progress reports and submission to the EA, ADB, and other government agencies;
- (viii) Manage a system for monitoring and reporting of programs and activities of different government agencies and development partners; and
- (ix) Perform other tasks as may be assigned by project team leader, deputy project team leader, and designated ADB project officer.

6. The project coordinator should have a university degree in public administration, social science, community development, or a related field. He/She should have at least 8 years of relevant experience in project management, monitoring and evaluation, and community development. Experience working with social development projects and knowledge of disaster risk reduction and management would be an asset. Post-graduate studies and specialized

training in related fields would be an advantage. The project coordinator should have demonstrated excellent communication and interpersonal skills. Computer literacy is a requirement.

D. Stakeholder Engagement and External Relations Expert (national, 18 person-months)

7. The expert will develop, establish, and manage a system for facilitating effective coordination and information exchange among the different stakeholder groups to raise awareness and mobilize support for the project while ensuring complementarity and avoiding duplication of efforts. The specific responsibilities of the expert are as follows:

- (i) Lead the development and implementation of a communications and social marketing plan for the project;
- (ii) Document lessons learned and best practices in project implementation, incorporate them in project progress and completion reports, and regularly publish them online and/or in print to the extent possible;
- (iii) Work closely with the project coordinators, develop and manage a system for monitoring and reporting of programs and activities of different government agencies and development partners;
- (iv) Represent the project team leader and/or the deputy project team leader in government and/or donor coordination meetings;
- (v) Assist the PMT in identifying and addressing capacity development needs of project stakeholders;
- (vi) Establish and manage project feedback mechanism;
- (vii) Promote project visibility in accordance with the guidelines of the Japan Fund for Poverty Reduction; and
- (viii) Perform other tasks as may be assigned by project team leader, deputy project team leader, and designated ADB project officer.

8. The expert should have a university degree in economics, public administration, social sciences, or related field. He/She must have at least 15 years of proven experience in project management, client relations, capacity development, and service delivery; at least 5 years of related work experience at senior level position. He/She should have excellent communication and interpersonal skills. In addition, the expert should be computer literate and proficient in the local dialects. Work experience in and/or knowledge of Region VIII would be an advantage.

VI. THIRD PARTY MONITORING

A. Scope of Work

1. The purpose of this assignment is to strengthen the Asian Development Bank's (ADB's) technical supervision of the grant by ensuring year-round access to project sites across the 76 target municipalities in the Eastern Visayas. The third party monitoring firm will report directly to the ADB, and will work closely with the executing agency, the implementing agency and the implementing partners responsible for project implementation.

2. The firm will not be responsible for on-site project management. However, it will help the ADB to supervise works and ensure they are carried out in line with the terms of the grant agreement with the Government of the Philippines and will also assist with capacity development to strengthen government capacities to conduct inspections. The firm will perform site visits and monitor grant projects in all 74 municipalities on an ongoing basis.

3. In addition to the site visits performed by trained national consultants, the TPMF will send expatriate subject matter experts to the field to perform site visits as part of quality control. Occasionally and as needed, ADB project staff may join the firm staff for such visits.

4. The monitoring team will consist of two national staff with expertise in engineering and social development, respectively. The team shall provide the necessary resources, including personnel (expatriate and national), equipment, facilities and services, to meet all program objectives. The Third Party Monitoring Team must be present in Region VIII with office space and infrastructure (IT equipment, communications, transportation, etc.) necessary to successfully manage the program. All necessary logistical services shall be provided by the firm.

5. Designated ADB staff and staff recruited by the Project Management Office in Manila as well as the monitoring and evaluation specialist recruited under the project management office in Region VIII will be available to provide timely guidance to the Third Party Monitoring Team during the course of the work and for monthly in-depth review sessions.

B. Deliverables

6. Specific deliverables are structured into the following areas:

- (i) In consultation with the ADB and relevant implementing agencies and partners, develop a monitoring plan totaling 60 unique inspections in 2014 and 90 unique inspections in 2015 divided among the four components, namely (a) community and municipality infrastructure (60 inspections and reports), (b) livelihood and employment (67 inspections and reports) (c) restoration of electricity system (3 inspections and reports in 2014);
- (ii) Improved resilience to future disasters: 20 inspections and reports in 2014
- (iii) In consultation with the ADB and implementing agencies and partners, prepare a grading system, inspection surveys and associated reports for all components;
- (iv) Include in the inspection surveys environmental and social safeguards issues as discussed and agreed with the ADB;
- (v) Implement the monitoring plans and verify project locations for each component in a timely and accurate manner;
- (vi) Perform all necessary quality control to ensure data accuracy and completeness;

- (vii) Provide timely, relevant and verified project level information in the form of monthly and quarterly reports to the ADB and executing agency;
- (viii) Work with ADB project teams and respective government agencies/implementing partners to address reported findings;
- (ix) Continue operation of the grant online database to present (a) grant project information and (b) project level documentation in a web-based interface.

a. Reporting

7. The monitoring firm will submit the following reports directly to the ADB on a monthly basis:

- (i) Inspection reports, including a grading system
- (ii) Executive summaries and overall monthly grades for each component;

8. The monthly reports shall be focused on individual project findings in support of program supervision and delivered by the 10th of each month. The budgeted and actual costs for each project will be included in the reports, so that the monitoring firm will be able to provide important cost comparison information to ADB. The monthly reports will be shared with the relevant government agencies and ADB teams.

9. Each month the monitoring firm will meet with the ADB and the relevant government agencies and implementing partners to discuss the findings and recommendations resulting from the latest monthly monitoring activities. The firm will document the outcomes of each meeting to ensure progress is made by the ADB and government agencies to successfully address the main causes of observed problems.

10. On a quarterly basis the monitoring firm will participate in meetings with project teams from all four components included in the program. The quarterly meetings will focus on identifying and discussing cross cutting issues, relevant to all projects, and agree on appropriate actions to (i) strengthen the work and added value of the monitoring firm; and (ii) address issues identified in the four components. The firm will provide input as needed. In addition, the monitoring firm will also be asked to prepare and deliver presentations to ADB's Office of Cofinancing Operations on a regular basis on key findings of program monitoring.

11. The monitoring firm will submit the following reports directly to the ADB: (i) grant program analysis: detailed analysis of results, trends and challenges; and (ii) grant monitoring program impact analysis: Detailed analysis of issues, achievements and recommendations resulting from the coordination meetings between the government agencies, component teams and the monitoring firm. Report formats and contents will be reviewed periodically by the ADB and modified as needed.

C. Performance Measurement

12. For each component the monitoring firm and the ADB will agree on performance indicators to be included in the monitoring plans. Adjustments may occur and are due to evolving program designs and implementation strategies. Any adjustments will be agreed upon by the ADB and the monitoring firm.

13. The firm shall submit a monitoring plan, as part of the inception report, complete with a schedule of deliverables, covering the program life cycle with the inception report. ADB will have

15 days to review and comment followed by a 15-day revision period at the end of which the monitoring plan will be implemented. The plan shall lay out a methodology for project monitoring and data processing and publishing and the method by which the firm shall communicate the results of the monitoring to the ADB. The firm shall mobilize the proposed team as soon as possible but not later than 1 July 2014 and monitor projects across all 74 municipalities according to the accepted monitoring plan.

VII. GRANT SUPERVISION UNIT

1. The Grant Supervising Unit will be primarily responsible for ensuring that all ADB policies are complied with, and appropriate standards and guidelines for program administration, procurement, disbursements, accounts, and maintenance of all program records are in place. The team will:

- (i) manage and administer day-to-day operations and implementation of the project;
- (ii) conduct periodic project reviews, evaluations, and quality assessments for all components;
- (iii) serve as secretariat and provide technical and administrative support to the interagency steering committee at national level;
- (iv) liaise with key development partners; national government agencies, local government units; and other stakeholders; and
- (v) prepare for ADB and National Economic and Development Authority briefings and necessary reports, submissions, and documentation of the fund utilization and project operation and implementation progress.

A. Post-Disaster Response Specialist (national, 4 person-months, intermittent)

2. The post-disaster response specialist will have overall responsibility for the proper administration and implementation of all project activities and monitoring and reporting of project results and impact. The specific responsibilities of the specialist are as follows:

- (i) Supervise the team and administration of the grant funds in consonance with approved guidelines;
- (ii) Monitor and evaluate overall performance of the project and assist ADB in grant administration;
- (iii) Visit the project at least twice a year to assess progress and to identify areas of possible improvement;
- (iv) Review internal and external audit reports on the quality systems and recommend any necessary responses;
- (v) Ensure visibility of Japanese support;
- (vi) Review major reports and submit consolidated reports to ADB;
- (vii) Manage the implementation of the Gender Action Plan (GAP) and ensure GAP progress updates are included in the regular monitoring/ review reports; and
- (viii) Coordinate with the client representatives and major stakeholders.

3. The post-disaster response specialist should hold a post-graduate degree in economics, business, management, social sciences, engineering or other related courses have extensive international experience in project implementation and more than 10 years of experience in managing projects related to post-disaster response and with managing multidisciplinary teams. The post-disaster response specialist should also have skills and knowledge in gender in post-disaster situations.

B. Procurement Specialist (national, 6 person-months)

4. The procurement specialist will assist the National Electrification Administration (NEA), particularly the Special Bids and Awards Committee, in the preparation and execution of project-related procurement packages while ensuring compliance with ADB procurement guidelines. The specific responsibilities of the procurement specialist are as follows:

- (i) Procurement capacity assessment of NEA and review of bid document and invitation for bids
 - a) Assess procurement capacity of NEA's project implementing unit and prepare a fast-tracked capacity building action plan on improving bid evaluation skills in line with the ADB's Procurement Guidelines;
 - b) Conduct general procurement-related orientation workshop and schedule on-site discussions for IA project implementation unit, as required;
 - c) Review procurement plan and assist in updating relevant sections in the Grant Implementation Manual;
 - d) Ensure full compliance of contracting procedures with ADB's Procurement Guidelines and RA 9184;
 - e) Review draft bid documents in accordance with ADB's Procurement Guidelines;
 - f) Review draft invitation for bids (advertisement) for ADB website and government posting; and
 - g) Participate in project missions, as requested.

(ii) Bidding process

- a) Monitor procurement activities schedule from issuance of bids to contract finalization and ensure that the milestone dates are met;
- b) Serve as resource person, as required, in relation to the application of the ADB's Procurement Guidelines in answering clarification from bidders and preparation of procurement-related documents;
- c) Review NEA's Bid Evaluation Report and Draft Contract between IA and contractor/supplier; and
- d) Perform other tasks as may be required to complete outputs expected under this consultancy.

(iii) Monitoring and inventory of materials

- a) Monitor NEA's materials inventory list and conduct actual inventory inspection for installed materials in the project sites, as required, in coordination with government and relevant stakeholders; and
- b) Support the preparation of final report for the procurement-related.

5. The procurement specialist should have a degree in finance, law, civil engineering, or a related field with at least 3 years of professional experience in procurement, project implementation, and monitoring. Knowledge of government's procurement rules and regulations and ADB Procurement Guidelines is a must. Experience with CDD projects would be an advantage.

C. Financial Analyst (national, 24 person-months)

6. The financial analyst will have the overall responsibility of managing financial transactions under subcomponent A.1. in accordance with ADB policies and procedures, His/Her specific responsibilities are as follows:

- (i) Process ADB-contracted project claims under subcomponent A.1, ascertain that that the claims/billings submitted are in accordance with contract provisions, relevant financial

covenants, applicable administrative orders/circulars, and established Bank practices and policies.

- (ii) Review consultants' contracts under subcomponent A.1 to keep track and monitor cost estimates, contract variations, actual disbursements, and prepares status of consultant's contracts for information of supervisor.
- (iii) Maintain existing filing system by sorting and filing routine materials according to prescribed systems and established guidelines
- (iv) Prepare statements on financial status of consultant contracts; maintains records of claims and contracts; drafts/types correspondence related to assigned work duties
- (v) Prepare in-year financial monitoring reports and year-end financial reports for audit
- (vi) Comply with audit findings and all finance policies of IAs and ADB

7. The financial analyst should have a post-secondary degree in business administration, major in accounting; preferably a certified public accountant. He/she should have at least 3 years combined on-the-job training and experience in banking, accounting or auditing. He/she should also be proficient in MS Office program, including MS Excel and MS Word.

JAPAN FUND FOR POVERTY REDUCTION (JFPR)

XIII. GRANT STATUS REPORT

(Note: To be received by OCO within one month after the end of the reporting period)

A. Basic Grant Data	DMC:
Grant Number:	Name of Grant:
Approved Grant Amount: \$	Responsible Project Officer and Division {name, position, e-mail, phone}:
Grant Commencement Date (Date LoA was signed):	Original Closing Date / Revised Closing date (after extension):
Executing Agency {Names, Address, Contact Persons, E-mail, Phone, Fax}:	
Implementing Agency(ies) {Names, Address, Contact Persons, E-mail, Phone, Fax}:	

B. Grant Status	Period of Reporting {date from/to}:				
	Date when this report was prepared:				
General Status (Summary)	A	B	C	D	E¹⁸
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Specify: _____
Grant Development Objective:					
Grant Components	Targeted/Expected Output	Physical Accomplishments		Notes - Remarks:	
		(%)	Rating ¹⁹ (HS,S,PS,U)		

¹⁸ A = Financially Closed; B = Implementation already started or is ongoing; C = LOA signed but implementation has not started yet; D = ADB Approved but LOA not yet signed; E = Others, (please briefly specify, e.g. extension, or issues that need to be flagged)

¹⁹ HS=Highly Satisfactory, S=Satisfactory, PS=Partly Satisfactory, U=Unsatisfactory

C. Grant Utilization				
Grant Committed:	Cumulative Disbursements:		Balance:	Notes - Remarks:
\$	\$		\$	
Annual Disbursements (from ADB to Grant Accounts):				
	1st Qtr.	2nd Qtr.	3rd Qtr.	
Projected:	\$	\$	\$	\$
Actual:	\$	\$	\$	\$
Procurement of Goods and Services:				
	Goods		Services	
	No. of contracts	Total Amount	No. of Contracts	Total Amount
Contracts Awarded:				
Outstanding Contracts:				

D. Major Issues / Problems {please add extra sheet if necessary}	
Problems / Issues	Action Taken / Proposed

Prepared By:	Name / Division / Signature	Comments
Project Officer:		
Cleared By:	Name / Division / Signature	Comments
1. Director General:		
2. Director:		

INDICATIVE LIST OF BENEFICIARIES AND DETAILED EVALUATION PER LINE SECTION

	NAME OF SCHOOL	BARANGAY	MUNICIPALITY
1.	Aroganga Elem. School	Aroganga	Dolores
2.	Buenavista Elem. School	Buenavista	Quinapondan
3.	ESSU, Guiuan		Guiuan
4.	Gen. Mc Arthur Nat'l. Agricultural School		Gen. Mac Arthur
5.	Nat'l. Pilot Opportunity School of Agriculture		San Policarpo
6.	Nat'l. School of Craftmanship & Home Industries	Alugan	San Policarpo
7.	Arteche Central Elem. School		Arteche
8.	ESSU, Maydolong		Maydolong
9.	Maydolong Central Elem. School		Maydolong
10.	Caglao-an Elem. School	Caglao-an	Dolores
11.	Caglao-an Nat'l. High School	Caglao-an	Dolores
12.	Eastern Samar Nat'l. Comprehensive High School	Alang-alang	Borongan
13.	Dolores Central Elem. School		Dolores
14.	Eugenio Abunda Sr.	Campesao	Borongan
15.	Guiuan East Central Elem School		Guiuan
16.	Hinolaso Elem. School	Hinolaso	Dolores
17.	Lalawigan Central Elem. School	Lalawigan	Lawaan
18.	Lalawigan Nat'l. High school	Lalawigan	Lawaan
19.	Arteche Nat'l. High School		Arteche
20.	Dolores Nat'l. High School		Dolores
21.	Giporlos Central Elem. School		Giporlos
22.	Southern Samar Nat'l Comprehensive High School		Balangiga
23.	Salcedo National High School		Salcedo
24.	Quinapondan National High School		Quinapondan
25.	Malabag National High School	Malabag	Giporlos
26.	Giporlos National Trade School		Giporlos
27.	Oras East Elementary School		Oras
28.	San Policarpo Central Elem. School		San Policarpo
29.	Taft Central Elem. School		Taft
30.	Taft National High School		Taft

	NAME OF SCHOOL	BARANGAY	MUNICIPALITY
31.	Dapdap National Technical and Vocational High School	Dapdap	Dolores
32.	Oras National High School		Oras
33.	Padang Elementary School	Padang	Hernani
34.	Lupok Central Elem. School	Lupok	Guiuan
35.	Hernani Central Elem. School		Hernani
36.	Guiuan East Central Elem. School		Guiuan
37.	Guiuan National High School		Guiuan
38.	Can-avid Central Elem. School		Can-avid
39.	Sulangan Nat'l. High School	Sulangan	Guiuan
40.	Tabunan Elem. School	Tabunan	Borongan
41.	Balangiga Central Elem. School		Balangiga
42.	Mc Arthur Central Elem. School		Gen. Mac Arthur
43.	San Saturnino Elem. School	San Saturnino	Borongan
44.	Eugenio S. Daza Pilot Elem. School		Borongan
45.	Sulangan Central Elem. School	Sulangan	Guiuan
46.	ESSU, Can-avid		Can-avid
47.	Sto. Niño Elem School	Sto. Niño	Quinapondan
48.	Balangkayan Central Elem. School		Balangkayan
49.	Llorente Nat'l. High School		Llorente
50.	Oras West Elem School		Oras
51.	Balangkayan Nat'l. High School		Balangkayan
52.	Batang Elem. School	Batang	Hernani
53.	Llorente Cenral Elem. School		Llorente
54.	Carmen Elem. School	Carmen	Hernani
55.	Sta. Fe Nat'l. High School	Sta. Fe	Borongan
56.	ESSU, Salcedo	Naparaan	Salcedo
57.	ESSU, Borongan	Maypangdan	Borongan
58.	Salcedo Central Elem. School		Salcedo
59.	Mercedes Central Elem. School		Mercedes

	NAME OF SCHOOL	BARANGAY	MUNICIPALITY
60.	Hinolaso Nat'l. High School	Hinolaso	Dolores
61.	Can-avid Nat'l. High School		Can-avid
62.	Lawaan Central Elem. School		Lawaan
63.	Garawon Elem. School	Garawon	Hernani
64.	Quinapondan Central Elem. School		Quinapondan
65.	Sabang Central Elem. School	Sabang South	Borongan
66.	Cantahay Central Elem. School	Cantahay	Guiuan
67.	Hernani Nat'l. High School School		Hernani
68.	Bulosao Nat'l. High School	Bulosao	Lawaan
69.	Bulosao Elem. School	Bulosao	Lawaan
70.	Mercedes Nat'l. High School		Mercedes
71.	Maydolong Nat'l. High School		Maydolong
72.	Lawaan Nat'l. High School		Lawaan
73.	Oras District Hospital		Oras
74.	San Policarpo District Hospital		San Policarpo
75.	Eastern Samar Provincial Hospital	Songco	Borongan
76.	Felipe Abrigo Memorial Hospital		Guiuan
77.	Albino M. Duran Hospital Balangiga E. Samar		Balangiga
78.	Arteche District Hospital		Arteche
79.	Taft District Hospital		Taft