

## PROJECT PREPARATORY TECHNICAL ASSISTANCE

### A. Justification

1. A robust participatory process involving all relevant stakeholders is necessary to seek consensus on the scope, coverage and priority activities to be supported by the Project. The PPTA will review and assess the performance of the communicable diseases control programs (including HIV/AIDS, tuberculosis and malaria) in the four countries, in particular for migrant and mobile population identify the challenges which are a bottleneck of socio-economic growth. The PPTA will help develop an investment project suitable for ADB financing in terms of technical, financial, economic, institutional, and safeguard dimensions.

### B. Major Outputs and Activities

2. The PPTA will: (i) prepare a situation and gap analysis on communicable diseases diagnostic and treatment; (ii) prepare cost estimates, a financing plan; (iii) analyze project financial and economic viability and sustainability; (iv) conduct financial analysis and financial management assessment of executing and implementing agencies; (v) prepare master bidding documents when appropriate; and (vi) determine detailed implementation arrangements. Given that the result-based lending modality is envisioned for Viet Nam, PPTA will, as appropriate, prepare (i) disbursement link indicators (DLI), and the disbursement amount attached to each DLI, (ii) program financial reporting and auditing arrangements, and (iii) program cost estimates, as among the required outputs. It will identify and assess the financing structure, including possible financing sources. It will prepare the project administration manual incorporating the above and other relevant aspects to guide overall implementation of the proposed Greater Mekong Subregion Health Security project (the project).

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

**Table A4.1: Summary of Major Outputs and Activities**

| Major Activities  | Expected<br>Completion Date | Major Outputs          | Expected<br>Completion Date |
|---|-----------------------------|------------------------|-----------------------------|
| <b>A. Inception</b>   |                             |                        |                             |
| 1. Consultant mobilization  | February 2015               | Contract with firm     | February 2015               |
| 2. Prepare detailed workplan  | February 2015               |                        |                             |
| 3. Initial stakeholder consultation and inception workshop, per country                                     | March 2015                  | Workshop report        | March 2015                  |
| 4. Rapid assessment of gaps   | April 2015                  | Inception report       | April 2015                  |
| <b>B. Midterm</b>   |                             |                        |                             |
| 5. In-depth dialogue with EA and stakeholders to determine scope  | April 2015                  |                        |                             |
| 6. Assess procurement and institutional capacity, conduct financial evaluation, and prepare risk assessment | May 2015                    |                        |                             |
| 7. Develop initial design and monitoring framework (DMF)  | June 2015                   |                        |                             |
| 8. Determine needs in equipment, capacity development, and regional consultations.                          | June 2015                   |                        |                             |
| 9. Conduct mid-term regional workshop.  | June 2015                   | Midterm report         | June 2015                   |
| <b>C. Final</b>   |                             |                        |                             |
| 10. Prepare detailed implementation strategies.   | July 2015                   |                        |                             |
| 11. Prepare cost estimates and financing plan   | July 2015                   |                        |                             |
| 12. Assess economic and financial viability and sustainability  | August 2015                 |                        |                             |
| 13. Finalize linked documents   | August 2015                 | Draft linked documents | August 2015                 |

| Major Activities  | Expected Completion Date | Major Outputs      | Expected Completion Date |
|---|--------------------------|--------------------|--------------------------|
| 14. Develop detailed implementation arrangements and procurement plan | August 2015              |                    |                          |
| 15. Prepare detailed PAM  | August 2015              | Draft PAM          | September 2015           |
| 16. Finalize project documents  | October 2015             | Draft Final report | October 2015             |
| 17. Conduct final regional workshop.                                  | November 2015            | Workshop report    | October 2015             |
| 18. Prepare final report  | January 2016             | Final report       | January 2016             |

PAM = project administration manual

Source: Asian Development Bank

### C. Cost Estimate and Proposed Financing Arrangement

4. The PPTA is estimated to be \$1,300,000 equivalent which will be financed on a grant basis by the Asian Development Bank's (ADB's) Technical Assistance Special Fund (TASF-V and TASF Others). In Viet Nam, the TA Loan Preparation and Start-up Support Facility will be considered to finance detailed project design.<sup>1</sup> The governments will provide in-kind contributions in the form of office accommodation, counterpart staff, and other in-kind contribution. The detailed cost estimates are presented in Table A4.2.

**Table A4.2: Cost Estimates and Financing Plan**

(\$'000)

| Item   | Total Cost     |
|--|----------------|
| <b>Asian Development Bank<sup>a</sup></b>                |                |
| 1. Consultants   |                |
| a. Remuneration and per diem                             |                |
| i. International consultants (21 person-months)          | 554.5          |
| ii. National consultants (52 person-months)              | 350.5          |
| b. International and local travel                        | 73.8           |
| c. Reports and communications                            | 5.0            |
| 2. Equipment <sup>b</sup>                                | 9.0            |
| 3. Workshops <sup>c</sup>                                | 120.0          |
| 4. Transportation <sup>d</sup>                           | 12.0           |
| 5. Surveys   | 5.0            |
| 6. Miscellaneous administration and support costs        | 36.2           |
| 7. Representative for contract negotiations <sup>e</sup> | 4.0            |
| 8. Contingencies   | 130.0          |
| <b>Total</b>   | <b>1,300.0</b> |

<sup>a</sup> Financed by the Asian Development Bank's Technical Assistance Special Fund (TASF-V and TASF Others)

<sup>b</sup> Equipment

| Type             | Quantity | Cost    |
|------------------|----------|---------|
| Computer laptops | 4        | \$2,250 |

<sup>c</sup> Workshops, training, seminars, and conferences

| Purpose                       | Venue                                |
|-------------------------------|--------------------------------------|
| Initial workshop, per country | Cambodia, Lao PDR, Myanmar, Viet Nam |
| Mid-term Regional Workshop    | Bangkok                              |
| Final Regional Workshop       | Bangkok                              |

<sup>d</sup> Vehicle

| Justify the use of and the need to purchase or lease a vehicle | Expected length of use |
|--|------------------------|
| Field trips in the targeted provinces and regions              | 80 days                |

<sup>e</sup> In accordance with the project administration instructions on recruiting consulting firms for TA assignments, the user division, in consultation with OSFMD, will decide on the mode of negotiation. Negotiations are usually conducted by correspondence when the assignment budgets are equal to or less than \$600,000. ADB. 2010. Specific Requirements for Recruiting Consultants by ADB. *Project Administration Instructions*. PAI 2.04. Manila.

<sup>f</sup> Including national administrative staff, stationeries, maintenance, utilities.

Source: Asian Development Bank

<sup>1</sup> ADB. 2012. *Report and Recommendation of the President to the Board of Directors: Proposed Technical Assistance Loan to the Socialist Republic of Viet Nam: Project Preparation and Start-Up Support Facility*. Manila.

## D. Consulting Services

5. Consultants will be engaged through an international consulting firm, indicatively including 21 person-months of international consultant inputs, and 52 person-months of national consultant inputs.<sup>2</sup> ADB will select and engage consultants in accordance with ADB's Guidelines on the Use of Consultants (March 2013, as amended from time to time). The quality- and cost-based selection (QCBS), using simplified technical proposal procedures, will be followed. The quality and cost ratio for QCBS will be 80:20. The consultants may procure equipment through shopping in accordance with ADB's Procurement Guidelines (March 2013, as amended from time to time). Some of the contingency funds will remain unallocated for individual national (24 person-months) and international consultants (3 person-months), possibly in the areas of project administration, and management, finance, sociology, laboratory, public health, and behavioral change communication, and resources persons during workshops to be identified as needed. Individual consultants will be recruited either by the consulting firm or by ADB following ADB's Individual Consultant Selection (ICS). Upon completion of the PPTA, equipment procured under the PPTA will be transferred to the executing agency. Inputs by the consultant firm may be augmented by a small number of resource persons as needed, to be recruited by ADB in accordance with ADB procedures.

**Table A4.3: Summary of Consulting Services Requirement**

| Positions   | Person-Months Required         |                                     |
|---|--------------------------------|-------------------------------------|
| International                                       | National (one in each country) |                                     |
| Team Leader   | 8                              | Deputy Team Leaders 20              |
| Health economist                                    | 3                              |                                     |
| Financial management specialist                     | 3                              | Financial Management Specialists 12 |
| Laboratory Specialist                               | 4                              | Procurement Specialists 12          |
| Social Development/<br>Safeguards/Gender Specialist | 3                              | Safeguard/Gender Specialists 8      |

Source: Asian Development Bank

6. The outline terms of reference for the project preparatory TA consultants are described in paras. 7 to 10.

7. **Team Leader and Health Security Expert** (International: 8 person-months, intermittent). The consultant will (i) assist in the overall organization of the TA; (ii) guide, supervise, and coordinate the work of all team members; (iii) take overall responsibility for preparing reports and consolidating reports prepared by all team members; (iv) organize workshops, training, seminars and conferences and (v) technically undertake the health systems and sector assessment. **Deputy team leader and public health specialists** (One specialist in each country; national: 5 person-months each, intermittent) will assist the team leader in their tasks and take responsibility for delivering of the Government required documentation. Both will have at least 15 years of experience in project development and planning with a post-graduate degree in public health or health management.

8. **Health Economist** (International, 3 person-months, intermittent) **and Finance Management Specialists** (International, 3 person-months; and National, one national specialist in each country, 3 person-months each, intermittent). The Health Economist will have at least 10 year experience in international health financing, and preparing financial/economic analyses. The international finance management specialist will be chartered accountant and/or certified public accountant. The consultants will be responsible to (i) conduct a financial management

<sup>2</sup> To reduce administrative burden and improve economy, efficiency and value for money, all consulting services under the TA would be engaged on output-based (lump-sum) contracts.

assessment and recommend measures to strengthen financial management capacities at provincial and district level; (ii) assist with the preparation of a project financing plan, and design the funds flow and disbursement mechanism; (iii) prepare detailed cost estimate, a summary cost estimates table, a financing plan, and a financial analysis; (iv) conduct the economic analysis for the Project in accordance with ADB's Guidelines for Economic Analysis of Projects and other relevant policies and guidelines; (v) conduct an analysis of public expenditures for CDC in each country; and (vi) propose appropriate auditing arrangements.

9. **Social Development/Safeguards/Gender specialists** (International, 3 person-months, intermittent; and national one specialist in each country: 2 person months each, intermittent). The consultants will (i) review the government policies and strategies for poverty reduction and gender development, (ii) conduct the poverty (impact) and social analysis of the Project in accordance with ADB requirements, (iii) prepare the Summary Poverty Reduction and Social Strategy in accordance with ADB policies; (iv) prepare a gender action plan, in accordance with ADB policies; (v) assess the compliance of the proposed project with ADB resettlement, environment and indigenous peoples safeguard policies; and (vi) implement a participatory design strategy by organizing focus group discussions with stakeholders during project preparation.

9. **Laboratory Specialist** (International, 4 person-months, intermittent). The consultant will have at least 10 years of relevant experience in public health in the region. The consultant will assess (i) the diagnostic capacities at provincial and district level; and (ii) the quality assurance systems and technical staff capacity in the laboratories. Based on the assessment, the consultant will recommend equipment and training to be provided by the project.

10. **Procurement Specialists** (National, one specialist in each country, 3 person-months each, intermittent). The consultants will have at least 5 years of relevant experience in procurement for government and/or international aid agencies. With support from other team members, the consultant will (i) conduct the procurement capacity assessment; (ii) prepare a procurement plan; and (iii) prepare plan to mitigate procurement related risks.

## E. Implementation Arrangements

11. The Asian Development Bank will be the executing agency for the PPTA. The proceeds of the TA will be disbursed in accordance with the Technical Assistance Disbursement Handbook (2010 as amended from time to time). The PPTA will start on 1 January 2015 and will be completed by 30 September 2016. The project management units (PMUs) of the Second Communicable Disease Project and the PMU of the GMS Capacity Building for HIV/AIDS Prevention in Myanmar will provide day-to-day oversight and liaison with the consultants. In Myanmar, the Ministry of Health will provide qualified counterpart staff and adequate office accommodations for the consultants. The Government was advised that approval of the PPTA does not commit ADB to financing any ensuing loan/grant.

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

**Table A4.4: Technical Assistance Processing and Implementation Schedule**

| Major Milestones                             | Expected Completion Date | Major Milestones   | Expected Completion Date |
|--|--------------------------|--------------------|--------------------------|
| VP Project concept clearance, including PPTA | 10 December 2014         | Midterm report     | 30 June 2015             |
|  |                          | Draft final report | 30 October 2015          |
| Consultant mobilization                      | 16 February 2015         | Final report       | 30 January 2016          |
| TA inception report                          | 1 March 2015             | Financial closure  | 31 March 2016            |

PPTA = project preparatory technical assistance; TA = technical assistance; VP = Vice-President.

Source: Asian Development Bank.