

Project Administration Manual

Project Number: 48293

Loan and/or Grant Number(s): (once approved)

August 2014

Solomon Islands: Transport Sector Flood Recovery Project

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Project Administration Manual Purpose and Process

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with Government and Asian Development Bank (ADB) policies and procedures. The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The Ministry of Infrastructure Development (MID) is wholly responsible for the implementation of ADB financed projects, as agreed jointly between the Recipient and ADB, and in accordance with Government and ADB's policies and procedures. ADB staff is responsible to support implementation including compliance by MID of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At Loan Negotiations the Recipient and ADB shall agree to the PAM and ensure consistency with the Financing Agreement. Such agreements shall be reflected in the minutes of the Loan Negotiations. In the event of any discrepancy or contradiction between the PAM and the Financing Agreement, the provisions of the Financing Agreement shall prevail.

After ADB Board approval of the project's report and recommendation of the President (RRP) 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 PAM.

Abbreviations

ADB	=	Asian Development Bank
APs	=	affected persons
CEMP	=	construction environmental management plan
CPIU	=	central project implementation unit
DFAT	=	Australian Department of Foreign Affairs and Trade
DSC	=	design and supervision consultants
DRM	=	disaster risk management
EARF	=	environmental assessment and review framework
EMP	=	environmental management plan
ESMS	=	environmental and social management system
ESS	=	environment safeguards specialist
FIDIC	=	Federation of Consulting Engineers
FMA	=	financial management assessment
GAP	=	gender action plan
GCDS	=	gender and community development specialist
GRM	=	grievance redress mechanism
ICB	=	international competitive bidding
MID	=	Ministry of Infrastructure Development
NSS	=	national safeguards specialist
NTF	=	National Transport Fund
PAM	=	project administration manual
QCBS	=	quality- and cost based selection
RF	=	resettlement framework
RP	=	resettlement plan
RRP	=	report and recommendation of the President to the Board
SPS	=	Safeguard Policy Statement
SSS	=	social safeguards specialist
TOR	=	terms of reference
TSDP	=	Transport Sector Development Project

I. PROJECT DESCRIPTION

1. The Transport Sector Flood Recovery Project (the Project) will be provided through a sector approach for reconstruction and climate- and disaster-proofing of transport infrastructure damaged by the April 2014 flash floods. The project will use similar implementation arrangements as the ongoing ADB Transport Sector Development Project (TSDP). The Ministry of Infrastructure Development (MID) will be the executing agency of the project, and it will implement the project through its central project implementation unit (CPIU). To get a rapid start of the project, some of the uncommitted funds under TSDP will be utilized to carry out the feasibility studies, detailed engineering design and tendering of civil works.

2. **Impact and outcome.** The impact of the project will be socio-economic activities restored to at least pre-flood levels. The outcome will be restored and more resilient connectivity.

3. **Output.** The project will have one output: Transport infrastructure in priority locations reconstructed, and climate and disaster proofed. The subprojects will include repairs to bridges, bridge approaches, culverts and drainage systems, including disaster and climate proofing.

4. **Subproject Selection and Eligibility Criteria.** The sector approach allows the government to take lead in identifying, prioritizing, appraising, designing, and implementing prioritized segments of road network as ‘subprojects’. The MID through CPIU and assisted by consultants will prioritize the subprojects on behalf of the government. The approval of the subprojects will be based on satisfactory technical, economic, safeguards screening following compliance with eligibility and selection criteria.¹

5. MID will use the National Transport Fund (NTF) mechanism to fund operations and maintenance of the project facilities once they are completed.

¹ Subproject eligibility and selection criteria (accessible from the list of linked documents in Appendix 2 of the report and recommendation of the President to the Board).

II. IMPLEMENTATION PLANS

6. The project will be implemented over 33 months. The physical completion date is 30 June 2017, and project closing date is 31 December 2017. The implementation period is justified, as the project will include climate resilience and disaster risk management elements to “build back better” the damaged infrastructure. Consultants for feasibility study, detailed engineering designs, procurement and tendering will be recruited under the ongoing TSDP. Consultant recruitment for project implementation phase will be carried out under advance action. At the request of the government, ADB will recruit the consultants and will consult MID during the recruitment processes. The project readiness activities for consultant selection processes for the CPIU under advance contracting action will commence in August 2014 for completion by December 2014 to enable project implementation to commence from February 2015. The project readiness activities are summarized in Table below.

A. Project Readiness Activities

Indicative Activities	2014						Who responsible
	Jul	Aug	Sep	Oct	Nov	Dec	
Advance contracting actions		X	X	X	X	X	Government, ADB
Establish project implementation arrangements	X						Government, ADB
ADB Board approval		X					ADB
Loan signing		X					Government, ADB
Government legal opinion provided		X					Government
Government budget inclusion			X				Government
Loan effectiveness				X			ADB

ADB = Asian Development Bank.

B. Overall Project Implementation Plan

Activities	2014				2015				2016				2017			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project Design and Management Services																
Shortlist and Request for Proposal																
Evaluate, Sign Contract and Mobilization																
Civil Works																
Screening and Feasibility Study																
Detailed Engineering Design																
Preparation of bid documents and Invitation for Bid																
Tendering, Evaluation and Approval of Contract																
Contract Signing and Mobilization																
Rehabilitation																
Management Activities																
Procurement																
Environment management plan key activities																
Gender action plan key activities																
Communication strategy key activities																
Inception Mission																
Semi-Annual Reviews																
Midterm Review																
Project Completion																
Project completion report																

III. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations – Roles and Responsibilities

7. MID through the CPIU will be responsible for the detailed design and day-to-day implementation, financial management, safeguards, monitoring and evaluation. The Director of CPIU will oversee the overall implementation of the project. A team of international and national consultants will be mobilized and integrated into the CPIU to strengthen MID's technical and managerial capacity in the implementation of the project.² The CPIU will maintain separate accounts for the project, which will be audited by an independent auditor. MID through CPIU will be responsible for processing of withdrawal applications and reporting requirements under the project, for providing in-kind contribution (e.g., land, office space, taxes and duties, project audits, and provision of counterpart staff), and for procurement and administering contracts. All procurement of goods and works will be undertaken following ADB's Procurement Guidelines³ (2013, as amended from time to time), and all consulting services will be procured in compliance with ADB's Guidelines on the Use of Consultants⁴ (2013, as amended from time to time).

8. The management roles and responsibilities are detailed in Table 1.

Table 1: Project implementation roles and responsibilities

Project implementation organizations	Management Roles and Responsibilities
<ul style="list-style-type: none"> • Ministry of Finance and Treasury 	<ul style="list-style-type: none"> ➤ Ministry representing the Beneficiary
<ul style="list-style-type: none"> • Ministry of Infrastructure Development 	<ul style="list-style-type: none"> ➤ Executing Agency ➤ Responsible for overall implementation of the project ➤ Responsible for submitting withdrawal applications, reporting requirements, including submitting the annual audit report and audited financial statements and record keeping. ➤ Responsible for providing counterpart in-kind contribution (e.g., land, office space, taxes and duties, counterpart staff) for project components.
<ul style="list-style-type: none"> • ADB 	<ul style="list-style-type: none"> ➤ Financier through Asian Development Fund Grant and Loan

²To provide prompt response to the emergency following the Disaster and Emergency Assistance Policy (2004), Grant 0243 Transport Sector Development Project will engage additional consultants using the grant savings (i) to strengthen the management and technical capacity of MID's Central Project Implementation Unit (CPIU) and (ii) to undertake feasibility studies, detailed engineering design and tendering of civil works of the emergency project. The same consultants will continue assisting construction supervision under the same contract but such activity will be financed under the emergency project.

³ Available from <http://www.adb.org/sites/default/files/Guidelines-Procurement.pdf>

⁴ Available from <http://www.adb.org/sites/default/files/guidelines-use-consultants.pdf>

B. Key Persons Involved in Implementation

Executing Agency

Ministry of Infrastructure
Development

Officer's name: Moses Virivolomo
Position: Permanent Secretary
Telephone: +677 28605
Email address: Moses.Virivolomo@sig.gov.sb
Office address: Ministry of Infrastructure Development
Building, Kukum Highway, Honiara.

ADB

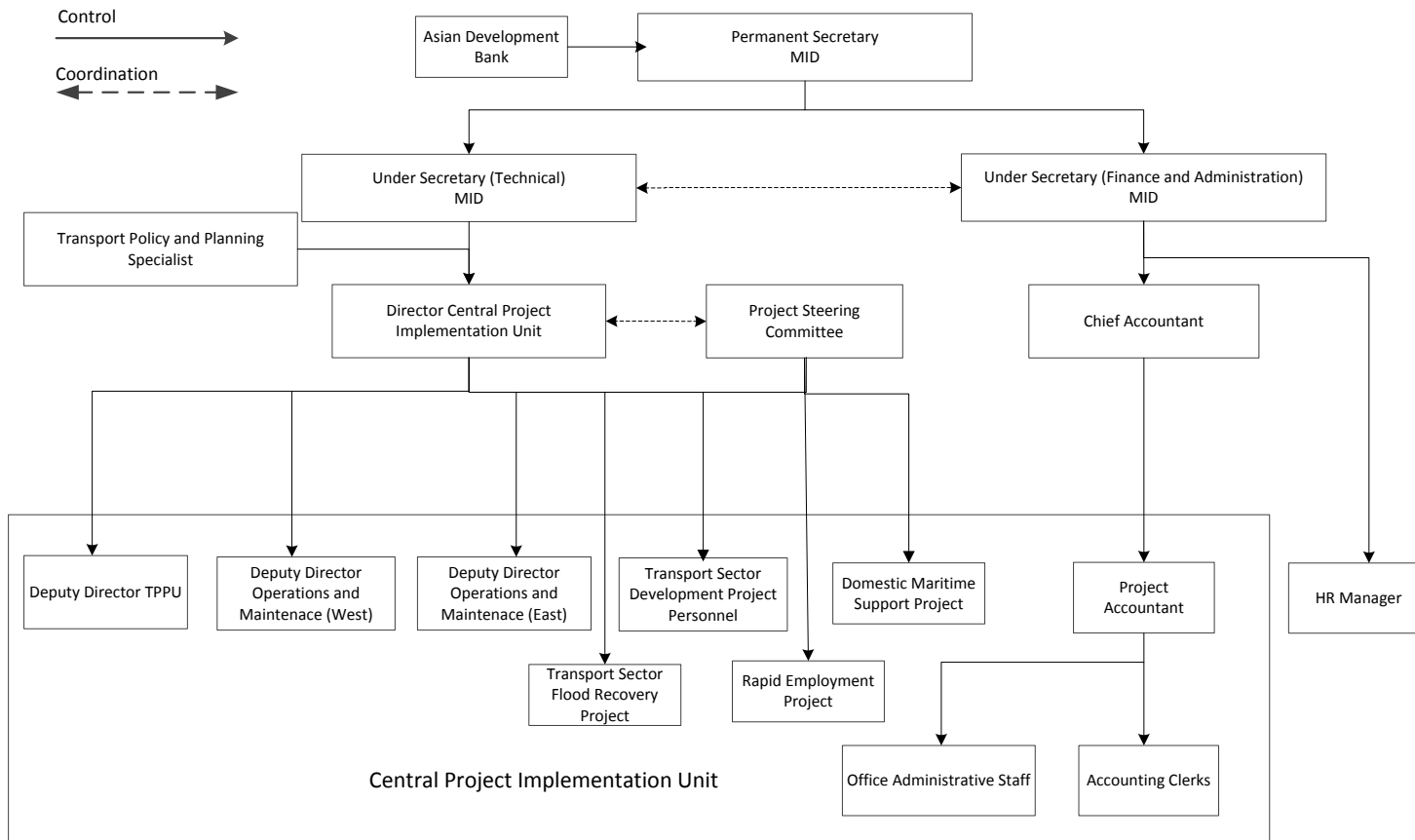
Transport, Energy and Natural
Resources Division (PATE)

Staff name: Robert Guild
Position: Director
Telephone: +63 2 6326109
Email address: rguild@adb.org

Mission Leader

Staff name: Hanna Uusimaa
Position: Climate Change Specialist
Telephone: +63 2 6326109
Email address: huusimaa@adb.org

C. Project Organization Structure



HR = Human Resources, MID = Ministry of Infrastructure and Development, TIMSD = Transport Infrastructure Management Services Department, TPPU = Transport Policy and Planning Unit.

IV. COSTS AND FINANCING

9. The proposed project is estimated to cost \$15.58 million. Project implementation and management service is estimated at \$1.98 million, civil works at \$11.27 million, equipment at \$0.16 million, contingencies at \$1.69 million and interest during construction at \$0.18 million. The government will provide \$2.36 million equivalent as in-kind contributions of \$2.06 million for taxes and duties, \$0.05 million for audit fees, \$0.10 million in salaries and \$0.15 million for office space, local transport, and project administration. It is assumed that there will be no land acquisition required. In the event that there will be relocation of bridges to more suitable sites, the government will directly compensate the affected land owners with its own funds. Details are shown in the detailed cost estimates. The government has requested a grant from the Asian Development Fund of \$6.61 million and a loan of SDR4.29 million to finance the project.

A. Detailed Cost Estimates by Expenditure Category

(\$ million)

Item	Foreign Exchange	Local Currency ^a	Total Cost	% of Total Base Cost
A. Investment Costs^b				
1. Civil Works	9.55	1.72	11.27	82.20%
2. Equipment	0.15	0.01	0.16	1.17%
3. Consultants				
a. Design and Construction	1.45	0.29	1.74	12.69%
b. Environment and Social Mitigation	0.20	0.04	0.24	1.54%
Subtotal (A)	11.35	2.06	13.41	97.81%
B. Recurrent Costs				
1. Salaries	0.00	0.10	0.10	0.73%
2. Office Accommodation	0.00	0.15	0.15	1.09%
3. Audit Fee	0.00	0.05	0.05	0.36%
Subtotal (B)	0.00	0.30	0.30	2.19%
Total Base Cost	11.35	2.36	13.71	100.00%
C. Contingencies^c				
1. Physical	1.09	0.00	1.09	7.95%
2. Price	0.60	0.00	0.60	4.38%
Subtotal (C)	1.69	0.00	1.69	12.33%
D. Interest During Implementation	0.18	0.00	0.18	1.31%
Subtotal (D)	0.18	0.00	0.18	1.31%
E. Total Project Cost (A+B+C+D)	13.22	2.36	15.58	113.64%

^a Includes the local taxes and duties.

^b In mid-2014 prices.

^c Calculated considering physical and foreign currency fluctuations, if any, at 10% and price at 5% of foreign exchange base cost for civil works respectively.

Source: Asian Development Bank estimate.

B. Allocation and Withdrawal of Loan and Grant Proceeds

Table 2: Withdrawal of Loan Proceeds

CATEGORY				ADB FINANCING
Number	Item	Amount Allocated SDR		Percentage of Total
		Category	Subcategory	
1	Civil Works	3,634,000		59% of total expenditures claimed*
2	Equipment	48,000		50% of total expenditures claimed*
3	Financing charges during implementation	118,000		100% of total amount due
4	Unallocated	489,000		
	TOTAL	4,289,000		

* Exclusive of taxes and duties imposed within the territory of the Beneficiary.

Table 3: Withdrawal of Grant Proceeds

CATEGORY				ADB FINANCING
Number	Item	Amount Allocated \$		Percentage of Total
		Category	Subcategory	
1	Civil Works	3,950,000		41% of total expenditures claimed*
2	Equipment	75,000		50% of total expenditures claimed*
3	Consultancy Services	1,650,000		
3A	Project Management		1,450,000	100% of total expenditures claimed*
3B	Environmental and Social Mitigation		200,000	100% of total expenditures claimed*
4	Unallocated	935,000		
	TOTAL	6,610,000		

* Exclusive of taxes and duties imposed within the territory of the Beneficiary.

C. Detailed Cost Estimates by Financier

(\$ million)^a

	ADB Loan		ADB Grant		Amount (Costs) (C)	Government Amount (Taxes and Duties)		Amount (Total) (E)	% of Cost Category (E/F)	Total Cost (A+B+E= F)
	Amount (A)	% of Cost Category (A/F)	Amount (B)	% of Cost Category (B/F)		Amount (Total) (D)				
A. Investment Costs^b										
1 Civil Works	5.60	50%	3.95	35%	0.00	1.72	1.72	15%	11.27	
2 Equipment	0.08	47%	0.08	47%	0.00	0.01	0.01	6%	0.16	
3 Consultants										
a. Design and Supervision	0.00	0%	1.45	83%	0.00	0.29	0.29	17%	1.74	
b. Environmental and Social Development	0.00	0%	0.20	83%	0.00	0.04	0.04	17%	0.24	
Subtotal (A)	5.68	42%	5.68	42%	0.00	2.06	2.06	15%	13.41	
B. Recurrent Costs^c										
1 Salaries	0.00	0%	0.00	0%	0.10	0.00	0.10	100%	0.10	
2 Office Accommodation	0.00	0%	0.00	0%	0.15	0.00	0.15	100%	0.15	
3 Audit Fees	0.00	0%	0.00	0%	0.05	0.00	0.05	100%	0.05	
Subtotal (B)	0.00	0%	0.00	0%	0.30	0.00	0.30	100%	0.30	
Total Base Cost	5.68	41%	5.68	41%	0.30	2.06	2.36	17%	13.75	
C. Contingencies^d	0.75	45%	0.94	55%	0.00	0.00	0.00	0.00	1.69	
D. Financing Charges										
During Implementation	0.18	100%	0.00	0%	0.00	0.00	0.00	0.00	0.18	
Total Project Cost (A+B+C+D)	6.61	42.43%	6.61	42.43%	0.30	2.06	2.36	15.15%	15.58	
% Total Project Cost		42.43%		42.43%				15.15%	100.0%	

^a Figures may not tally due to rounding.

^b At mid-2014 prices

^c In-kind contributions by Government of Solomon Islands.

^d Includes physical and foreign exchange fluctuation and price contingencies at 10% and 5% respectively.

D. Detailed Cost Estimates by Outputs

(\$ million)

		Output 1		
Item	Total Cost	Amount	% of Cost Category	
A. Investment Costs^a				
1 Civil Works	11.27	11.27	100.0%	
2 Equipment	0.16	0.16	100.0%	
3 Consultants	0.00	0.00	100.0%	
a. Project Management	1.74	1.74	100.0%	
b. Environment and Social Mitigation	0.24	0.24	100.0%	
Subtotal (A)	13.41	13.41	100.0%	
B. Recurrent Costs				
1 Salaries	0.10	0.10	100.0%	
2 Accommodation	0.15	0.15	100.0%	
3 Audit Fees	0.05	0.05	100.0%	
Subtotal (B)	0.30	0.30	100.0%	
Total Base Cost	13.71	13.71	100.0%	
C. Contingencies				
1 Physical ^b	1.09	1.09	100.0%	
2 Price ^c	0.60	0.60	100.0%	
Subtotal (C)	1.69	1.69	100.0%	
D. Financing Charges During Implementation				
1 Interest During Implementation	0.18	0.18	100.0%	
Subtotal (D)	0.18	0.18	100.0%	
Total Project Cost (A+B+C+D)	15.58	15.58	100.0%	

^a At mid-2014 prices.

^b Physical and foreign exchange fluctuation at 10%.

^c Price contingencies at 5%.

E. Detailed Cost Estimates by Year

(\$ million)^a

Item	Total Cost ^c	2014	2015	2016	2017
A. Investment Costs^b					
1 Civil Works	11.27	0.00	0.00	6.07	5.20
2 Equipment	0.16	0.00	0.16	0.00	0.00
3 Consultants	0.00	0.00	0.00	0.00	0.00
a. Project Management	1.74	0.00	0.00	0.87	0.87
b. Environment and Social Mitigation	0.24	0.00	0.00	0.12	0.12
Subtotal (A)	13.41	0.00	0.16	7.06	6.19
B. Recurrent Costs^d					
1 Salaries	0.10	0.00	0.02	0.04	0.04
2 Accommodation	0.15	0.00	0.05	0.05	0.05
3 Audit Fees	0.05	0.00	0.01	0.02	0.02
Subtotal (B)	0.30	0.00	0.08	0.11	0.11
Total Base Cost	13.71	0.00	0.24	7.17	6.30
C. Contingencies^e	1.69	0.00	0.00	0.85	0.84
D. Financing Charges During Implementation^e	0.18	0.00	0.06	0.06	0.06
Total Project Cost (A+B+C+D)	15.58	0.00	0.30	8.08	7.20
% Total Project Cost^e	100%	0.00%	1.93%	51.86%	46.21%

^a Figures may not tally due to rounding.

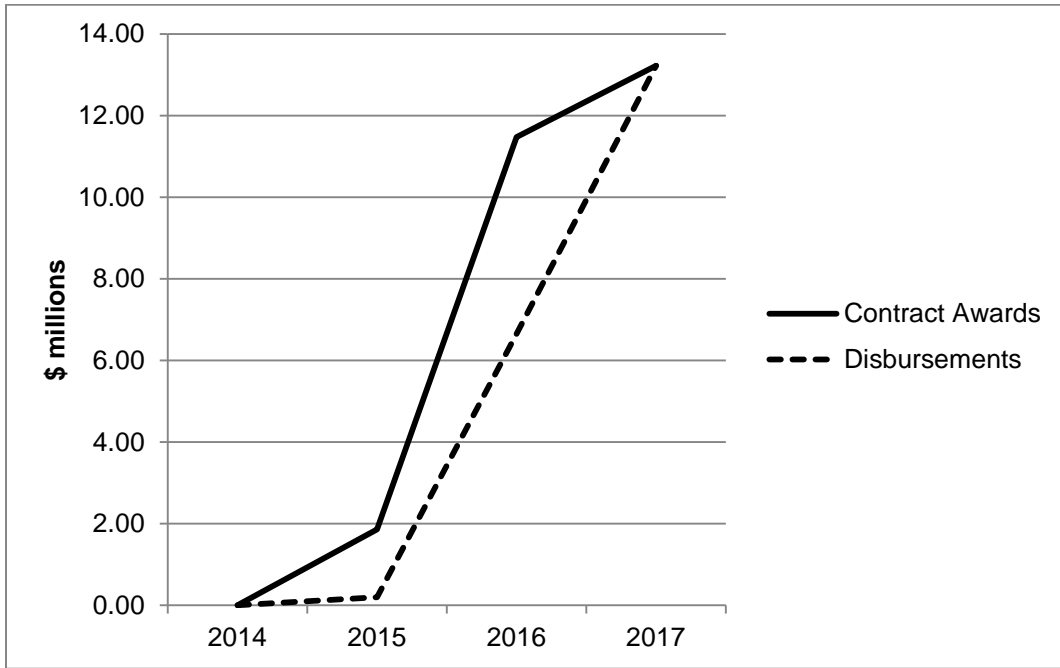
^b At mid-2014 prices.

^c Inclusive of taxes and duties. The Government of Solomon Islands will exempt the taxes and duties as its contribution to the project.

^d In-kind costs by the Government of Solomon Islands.

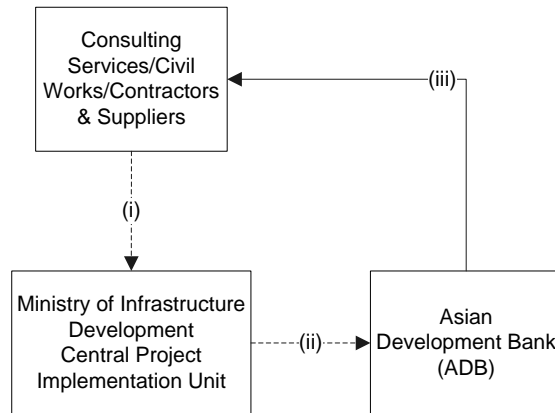
^e Includes physical and foreign exchange fluctuation and price contingencies at 10% and 5% respectively.

F. Contract and Disbursement S-curve



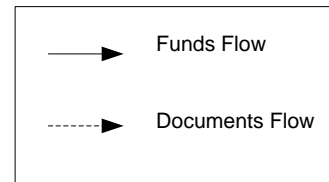
Year	Contract Awards					Disbursements				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2015	1.65	0.15	0.00	0.06	1.86	0.00	0.15	0.00	0.05	0.20
2016	9.55	0.00	0.00	0.06	9.61	0.20	1.60	2.00	2.65	6.45
2017	0.00	1.69	0.00	0.06	1.75	1.30	1.80	1.86	1.61	6.57
Total	11.20	1.84	0.00	0.18	13.22	1.50	3.55	3.86	4.31	13.22

G. Fund Flow Diagram



Funds Flow Diagram

- (i) Claims for consulting services, civil works, goods and equipment are submitted by originator to Ministry of Infrastructure Development (MID) Central Project Implementation Unit (CPIU).
- (ii) CPIU checks claims and prepares withdrawal application for submission to ADB.
- (iii) ADB makes a direct payment based on the withdrawal application to the contractor.



V. FINANCIAL MANAGEMENT

A. Financial Management Assessment

10. ADB updated a Financial Management Assessment (FMA) conducted for TSDP in accordance with ADB's Guidelines for the Financial Management and Analysis of Projects⁵ and the publication Financial Due Diligence, A Methodology Note.⁶ The FMA considered MID in its role as the Executing Agency for the project. The FMA included a review of the accounting and reporting system, internal and external auditing arrangements, fund disbursement procedures, and information systems. The instrument used for the assessment was ADB's financial management assessment questionnaire.

11. In the last 7 years, the Solomon Islands Government with support from development partners has achieved a number of important goals. In particular, it has eliminated the backlog of central government financial statements, commenced a rigorous and transparent audit regime and paid off its debt interest and arrears. The Public Accounts Committee has been actively participating in the oversight of government expenditures and review of government estimates. Despite these improvements, the FMA concluded that public financial management remained weak which impeded the government's ability to control expenditures, disburse the budget as approved, and provide essential services.

1. Risk Analysis

12. The FMA assessed the overall risks as moderate. The specific risk that the FMA has assessed as high risk is the lack of internal audit function. The ADB assisted projects implemented by MID in the past years were mainly supported by consultants. Since the implementation of TSDP in 2011, MID through CPIU has been involved in financial management of projects, accounting, financial reporting and audit. MID's financial capacity has been augmented under TSDP with a fulltime financial management specialist attached to the CPIU and another financial management advisor stationed in MID's Accounts Section financed by Australian Department of Foreign Affairs and Trade (DFAT) both building capacity of MID staff. Training is being provided in the use of accounting software, record-keeping practices and timeliness of financial reporting, internal controls, financial management, and adherence to ADB financial management policies and procedures.

2. Risk Mitigation

13. Since the establishment of CPIU, MID is adhering to sound financial management requirements. The CPIU maintains separate project records for identifying: (i) the goods and services financed from grant proceeds; (ii) financing resources received; (iii) expenditures incurred on the components of each project; and (iv) counterpart and parallel cofinancier funds received and expended. MID engages independent external auditors acceptable to ADB and Australian DFAT to audit project and NTF accounts annually. CPIU submits to ADB and DFAT, certified copies of audited annual project accounts and NTF accounts as well as the auditor's report in English within 6 months of each financial year-end. The audited accounts for NTF are submitted to the Parliament. Given that the proposed project will also be implemented by CPIU, similar sound accounting and auditing practices will be applied to project expenditures.

⁵ ADB. 2005. *Financial Management and Analysis of Projects*. Manila.

⁶ ADB. 2009. *Financial Due Diligence A Methodology Note*. Manila.

B. Disbursement

14. The Loan and Grant proceeds will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2012, as amended from time to time),⁷ and detailed arrangements agreed upon between the government and ADB. Disbursements from the Loan and Grant proceeds will generally be made by direct payment procedures. The CPIU will review the claims submitted under the contracts and prepare the withdrawal applications with complete supporting documents, and submit to ADB for processing of payments.

15. Before the submission of the first withdrawal application, the Recipient should submit to ADB 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. The minimum value per withdrawal application is US\$100,000 equivalent, unless otherwise approved by ADB. Individual payments below this amount should generally be paid by the CPIU and subsequently claimed to ADB through reimbursement. ADB reserves the right not to accept withdrawal applications below the minimum amount.

C. Accounting

16. The MID through CPIU will maintain, or cause to be maintained, separate books and records by funding source for all expenditures incurred on the project following International Public Sector Accounting Standard for cash based accounting. The MID will prepare consolidated project financial statements in accordance with the government's accounting laws and regulations which are consistent with international accounting principles and practices.

D. Auditing

17. The MID will cause the detailed consolidated project financial statements to be audited in accordance with International Standards on Auditing, by an independent auditor acceptable to ADB. The audited project financial statements together with the auditors' opinion will be submitted in the English language to ADB within six months of the end of the fiscal year by the MID.

18. The annual audit report for the project accounts 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 loan and grant proceeds were used only for the purposes of the project or not; and (iii) the level of compliance for each financial covenant contained in the legal agreements for the project.

19. 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 auditor.

⁷ Available at: http://www.adb.org/Documents/Handbooks/Loan_Disbursement/loan-disbursement-final.pdf

20. The government and MID have been made aware of ADB's policy on delayed submission, and the requirements for satisfactory and acceptable quality of the audited project financial statements.⁸ ADB reserves the right to require a change in the auditor (in a manner consistent with the constitution of the borrower), 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 the share of ADB's financing is used in accordance with ADB's policies and procedures.

21. 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)⁹. 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

22. A procurement capacity assessment of MID was conducted for the ongoing TSDP. The assessment concluded that MID has established procurement policies and procedures in place, and it has considerable experience in implementing external assistance projects.¹⁰ However, most of the procurement by MID has been carried out under several project management units directly by the consultants. The CPIU will be supported by additional procurement and implementation consultants.

A. Advance Contracting and Retroactive Financing

23. Advance contracting shall be undertaken for recruitment of consultants to accelerate project implementation. The government has requested ADB to recruit the consultants. Advance contracting will be subject to ADB approval, and the government has been advised that approval of advance contracting does not commit ADB to finance the contract. To provide prompt response to the emergency following the Disaster and Emergency Assistance Policy (2004), TSDP will engage additional consultants using the uncommitted grant funds of \$800,000 (i) to strengthen the management and technical capacity of CPIU and (ii) to undertake feasibility studies, detailed engineering design and tendering of civil works to be implemented under this project. As such there would be no need for retroactive financing of the consulting package that is subject to advance contracting.

⁸ ADB Policy on delayed submission of audited project financial statements:

- When audited project financial statements are not received by the due date, ADB will write to the executing agency advising that (i) the audit documents are overdue; and (ii) if they are not received within the next six months, requests for new contract awards and disbursement processing of new reimbursement, and issuance of new commitment letters will not be processed.
- When audited project financial statements have not been received within 6 months after the due date, ADB will withhold processing of requests for new contract awards and disbursement such as new replenishment of imprest accounts, processing of new reimbursement, and issuance of new commitment letters. ADB will (i) inform the executing agency of ADB's actions; and (ii) advise that the loan may be suspended if the audit documents are not received within the next six months.
- When audited project financial statements have not been received within 12 months after the due date, ADB may suspend the loan.

⁹ Available from <http://www.adb.org/documents/pcp-2011?ref=site/disclosure/publications>

¹⁰ ADB 2010. *SOL: Transport Sector Development Program 41171-02, Procurement Capacity Assessment and Recommendations*. Manila.

B. Procurement of Goods, Works and Consulting Services

24. All procurement of goods and works will be undertaken in accordance with ADB's Procurement Guidelines (footnote 3). ADB's Standard Bidding Documents will be used for all procurement involving international competitive bidding (ICB) for works and goods. ICB procedures will be used for civil works contracts estimated to cost \$1 million or more, and supply contracts valued at \$1 million or higher. Shopping will be used for contracts for procurement of works, vehicles and equipment worth less than \$100,000.

25. Before the start of any procurement, ADB and the government will review the public procurement laws to ensure consistency with ADB's Procurement Guidelines and ADB's Consulting Guidelines. ADB and the government shall update, within six months following the effective date, the procurement plan to reflect any necessary modifications and clarifications in relation to the Public Procurement Regulations 2013 and ADB's Procurement and ADB's Consulting Guidelines.

26. An 18-month procurement plan indicating threshold and review procedures, goods, works, and consulting service contract packages and national competitive bidding guidelines is in Section C.

27. All consultants will be recruited according to ADB's Guidelines on the Use of Consultants (2013, as amended from time to time).¹¹ The terms of reference for all consulting services are detailed in Section D. An estimated 138 person-months (pm) (81 pm international, 57 pm national)¹² of consulting services are required to facilitate feasibility study, detailed engineering designs, procurement, project management and implementation. Consulting firms will be engaged using the quality - and cost-based selection (QCBS) method with a standard quality:cost ratio of 80:20.

C. Procurement Plan

Basic Data

Project Name: Transport Sector Flood Recovery Project	
Project Number: 48239-001	Approval Number:
Country: Solomon Islands	Executing Agency: Ministry of Infrastructure Development
Project Financing Amount: \$ 15,580,000 ADB Financing: \$13,220,000 Non-ADB Financing: \$ 2,360,000	Implementing Agency: N/A
Date of First Procurement Plan: 23 July 2014	Date of this Procurement Plan: 23 July 2014

¹¹ Checklists for actions required to contract consultants by method available in e-Handbook on Project Implementation at: <http://www.adb.org/documents/handbooks/project-implementation/>

¹² At least 38 person-months (pm) of these consultancy services for feasibility studies, detailed engineering design and tendering of civil works (26 pm international and 12 pm national) estimated at \$800,000 will be financed from funds under TSDP for feasibility studies, detailed engineering design and tendering of civil works.

D. Methods, Thresholds, Review and 18-Month Procurement Plan

1. Procurement and Consulting Methods and Thresholds

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

Procurement of Goods and Works	
Method	Threshold
International Competitive Bidding for Works	Above \$1,000,000
National Competitive Bidding for Works	Up to \$999,999
Shopping for Works, Goods and Equipment	Up to \$99,999

Consulting Services	
Method	Comments
Quality Cost Based Selection for Consulting Firm (80:20)	Simplified Technical Proposal

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

29. 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.

Package Number	General Description	Estimated Value	Procurement Method	Review (Prior/ Post)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
MID-02	Civil Works	9,550,000	ICB	Prior	1S2E	2Q 2015	

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

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

Package Number	General Description	Estimated Value	Recruitment Method	Review (Prior/ Post)	Advertisement Date (quarter/year)	Type of Proposal	Comments
MID-01	Detailed design, project management and implementation supervision	2,450,000	Simplified Technical Proposal (STP)	Prior	3Q 2014	QCBS (80:20)	The total value includes the design stage consultants, estimated value of \$800,000 financed from TSDP funds. The cost of the package for this project is \$1,650,000

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

31. 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.

Goods and Works								
Package Number	General Description	Estimated Value	Number of Contracts	Procurement Method	Review (Prior/Post)	Bidding Procedure	Advertisement Date (quarter/year)	Comments
MID-02	Vehicles	80,000	1	Shopping	Post	Shopping	N/A	
MID-03	Office Equipment	70,000	1	Shopping	Post	Shopping	N/A	

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

E. Indicative List of Packages Required Under the Project

32. 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).

Goods and Works							
Package Number	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							

F. Consultant's Terms of Reference

33. The CPIU in the MID is implementing several externally funded projects. The international consulting firms in association with national consulting firms have been integrated into the CPIU to design and implement projects. Under similar arrangements, the Design and Supervision Consultants (DSC) consisting of 138 person-months (pm) (81 pm international and 57 pm national)¹³ of consultancy services, will be engaged and fully integrated into the CPIU. The CPIU will be responsible for design and day-to-day implementation, financial management, and monitoring and evaluation of the project. The Director of CPIU assisted by consultants will oversee the overall implementation of the project. The Team Leader assisted by international and national consultants and MID's technical, financial, administration and clerical staff will carry out the day-to-day implementation of the project. The consultants will be supported by MID's technical, administrative and financial staff.

34. The DSC will carry out the feasibility studies, detailed engineering designs, procurement and construction management and supervision of the works to be implemented through international competitive bidding. The feasibility studies will include technical engineering, economic analysis, environment and social safeguards climate change adaptation and disaster risk management including option analysis of both technical and economical including costs for building back better of the damaged infrastructure.

35. Key positions of the DSC are to be provided by the firm. The terms of reference (TOR) for the individual team members shall be read in conjunction with the TOR for the DSC. Each team member shall support the overall goal of the project. The DSC team will be funded from two sources of funds. The design phase will be funded from the ongoing TSDP while the construction phase will be funded from the project.

1. Design phase consultants (funded under TSDP)

a. Design Phase Scope of Works

36. The design phase includes (i) subproject screening and prioritization (ii) feasibility studies (technical engineering, economic analysis, environment and social safeguards climate change adaptation and disaster risk management, hydrology) including option analysis of both technical and economical including costs for building back better of the damaged infrastructure; (iii) detailed engineering designs and specifications, (iv) preparation of bill of quantities; and procurement of civil works and equipment. As part of detailed designs the DSC will engage national firms for design activities that that will include (i) topographical and bathymetric surveys, drafting of engineering drawings; and (ii) traffic count surveys.

37. Under the design phase, the scope of services of the DSC will include but not necessarily be limited to the following:

- (i) Review and verify all available primary and secondary data collected and published in the various assessment reports carried out to determine the extent of damage

¹³ This will be one package and will include 38 person-months (pm) of the consultancy services (26 pm international and 12 pm national) estimated at \$800,000 to be financed from uncommitted funds under TSDP, to provide prompt response to the emergency following the Disaster and Emergency Assistance Policy (2004). TSDP will engage the consultants using the grant saving to undertake feasibility studies, detailed engineering design and tendering of civil works to be implemented under this project. The same consultants will continue assisting construction supervision under the same contract but such activity will be financed under this project.

caused by the April 2014 flood. These reports include the Rapid Assessment of the Macro and Sectoral Impacts¹⁴ carried out by the ADB and other development partners, the emergency assessment by the Ministry of Infrastructure Development, and the Australian Civil Core Infrastructure Assessment report;

- (ii) Carry out all the required engineering surveys and investigations such as topographical surveys, geo-technical investigation, construction material survey, ground water investigation i.e. hydro-geological investigations, rainfall data collection, identification of underground utilities, etc, as applicable to the project. All surveys and investigations shall be accurate and plotted for the review of the MID and ADB;
- (iii) Prepare detailed work plan, progress reports and implementation schedule for the project to ensure effective monitoring and timely project outputs, and regularly update the same;
- (iv) Prepare the engineering designs of the project in sufficient detail to ensure clarity and understanding by the CPIU, contractors and other relevant stakeholders. All the design should be in conformity with internationally recognized standards.
- (v) The detailed designs will, as a minimum, include construction tender level drawings, detailed cost estimates, necessary calculations to determine and justify the engineering details for project, associated contract documentation to include letter of invitation, conditions of contract, condition of particular applications, detailed specifications, engineering drawings, bill of quantities (BoQ), implementation schedule, and any other relevant detail necessary for effective project implementation. The technical specifications should be in accordance with the relevant MID specification or the best international practices and should be prepared to achieve the highest standards of quality. For adopting market rates for the detailed cost estimates, proper rate analysis should be carried out. Construction drawings should be prepared with sufficient details to permit contractors to carry out construction work effectively, unambiguously and with the highest standards of quality;
- (vi) The design shall be prepared in close consultation with, and to meet the requirements of, MID and will be incorporated into a detailed design report to be submitted for approval of the ADB;
- (vii) Prepare Quality Assurance and Quality Control (QA & QC) Plans and Safety Manuals prepared to be followed on the respective construction sites so as to enforce adequate QA & QC, and safety of construction workers, engineers and citizens;
- (viii) Review existing contract administration guidelines and assist if necessary to improve for the use of the CPIU, for its day to day contract administration requirements such as measurement of works; certification and payment of contractors' bills, release of retention money; approval of variation, time extension and contractors' claim, issue of completion certificate, financial closure of contract; management during the Defects Liability Period (DLP) and any other contract administration requirement;

¹⁴ Government of Solomon Islands, 2014. *Rapid Assessment of the Macro and Sectoral Impacts*. Honiara.

- (ix) Prepare the standard construction management system to be followed by contractors at construction sites comprising important components such as planning of activities (work plan), procurement of construction material and equipment; construction methodology; deployment of construction machinery, deployment of workers, deployment of funds, etc; and implement the same;
- (x) Support the CPIU in preparation of bid documents using standard ADB bidding documents and specific requirements of each project components if applicable, with due consideration to the ADB International Competitive Bidding (ICB) requirement;
- (xi) Assist the CPIU in issuing bid invitation, addendum/corrigendum, and clarifications to the bidders' queries, receiving of bids and evaluation, award of contract and signing of contract;
- (xii) Assist the CPIU to set the indicators for the baseline on the project and to carry out the necessary tasks identified by the Project Administration Manual (PAM) for the Project;

38. The road design, should follow the MID standard for road designs or any other internationally recognized road design standard approved by MID.

39. To improve climate resilience, some of the existing bridges and wet structure will require climate proofing or 'build back better' options. Therefore, detailed design of bridges is an important component of this consultancy service. The design should be safe, reliable and cost effective with maximum use of appropriate technology. The type, feature and condition of existing bridges and the type of failure sustained should be given due consideration while designing the replacement structure.

40. The exact location, type and general features of the replacement structures should be based on the following factors:

- (i) Suitability to the road alignment
- (ii) Type, size, span of existing bridge
- (iii) Present condition and general features of the existing bridge
- (iv) Topography and location of bridges
- (v) Nature and structure of the soil underneath
- (vi) Road users and pedestrians expectations, public aspirations (possibilities of being a Landmark or tourist's attraction structure)

41. Final decision in this regard shall be made after discussion with the MID and the ADB

b. Details of surveys and studies

i. Topographical survey and mapping

42. The topographical survey shall collect adequate data to show the following details in the subsequent topographical map:

- (i) Topography with details such as: trees, water bodies, existing infrastructures and other land features;
- (ii) Existing road details such as: formation width, paved area, access roads, bus bays, footpath, parking places, traffic signs, islands, signals and road reserve limits;
- (iii) Details of existing cross-drainage structure details such as: length, width and heights of culverts, bridges, details about bridge spans, pier, abutment, railing and vertical clearances, existing access under the bridge, river training works and river bank structure details;
- (iv) Existing power line details such as: high-tension poles, low-tension poles, transformers, sub stations, Streetlights poles, underground electrical supply (if any) etc;
- (v) Existing telecommunication details such as: telephone lines, poles, cabinets, towers and underground lines (if any);
- (vi) Existing water supply line details such as: supply mains, distribution lines, valves, valve chambers, underground water storage, fire hydrants, etc;
- (vii) Existing sewer line details such as: trunk sewers, branches, manholes, location/position of septic tank and soak pit of the adjacent building on the both sides of road within the road reserve;
- (viii) Existing buildings details such as: religious shrines, governmental building, residential building, type of foundation and tentative depth of foundation of the building;
- (ix) Production of a map of 100m wide road corridor in 1:500 scale and with 0.2m contour interval.

43. The consultant shall acquire the reference coordinate points from the Ministry of Lands, Housing and Survey and referencing of all the survey works shall be made on these references. It should establish benchmarks at a distance of every 100m along the road and on the both sides of the riverbanks in case of bridges.

44. While conducting the topographical survey for bridge design, the survey area should cover a minimum distance of 500m upstream (u/s), 200m downstream (d/s) and 100m from the river banks on either sides of the river at the proposed bridge site. In case of the topographical survey of the bridge site, the topographic map should show the following:

- (i) Contours at 0.20 m intervals;

- (ii) Flood lines on either sides of the river in the entire area surveyed;
- (iii) Both banks of the river;
- (iv) River cross section at 25 m intervals;
- (v) Details of government and/or public establishments on the river banks, details of existing river training works (if any);
- (vi) Traverse lines, benchmarks reference lines and/or points with respect to which the present topomap is prepared;
- (vii) The angle and direction of skew, if the bridge is proposed to be aligned skew;
- (viii) The foundation type and zone of influence of the existing foundation of the bridge or any other structures adjacent to the proposed bridge site; and
- (ix) Other information relevant to design, construction and/or maintenance of the bridges

ii. Hydrological survey

45. For determination of all design data the consultant shall carry out a detailed hydrological survey and study of the river and bridge site, which shall include the following:

- (i) Catchment area of the river up to bridge site;
- (ii) Nature, size and quantities of debris carried by the river;
- (iii) Intensity, duration and distribution of rainfall in the catchment;
- (iv) Existing bridge or other hydraulic structures across the river in the vicinity of the proposed bridge site with their details as much as possible;
- (v) General slope of the river from the critical point (origin) of the river up to bridge site and general slope of the catchment in both sides of the river;
- (vi) Cross sections covering 100m on either side. Beyond flood lines of the river at proposed bridge site, at about 500m. u/s and about 200m d/s. wherein highest flood level (HFL) and lowest water level (LWL), area of the cross section, wetted perimeter and geological profile with silt factor of each strata (at proposed bridge site only) shall be indicated. (Horizontal and vertical scale of the cross section shall be the same.);
- (vii) Bed slope of the river which must start from 100m up of the up-stream cross section and end at 100m. down of the d/s. cross section;
- (viii) Maximum discharge calculated by established formulas with different return periods and the peak discharge observed over a period of 100 years;
- (ix) Velocity and depth of flow at the time of survey;

- (x) Historical shifting of the river at proposed bridge site and in its vicinity; and
- (xi) Other information required for river control, design, construction and maintenance of the bridge

46. The hydrological survey shall collect secondary data, preferably from the governmental sources, to determine the following:

- (xii) Unit hydrograph for the catchment of River for bridge construction
- (xiii) Size of the opening and location of cross drainage structure
- (xiv) Minimize modification to the natural drainage pattern
- (xv) Determine the HFL for more than 100 years return period and design appropriate river training structure along the river banks

47. After the selection of the proposed bridge sites with alternatives and preparation of topographic maps, the Consultant shall discuss the collected hydrological and other data and decide the following points with CPIU for final decision of the bridge site:

- (i) design discharge
- (ii) scour depth, maximum scour depth
- (iii) linear waterway needed to be provided
- (iv) anticipated soil condition for foundation
- (v) the most feasible proposed bridge site
- (vi) river training and approach roads protection
- (vii) type of proposed foundation, substructure and superstructure

iii. Traffic counting at critical points / intersections

48. The following primary traffic data shall be collected to assist in the design of intersection where necessary and to help with the computation of the economic analysis for the project:

- (i) traffic volume with modal split from each direction to each destination and major junctions
- (ii) counting for 24 hours on a working day
- (iii) counting of pedestrian for 24 hours on a working day
- (iv) tabulation of the data

49. Based upon the above mentioned studies and investigations the consultants shall make the best use of their technical know-how and professional skill to arrive at conclusion and

recommend the most cost effective design parameters. The consultant shall discuss in detail all possible options and shall recommend the most appropriate option with highest economic rate of return.

iv. Miscellaneous surveys and studies/investigations

50. If not covered by aforesaid, DSC shall perform other studies, explorations, tests surveys, calculations, etc. required to produce full and complete set of working drawings, specifications, bills of quantities, requirement of materials and complete cost estimates for the selected sub-projects.

51. The DSC will prepare terms of reference and engage national firms/consultants through the DSC contract for (i) topographical and bathometric surveys and drafting of drawings, (ii) engage NGO/CSO for HIV/AIDS education awareness campaigns, (iii) prepare and implement community participation plans

c. Details of design works

i. Design of Pavement

52. While designing the pavements, the consultant shall:

- (i) Maximize the use of existing pavement layers (scrapping only in case of strength deficiency)
- (ii) Design of sub-grade, sub-base, and base layers for each 100 m interval or where the sub-surface condition/traffic volume changes
- (iii) Design for 8 T axle load
- (iv) Design shall consider the AADT data which needs to be collected by the consultant at the particular junctions/road sections, direct traffic counting at critical junctions
- (v) Design of the pavement for the footpath where necessary
- (vi) Design of concrete pavement at the bus-bays lots where necessary
- (vii) Design of pavement on the bridges and approach roads

ii. Design of Drainage Structures

53. While designing the drainage structures, the Consultant shall use the data collected during the hydrological survey and determine the following:

- (i) Type of the cross-drainage structure
- (ii) Structural design of slab and box culverts
- (iii) Size and location of road-side drainage and cross drainage structures (appropriate side drains and cross drainages such as pipe culverts)

- (iv) Design of the water conduit/rain water inlets/manholes to take storm water safely to the nearby natural stream
- (v) Maximize the use of the existing structures

iii. Design of Bridges

54. Based on the collected information and results of the discussions mentioned above the DSC shall design the bridge following acceptable international standard codes of practice, norms and guidelines approved by MID. In addition, the designer shall take into considerations of general aesthetics and architectural perspectives of the bridges to be designed. The Consultant shall produce detailed quantity estimate of the bridge and its accessories. They shall collect information on sources of materials and their lead distances and prepare rate schedules and cost estimates based on the standard norms and prevailing rates.

55. The designer shall refer to the following related specifications or equivalent BS or IS Codes:

- (i) AASHTO LRFD Bridge Design Specifications
- (ii) PNG Road and Bridge Design Standards

d. Design Phase Consultants Outputs and Terms of Reference

56. The DSC Team for design phase shall consist of 38 pm (international 26 pm and national 12 pm). It will comprise international experts for Team Leader (6 pm), Procurement Specialist (4 pm), Bridge/Structural Design Engineer (4 pm), Hydrology/Hydraulics Engineer (3 pm), Transport Economist (2 pm), Climate Change/Disaster Risk Management Specialist (3 pm), Environmental Safeguard Specialist (2 pm), Social Safeguards/Resettlement Specialist (2 pm), The national experts in the DSC for design activities will include will include Project Accountant (6 pm) and Office Administrator Officer/Accounts Clerk (6 pm). To set up and start the project accounts and its oversight, establish the project performance and monitoring system and support to geotechnical investigations, the DSC team will draw specialist resources from the CPIU including the resources in MID's Solis Laboratory.

57. The DSC through CPIU shall produce the following outputs for the design phase:

- (i) Subproject assessments, including technical, economics, safeguards assessments/ plans and/or reports, for all prioritized subprojects within 12 weeks of fielding of the consultants;
- (ii) Detailed engineering designs, technical specifications, BOQs, cost estimates, and environmental management and monitoring plans for all civil works under the civil works component within 24 weeks of the fielding of the consultants;
- (iii) Bid document preparation, bidding, bid evaluation reports (technical and financial, if required) for all proposed civil works contracts within 36 weeks of the fielding of the consultants; and
- (iv) Completion of contract signing and contractor mobilization activities

58. The DSC will support the CPIU with reporting requirements, including:
- (i) Inception report, within 4 weeks of start of the project;
 - (ii) Brief month progress reports; and
 - (iii) Quarterly progress reports in an agreed format between MID and ADB, submitted within 1 month of the end of the quarter;

59. Prior to the issuance of Request for Proposal, a thorough review of the TOR of the experts will be conducted to make clear distinction between the inputs/outputs financed through the reallocation of the proceeds under TSDP and the proposed grant/loan. The following experts with their terms of reference have been identified for have been identified for the DSC Team for the design activities.

i. Team Leader (international, 6 pm) – Key Position

60. The Team Leader (TL) will report directly to the Director CPIU. He/she is responsible for the overall management of the consulting team and the project ensuring clear outputs of feasibility studies, detailed design and construction supervision of activities including (i) initial assessment of subprojects (ii) feasibility assessment, (iii) engineering assessment, (iv) economic evaluation, (v) environmental and social safeguard aspects (vi) option analysis, (vii) detail design, procurement and contract documentation, (viii) proposed construction materials and contingency plan, etc. to the extent required by the contract. He/she or a representative of the firm will be designated as the engineer as defined in the ADB harmonized version of the FIDIC general condition of contract GCC. The TL will:

- (i) Manage resources and lead the preparation of feasibility assessments, detailed designs and tender documents focusing on transport infrastructure damaged during the April 2014 flood;
- (ii) Administer, implement; and monitor international and national consultants in the preparation of feasibility studies, option analysis, environment impact assessments, economic analysis and social safeguard issues, leading to detail design and tender documentation
- (iii) Ensure coordination with other projects being undertaken by MID, development partners, other government ministries, and the private sectors;
- (iv) Facilitate the participation of government counterparts in ongoing capacity development activities to ensure skills transfer;
- (v) Ensure that the required audits, such as environmental, social and financial audits are undertaken and reported;
- (vi) Oversee and coordinate the implementation of the draft strategy for vulnerability, impact, and adaptation assessments
- (vii) Ensure that the results of the assessment are fully incorporated into the project design including the detailed engineering design, environmental management, monitoring, and budget.

- (viii) Advice MID and other agencies on road safety and traffic engineering;
- (ix) Provide training of counterpart staff and assist as appropriate in the training of other staff in matters relating to road design, traffic engineering and road safety.
- (x) In consultation with social, gender and environmental consultants and CPIU, prepare technical designs and specifications for transport infrastructure subprojects including design briefs and design reports;
- (xi) lead the preparation of detailed engineering design and oversee the preparation of drawings; technical specifications, bills of quantities, engineer's estimate in readiness for procurement;
- (xii) Lead the preparation of bid documents consisting of the technical requirements and terms of reference, ensuring that the estimates of the bill of quantities are in accordance with the engineering design;
- (xiii) Assist the procurement team during procurement (eg. at pre-tender meetings, resolving design queries);
- (xiv) Oversee, guide and support MID engineers and national consultants in establishing and maintaining contract administration documentation systems and procedures including contract files, record keeping, payments, claims, variations and periodic reporting;
- (xv) Conduct on-the-job and informal training, coaching and mentoring of CPIU staff and national consultants in all of the above;
- (xvi) prepare project completion report for the project; and
- (xvii) undertake other related duties as required under the project

61. **Deliverables:** Inception report, feasibility study reports, detailed design drawings, cost estimates; tender documentation, contract documentation, contractor's interim payment certificates, monthly and quarterly progress reports

62. **Qualification and experience.** He/she will have: (i) an advanced degree in civil engineering or equivalent with qualifications in project management; (ii) at least 10 years of experience in feasibility studies, detail designing and construction supervision of transport infrastructure development projects (preferably roads and bridges) in which at least 5 years as a TL for ADB funded project delivering feasibility studies, project management, implementation supervision; and knowledgeable on GCC under FIDIC and (iii) relevant work experience in Pacific DMCs or similar environments.

ii. Procurement Specialist (4 pm Intermittent)

63. The specialist will lead a procurement team within the TSFRP. The specialist will directly report and work with the team leader, the civil engineer design, social and poverty specialist, resettlement specialist and other members of the DSC to procure civil works and where necessary and consultancy services using the ADB Guidelines. The Specialist will:

- (i) Prepare bid documentation for the subprojects in accordance with ADB Procurement Guidelines and government procurement systems;
- (ii) Support the preparation invitations for expressions of interest and evaluation of submissions;
- (iii) Support the bidding process during the bid period, respond to queries from the bidders and conduct pre-bid meeting if required;
- (iv) Lead Tender Evaluation Committee comprising MID counterpart procurement staff in preparing the bid evaluation reports;
- (v) Prepare contract document;
- (vi) Provide assistance to CPIU in updating of Procurement Plan, if required;
- (vii) Assist CPIU and Central Tenders Board in the award of contracts.
- (viii) Assist CPIU in arranging with contractors to sign contracts.
- (ix) Support CPIU in the issuance of Letter of Acceptance to the winning bidders.
- (x) Assist CPIU in obtaining performance bond or guarantee from the winning bidders.
- (xi) Assist CPIU in disclosing the names of bidders, bid prices and name of the winning bidder and its bid on government's website.

64. **Deliverables.** Tender documents for civil works and sub-consulting contracts, shopping documents, holding pre-bid meeting, responses to tender queries, contract documents, signed contracts for civil works and sub-consulting contracts.

65. **Qualification and experience.** The specialist will have (i) a tertiary degree in business administration, economics, engineering, or other related fields, (ii) preferably 10 years' experience in development projects and at least 3 years undertaking procurement of ADB funded projects; and (iii) relevant work experience more than 3 years in Pacific DMCs or similar environments.

iii. **Bridge/Structural Design Engineer (international, 4 pm intermittent)**

66. The bridge/structural design engineer will be responsible for the detail design of bridges and structures damaged during the April 2014 flood and supervision during the implementation phase. The design and supervision will adhere to Federation of Consulting Engineers (FIDIC) engineering design standards and contract conditions.

67. The job responsibilities will include, but not be limited to the following:

- (i) Assess existing structures and determine causes of damage and provide engineering inputs in the feasibility study report;

- (ii) Based on the risk and vulnerability assessments, analyze the potential risks and vulnerability of the structural components of the investment projects, and their implications for project design;
- (iii) In coordination with climate change and disaster risk management specialist and hydraulic and hydrology engineer considering the adaptation options identified, refine the adaptation options taking into account the engineering feasibility;
- (iv) Assist other team members in identifying all benefits of the adaptation options from an engineering perspective.
- (v) Prepare technical documentation, including engineering design and specifications that include adaptation considerations in consultation with the specialists;
- (vi) In consultation with the team leader and other specialists, prepare concept designs, conduct option analysis to determine possible solution for restoration including the “building back better” option;
- (vii) Carry out detail engineering design in accordance with the PNG bridge design standards or equivalent international design standards approved by MID;
- (viii) Prepare BOQ and construction specification for input into the tender documents;
- (ix) Include in the designs of wet crossing gender items such as provision of pathways to streams and concrete slabs for women to wash clothes;

68. **Deliverables:** (i) Feasibility report, concept design drawings and tender design drawings of structures and protection works, including option analysis report, determination of water way widths and bridge spans and specifications for the structures; and (ii) Design review report of the structures designed by the civil works contractor.

69. **Qualification and experience.** The specialist will have: (i) degree in civil/structural engineering and post graduate qualification in structural engineering, (ii) possess professional licensing and the right to practice the profession, (iii) at least 10 years’ similar experience in design and construction of high and low level bridges, culverts, causeways, and other structures, including 5 years’ international experience in development projects; and (iv) relevant work experience in Pacific DMCs or similar environments.

iv. Hydraulic and Hydrology Engineer (international, 3 pm)

70. The hydraulic engineer reports directly to the team leader and will have the following functions and responsibility:

- (i) Provide specialist engineering service including river training designs and cost estimates to subproject feasibility assessments;
- (ii) Undertake hydrological analysis for bridge, river training, embankment and scour protection design;
- (iii) Undertake hydrological assessments under various climate change scenarios.

- (iv) Produce flood maps / hot spots for current and future scenarios.
- (v) Liaise with the specialists for road and structural engineering, climate change/disaster risk management and other specialists to finalize bridge and river training and embankment protection design;
- (vi) Provide advice on stream flow changes and river patterns;
- (vii) Provide hydrology on catchment on flood events of April 2014;
- (viii) Using the GIS, contour maps, climate/cyclone/weather pattern analysis, topographic surveys, rainfall records, site photos and inspections results, prepare and calibrate the flood estimation model and estimate flood levels for each sub-project proposal;
- (ix) Prepare preliminary and final technical documentation including specifications, bill of quantities and detailed cost estimates for river training and protection requirements for the subproject; and
- (x) Liaise with other specialists and staff to provide an integrated feasibility study report.

71. **Deliverables:** (i) Hydrology reports on streams at the damaged bridges and wet crossings; and (ii) Hydraulic calculations of waterway structures for subprojects as required

72. **Qualification and experience.** He/she will have: (i) a degree in civil engineering with majoring in hydrology and hydraulics, (ii) at least 8 years' of experience working in the hydrology, hydraulics and climate change with relevant work experience in Pacific DMCs or similar environments.

v. Transport Economist (international, 2 pm)

73. The transport economist will conduct economic analysis of the individual subprojects identified under the project to determine the acceptability of the subproject in terms of economic efficiency and sustainability required by ADB. The outline TOR includes the following tasks:

- (i) Review a macroeconomic analysis including development performance and global economy;
- (ii) Review economic viability of a program action plan and program structure based on qualitative and quantitative examinations;
- (iii) Elaborate program risks and measures to mitigate these risks;
- (iv) Assist the team leader in identifying suitable economically feasible projects to support transport sector recovery from the effects of the April 2014 floods;
- (v) Assess the economic costs of potential impacts and risks of projected changes in relevant climate variables (and sea level);
- (vi) Evaluate the effectiveness of the past and present adaptation initiatives.

- (vii) Assess the economic costs and benefits of possible adaptation inventions as identified by the climate change experts and refined by the engineer;
- (viii) Provide recommendations based on the outcomes of the economic analysis.
- (ix) Assess the impacts of a selected subproject and overall program on poverty reduction and income generation;
- (x) Identify program benefits and costs, including quantifiable and unquantifiable benefits to the general economy and all costs and benefits of the various climate change adaptation options;
- (xi) Conduct the economic analysis of selected subproject or segment of road and the overall program in accordance with ADB's Guidelines for the Economic Analysis of Projects (1997);
- (xii) Undertake a least-cost analysis by comparing alternatives for the subproject and overall project and report to the team leader. The analysis will consider climate change impacts and the identified adaptation options;
- (xiii) Prepare a summary report of the findings of above assessments; and
- (xiv) Assist the team leader and other member of the DSC in preparing necessary outputs.

74. **Deliverables:** Economic Evaluation Report on the economic analysis of the selected subprojects.

75. **Qualification and experience.** He/she will have: (i) an advanced degree in economics or closely related fields; (ii) at least 10 years of experience in designing and analyzing transport infrastructure development projects; and (iii) relevant work experience in Pacific DMCs or similar environments.

vi. Climate Change Adaptation and Disaster Risk Management Specialist (international, 3 pm)

76. The Climate Change Adaptation and Disaster Risk Management (CCA/DRM) Specialist will provide technical inputs on the potential risks of climate change and disasters to the project components and options for managing identified risks. The outline TOR includes the following tasks:

- (i) Collect existing climate change data, and climate change and disaster risk assessments and reports in the project area, and prepare a summary of existing information and potential gaps.
- (ii) Based on the guidelines for climate change adaptation prepared for CPIU by the Climate Change Advisor¹⁵, carry out the screening of subprojects and define the scope of further climate change assessment based on the screening results and information gaps;

¹⁵ Financed by Australian Government as PACTAM and supporting the CPIU.

- (iii) Identify the climate parameters of concern for the project, including but not limited to changes in seasonal precipitation and flooding patterns, temperature regimes, and sea level rise;
- (iv) Coordinating with the Team Leader, the bridge engineer, and other team members, develop a methodological framework and detailed work plan for carrying out a climate and disaster risk assessment and management study for the project, taking into account the overall timeline of feasibility study and design phase and milestones when results from the study will need to be communicated and considered by the wider team;
- (v) Assess the climate and disaster risk associated with the subprojects on the basis of the above; including the development of climate scenarios, assessment of potential risks of sensitive subprojects to projected climate change and disasters;
- (vi) Conduct a vulnerability assessment in the project area to identify vulnerability of the planned infrastructure as well as the project's potential effects on the vulnerability of the area and people. In coordination with the hydrologist, identify priority areas with high vulnerability along the road corridors.
- (vii) Coordinate the climate impact assessment in coordination with the team engineer.
- (viii) In consultation and collaboration with the engineer, identify possible (structural and non-structural) interventions as adaption options to address impacts, risks and vulnerability.
- (ix) Coordinate with the gender and community development specialist to conduct community and stakeholder consultations to verify and refine selected adaptation and DRM options;
- (x) Coordinate with the environment safeguards specialist to provide inputs to the environmental assessment and environmental management plan as required in line with the findings;
- (xi) Assist the economist in estimating the life-cycle project costs and benefits of climate change adaptation and disaster risk management options, including the socioeconomic and environmental benefits, and prepare a report for each selected subproject as part of the feasibility study;
- (xii) Prepare a detailed technical report on the study, including the overall methodology, data used, assumptions made, key findings and their implications for the project preparation¹⁶, caveats/limitations of the study and their implication for the project preparation;
- (xiii) Assist the project manager in adjusting the design of the subprojects by incorporating climate change adaptation and DRM;

¹⁶ Including plans for the design, construction and maintenance of project components

- (xiv) Provide recommendations and suggestions for improvements in methodology to MID; ensure skills transfer for improved sustainability of designs, and identify additional training needs.

77. Deliverables:

- (i) A technical note outlining the sensitivities of project components to climate conditions and disasters;
- (ii) A work plan for a climate and disaster risk and vulnerability assessment and management study, including: key study sites/areas, future timeframe, climatic/hydrological variables/parameters to be analyzed; inventory of data required for the study, and data acquisition plan; methods and techniques for climate scenario analyses; methods for impact assessments; methods for identifying risk management/adaptation options; and a plan for interacting with the design team (including objectives, timeline, relevant team members); and key outputs with milestones; and
- (iii) A technical report on the study, including: an executive summary including key findings and their implications for the design, construction and maintenance of project components; methodological framework; data, scenarios and assumptions underlying the study; key findings including projected climate change in the project sites/areas, potential impacts of projected climate change on project components; possible options to address impacts/risks to ensure climate and disaster resilient design, construction and maintenance of project components; and wider implications of climate change and associated impacts for road network development, caveats and limitations of the study.

78. **Qualifications and experience.** He/she will have: (i) at least 10 years of experience working in the fields of climate change scenario analysis, climate change and disaster impact, vulnerability and adaptation, (ii) extensive experiences of working within a multidisciplinary team and demonstrable skills in communicating climate science to a wide range of audiences.

vii. Environment Safeguard Specialist (international, 2 pm)

79. The environment safeguards specialist (ESS) will report directly to the team leader. The specialist will work with the national safeguards specialist (NSS) and the safeguards officer in the CPIU. The ESS will work closely with the social safeguards specialist (SSS) to ensure that site visits, consultations and community meetings will be coordinated to the extent possible. The ESS will review ongoing practices, analyze environmental risks associated with sector project, assist the team leader and other DSC staff to contribute to feasibility study reports and prepare suitable safeguards assessments and plans following the environmental assessment and review framework (EARF) approved for the project and the systems already being implemented by CPIU. The ESS will lead the screening, categorization, assessment/reporting for environmental issues and impact, deliver training as required to DSC team members, CPIU and NSS, and establish the system for compliance monitoring that will be implemented by the NSS during construction stage. The outline TOR includes the following tasks:

- (i) Facilitate the participation of government counterparts in ongoing capacity development activities to local counterparts, national consultants to ensure skills transfer for improved sustainability of the investment;

- (ii) In conjunction with the gender and community development specialist, NSS, CPIU safeguards officer and SSS undertake or participate in consultations as required by the consultation and participation plan prepared for the project and as required for the environmental assessment and resettlement plan/report;
- (iii) Based on preliminary designs, screen the remedial works proposed for the damaged locations, propose the category, and prepare a project description to be submitted to Environment and Conservation Division (ECD) for determination on which level of environmental assessment will be required;¹⁷
- (iv) Following the EARF and Environment Act 1998, based on determination of ECD and detailed design, work with the NSS to prepare an environmental assessment for each segment of road covering all proposed reconstruction activities and repair works within that section;
- (v) Assist CPIU to prepare the development consent applications and submit the environmental assessments to ECD;
- (vi) Facilitate disclosure of the environmental assessments in accordance with government requirements (as per Environment Act 1998, Environment Regulations 2008 and any other relevant laws) and ADB Public Communications Policy 2011;
- (vii) As per the existing environmental management system being implemented by CPIU, further to the environmental management plan (EMP) contained in each environmental assessment, prepare draft method statements to be included in the contractor's construction EMP (CEMP) including waste management plan (WMP), materials management plan (MMP), erosion and runoff control plan (ERCP), drainage management plan (DMP), and health and safety plan (HSP);
- (viii) As per the existing environmental management system being implemented by CPIU, assist CPIU and project procurement specialists to include the draft method statements and updated EMP and other plans (see item 6 above) and relevant provisions and text from the environmental assessments into the tender/contract documentation;
- (ix) Prior to contractor's preparation of the CEMP provide training on environmental management provisions and monitoring. Assist the NSS to review the contractor's CEMP (including other plans as required - see item 6), suggest changes or revisions as required, and recommend to DSC team leader/CPIU that approval of the CEMP may be issued;
- (x) Further to the existing compliance monitoring being implemented by CPIU, assist the NSS to put in place environmental monitoring and reporting mechanism for the project and contribute to Quarterly Progress Reports - including compilation of relevant items from Monthly Reports prepared by contractor - to be prepared

¹⁷ Depending on the nature of the works and the likely impacts this would either be a public environment report (PER) or environmental impact statement (EIS). In either case any additional elements as required by ADB Safeguard Policy Statement 2009 must be included in the assessment to fill gaps.

by the DSC for MID and ADB. The monitoring and reporting system will cover CEMP compliance;

- (xi) Monitor the contractor's compliance with CEMP (and other plans), and as necessary conduct on-site spot-checks of contractor's mitigations and review contractor's Monthly Reports regular monitoring reports; and
- (xii) Ensure compliance with all assurances under the project.

80. **Deliverables:** (i) Feasibility study and safeguards assessments reports and plans; (ii) Training to DSC team members, CPIU and NSS; and (iii) A system for compliance monitoring that will be implemented by the NSS during construction stage/

81. **Qualifications and Experience.** He/she will have: (i) a tertiary degree in environmental science or planning, or a closely related field; (ii) at least ten years' experience working in developing countries; (iii) experience in the Pacific countries and experience in the Solomon Islands will be considered an advantage; (iv) recent and demonstrable experience in preparing and implementing safeguards aspects of infrastructure development projects in Pacific countries or similar environments.

viii. Social Safeguards/Resettlement Specialist (international, 2 pm)

82. The social safeguards/resettlement specialist (SSS) will work with the NSS and the safeguards officer in the CPIU. The SSS will work closely with the ESS to ensure that site visits, consultations and community meetings will be coordinated to the extent possible. The SSS will review ongoing practices, analyze social safeguard risks associated with sector project, assist the team leader and other DSC staff to contribute to feasibility study reports and prepare suitable safeguards plans or reports following the resettlement framework (RF) approved for the project and the systems already being implemented by CPIU. The SSS will lead the screening, categorization, preparation of plans/reports for land resettlement issues and impact, deliver training as required to DSC team members, CPIU and NSS, and establish the system for monitoring that will be implemented by the NSS during construction stage. The outline TOR includes the following tasks:

- (i) Take the overall responsibility of land acquisition/resettlement and social safeguards during the design, implementation, and monitoring of the project, in accordance with the ADB's Safeguard Policy Statement (SPS), relevant laws of the Solomon Islands and the project's RF.
- (ii) Develop and implement stakeholder consultation and communication programs to ensure the full awareness and participation of affected communities and stakeholders.
- (iii) Assist in establishing and implementing the project's grievance redress mechanism.
- (iv) Liaise with relevant government and local authorities for their participation in and oversight of negotiation with landowners/affected persons (APs) for purposes of land access/acquisition for the project.

- (v) Prepare land acquisition/resettlement plan (RP) for subprojects involving land acquisition/resettlement impacts in accordance with the project's RF and ADB's *Safeguard Policy Statement* (2009) and monitor implementation of the RP. Prepare due diligence report (DDR) for subprojects if they do not involve such impacts.
- (vi) Undertake the following tasks in coordination with relevant agencies and stakeholders for preparing and implementing RPs: (a) collect APs' baseline socio-economic information; (b) assessment impacts on APs focusing on vulnerable groups and their livelihoods; (c) undertake detailed measurement survey and prepare an entitlement matrix; and (d) undertake meaningful consultation with all affected households to assess the level of their support to the project, compensation rate, and identify issues, if any; (e) prepare land acquisition implementation plan.
- (vii) Facilitate disclosure of the RP to affected communities, including providing a summary of its contents to APs in local language on eligibility, entitlement, grievance mechanism, timeline of land acquisition, and compensation payment.
- (viii) Prepare semi-annual monitoring reports on land acquisition/resettlement and social safeguards.
- (ix) Coordinate with other specialists and provide safeguard inputs to overall project reports, including quarterly progress reports.
- (x) Develop and deliver capacity enhancement training module in social safeguards for staff in the CPIU/MID and the other relevant agencies.

83. **Deliverables:** (i) Feasibility study and safeguards assessments reports and plans; (ii) Training to DSC team members, CPIU and NSS; and (iii) A system for compliance monitoring that will be implemented by the NSS during construction stage.

84. **Qualifications and Experience.** He/she will have: (i) a tertiary degree in social sciences or a closely related field; (ii) at least ten years' experience working in developing countries; (iii) relevant work experience in Pacific countries or similar environments and experience in the Solomon Islands will be considered an advantage; (iv) recent and demonstrable experience in preparing and implementing land acquisition and resettlement plans, preferably in infrastructure projects; and (v) demonstration of undertaking review and assessment of country safeguards systems will also be considered an advantage.

ix. Project Accountant and Administration Officer/Accounts Clerk (National, 12 person-months)

85. The project accountant and administration officer/accounts clerk will maintain all project accounts and oversee office administration including logistics. The responsibilities of the specialist will include, but not necessarily be limited to the followings:

- (i) Keep and maintain separate project accounts;
- (ii) Prepare project accounts for annual audits;

- (iii) Manage project finances as directed by project manager;
- (iv) Prepare monthly cash flow statements, reconcile project accounts;
- (v) Review claims and prepare withdrawal applications;
- (vi) Provide the necessary accounting services to ensure effective project administration;
- (vii) Manage and facilitate the timely disbursement of project funds in accordance with ADB's Loan Disbursement Handbook (2012, as amended from time to time);
- (viii) File all the project records; and
- (ix) Build capacity of MID Accounts Officer and Accounts Clerk in project accounting and record keeping

86. Deliverables: (i) Projects accounts; (ii) Monthly cash flow statements; (iii) Payments to eligible recipients; (iv) Filed all project reports and records for handing over to MID; and (v) MID's Accounts Officer and Accounts Clerk are handling project accounts after 12 months of implementation.

2. Construction Phase Funded under the Project

a. Construction Phase Scope of Work

87. The scope of services of the DSC financed under the project will include but not necessarily be limited to the following:

- (i) Regularly undertake project site inspections, oversee contractor's works and guide the contractors on the activities and works, and provide concrete suggestions to the CPIU for improvement if required;
- (ii) Undertake quality assurance tests on pavement materials and structural materials used in construction for compliance with specifications and standards;
- (iii) Regularly monitor contractor's environmental management plans on the subprojects; and
- (iv) Provide all necessary support to the CPIU in communicating with and monthly reporting to all relevant authorities such as the ADB, relevant ministries and government bodies, and all other relevant stakeholders as required by the MID.

b. Construction Phase Consultant Team Outputs and Terms of Reference

88. The DSC Team for construction phase activities shall consist of 100 pm (international 55 pm and national 45 pm). It will comprise international experts for TL (18 pm), Bridge/Structural Design Engineer (1 pm), Resident Engineer/Deputy Team Leader (18 pm), Field Superintendent (18 pm). The national experts in the DSC for implementation phase activities will include Gender and Community Development Specialist (18 pm), Safeguard Specialist (15 pm) Project Accountant (6 pm) and Office Administrator Officer/Accounts Clerk (6 pm).

89. Outputs of the DSC for Construction Phase Activities:
- (i) Execute civil works contracts within 45 weeks of the fielding of the consultants;
 - (ii) Detailed project performance monitoring system including detailed indicators; and
 - (iii) Public communication plan and its implementation strategy, contractor environmental monitoring plan and implementation of GAP.
90. Reporting of the DSC for Construction Phase Activities:
- (i) Brief monthly and quarterly project progress reports;
 - (ii) Quarterly progress reports in an agreed format between MID and ADB, submitted within 1 month of the end of the quarter;
 - (iii) Six-monthly safeguard monitoring reports
 - (iv) Draft project completion report in an agreed format;
 - (v) Update/revise and provide MID “As Built Drawings” under the scope of works; and
 - (vi) Final project completion report 1 month after receiving the comments on the draft final report from the government and ADB.

i. Team Leader (international, 18 pm intermittent) – Key Position

91. As indicated in para. 28, the TL will be the same candidate engaged for the implement the project reporting directly to the Director, CPIU. He/she is responsible for the overall management of the consulting team and the project ensuring clear outputs out the specialists and civil works contracts are delivered within the implementation period. The TL will deliver the following tasks;

- (i) Administer, implement; and monitor international and national contracts for civil works procured under the project;
- (ii) Provide guidance to contractors, after the contracts are awarded, in preparing documents and processes for implementation, monitoring and reporting;
- (iii) Review contractors’ regular monitoring reports;
- (iv) Ensure that the required audits, such as environmental, social and financial audits are undertaken and reported;
- (v) Oversee and coordinate the implementation of the draft strategy for vulnerability, impact, and adaptation assessments
- (vi) Ensure that the results of the assessment are fully incorporated into the project design including the detailed engineering design, environmental management, monitoring, and budget.

- (vii) Advise MID and other agencies on road safety and traffic engineering;
- (viii) Provide training of counterpart staff and assist as appropriate in the training of other staff in matters relating to road design, traffic engineering and road safety.
- (ix) In coordination with the Field Superintendent, ensure that engineering designs are implemented; Respond to and resolve design queries during implementation of designs. Oversee and assist with any design changes during implementation of the subprojects;
- (x) Check/review and document the QA of all the design documents submitted for tender before approval of the Director of MID;
- (xi) Check and review for approval all designs and related documents submitted for construction by D&C contractors. Initiate and coordinate design reviews by bridge engineers or other project specialists when required; and
- (xii) Carryout any other project related duties as directed by Director CPIU.

92. **Deliverables:** (i) Supervision for completion of agreed constructing works within given time period; (ii) Quarterly progress and project completion reports; (iii) Draft project completion report in an agreed format; and (iv) Final project completion report 1 month after receiving the comments on the draft final report from the government and ADB.

ii. **Bridge/Structural Design Engineer (international, 1.0 pm)**

93. As indicated in para. 71, the Bridge/Structural Design Engineer will be the same candidate engaged during the construction phase of the project. He/she will:

- (i) Review and check the bridge design carried out by civil works contractor on design and build structures and recommend measures for improvement or correction if found necessary;
- (ii) Carry out necessary adjustments in the design/drawing required during construction due to the site requirement;
- (iii) Carry out checks for conformance of work as per design and specification; and
- (iv) Carry out integrity test of structural elements, or load tests on bridges as required.

94. **Deliverables:** Contractors designs are thoroughly reviewed and ascertained to meet the standards specified in para.59.

iii. **Resident Engineer/Deputy Team Leader (international, 18 pm)**

95. The Resident Engineer will also undertake the role of Deputy Team Leader in discharging the duties of the Team Leader during the construction phase. He/she will carry out the duties of the TL when the TL is out of the country. He/she will be the Engineer's Representative as detailed in the ADB harmonized version of the FIDIC general condition of

contract. The Resident Engineer's responsibilities in contract administration and construction supervision will include, but not necessarily be limited to the following:

- (i) Assist the CPIU in supervising and monitoring construction of the project, prepare measurements for works completed and in progress, and verify bills for payment to the contractors or suppliers;
- (ii) Assist the CPIU in checking the line level, layout of the construction to ensure conformity with the contract, propose and present for approval any change in the plans that may be deemed necessary indicating any effect the change may have on contract and prepare all change/variation orders (where necessary) for the approval of MID;
- (iii) Monitor and enforce, as detailed out in Safety Manual, the measures taken to ensure safety of the workers, other project personnel, general public and works;
- (iv) Furnish detailed drawings, with revisions as necessary, to the contractor, check contractors' design and drawings;
- (v) Attend third party inspections if required and provide certification on the quality of the supplies based on such inspections;
- (vi) Check measurement for works completed and in progress, verify and endorse bills for payment to the contractors / suppliers by the CPIU, provide certification on the quality of the works accomplished and on their conformity to specifications and drawings. Ensure that works are constructed to the prescribed quality in accordance with specifications, tender documents and quality assurance system;
- (vii) Work as the engineer or employer's representative within the context of conditions of the construction contracts;
- (viii) Ensure the contractor complies with the Contractor Environment Management Plan;
- (ix) Hold monthly site meetings and prepare and submit monthly progress reports in such detail acceptable to MID and ADB;
- (x) Regularly monitor physical and financial progress against the milestones as per the contract so as to ensure completion of contract in time;
- (xi) Review and certify progress claims for disbursement;
- (xii) Monitor and enforce quality control on all activities of the construction work to make sure the highest quality of works conforming to the specification and drawings;
- (xiii) Carry out timely reporting to CPIU for any inconsistency in the work and suggestive appropriate corrective measures to be applied;
- (xiv) Examine contractors requests for time extension, variation, additional compensation and claims and recommend appropriate decision;

- (xv) Assist CPIU in the resolution of various other contractual issues and overall contract management;
- (xvi) After physical completion of contract, prepare planned maintenance procedures; check installation and commissioning; monitor preparation of the “as built” drawings for various project component.

96. **Deliverables:** (i) The damaged transport infrastructure is completed to specifications and standards specified in the contract, (ii) Project activities and the consultants managed in absence of the TL; (iii) Monthly progress reports.

97. **Qualifications and experience.** He/she will have a civil engineering degree with at least 10 years' experience in construction supervision of bridges or wet crossings and other transport infrastructures in a developing country.

iv. **Field Superintendent (International, 18 pm)**

98. The responsibilities of the specialist will include, but not necessarily be limited to the followings:

- (i) Under the guidance of Resident Engineer and Team Leader, provide direct supervision of contractors works;
- (ii) Ensure that the operation, health and safety at the contractor's camp site and at works sites are complied with the health and safety plan, HIV/AIDS requirements;
- (iii) Ensure that the works are completed in compliance with the specifications and standards under the contract;
- (iv) Assess construction materials and oversee field and laboratory tests;
- (v) Assess contractor's monthly claims; and
- (vi) Provide inputs in Resident Engineer's monthly progress report.

99. **Deliverables:** Effectively supervise the design and build Contract in accordance with the specifications and standards in the contract documents.

100. **Qualifications and Experience.** He/he will have (i) higher certificate or diploma in construction engineering, (ii) at least 10 years of experience in constructing bridges under road structures preferably in Pacific DMCs.

v. **Safeguards Specialist (national, 15 person-months, intermittent over 18 months)**

101. The NSS will assist the international safeguards specialists – ESS and SSS - in performing all tasks mentioned in international safeguard specialists' TOR. The NSS will work in coordination with community development and gender specialist.

102. **Deliverables:** (i) Inputs for international safeguard specialists' reports; and (ii) Monthly compliance monitoring reports.

103. **Qualification and experience.** He/she will have (i) a qualification in social sciences or related field; (ii) at least three years working experience, preferably in projects funded by ADB or other development partners.

vi. Gender and Community Development Specialist (national, 18 person-months, intermittent over 24 months)

- (i) The national gender and community development specialist (GCDS) will work in coordination with NSS, ESS and SSS.
 - a. Based on the stakeholder engagement strategy included in the project administration manual, prepare the consultation and participation plan (CPP) for the project;
 - b. Submit the CPP through CPIU to MID and ADB for clearance.
 - c. Together with other team members, implement the project's CPP, targeting women participation in all activities.
- (ii) Conduct interviews, focus group discussions or other meetings with stakeholders to prepare implementation strategy and schedule for the project's gender action plan (GAP).
- (iii) Facilitate implementation and monitoring of GAP, including identified community development projects during subproject construction.
- (iv) Assist CPIU to establish and support the community advisory committees and grievance redress committees as required under the CPP.
- (v) Work with local government officials, including gender officer under the provincial community development office, to finalize and implement identified community development activities and ensure accomplishment of gender and other targets for subproject communities.
- (vi) Conduct gender and social awareness seminar for CPIU and MID staff prior to and during project implementation.
- (vii) Collect and analyze data as required for project monitoring and evaluation purposes, prepare and/or contribute to monitoring reports.
- (viii) Provide progress status on implementation of GAP and community development activities in the quarterly progress reports for CPIU, MID and ADB.

104. **Deliverables:** (i) Inputs for international safeguard specialists' reports, and (ii) Monthly compliance monitoring reports

105. **Qualification and experience.** He/she will have (i) a qualification in social sciences or related field; (ii) at least three years working experience, preferably in projects funded by ADB or other development partners.

vii. Project Accountant and Administration Officer/Accounts Clerk (National, 12 person-months)

106. The project accountant and administration officer/accounts clerk will maintain all project accounts and oversee office administration including logistics. The responsibilities of the specialist will include, but not necessarily be limited to the followings:

- (i) Keep and maintain separate project accounts;
- (ii) Prepare project accounts for annual audits;
- (iii) Manage project finances as directed by project manager;
- (iv) Prepare monthly cash flow statements, reconcile project accounts;
- (v) Review claims and prepare withdrawal applications;
- (vi) Provide the necessary accounting services to ensure effective project administration;
- (vii) Manage and facilitate the timely disbursement of project funds in accordance with ADB's Loan Disbursement Handbook (2012, as amended from time to time);
- (viii) File all the project records;
- (ix) Arrange for audits; and
- (x) Build capacity of MID Accounts Officer and Accounts Clerk in project accounting and record keeping.

107. **Deliverables:** (i) Projects accounts (ii) Monthly cash flow statements; (iii) Payments to eligible recipients; (iv) Filed all project reports and records for handing over to MID at the end of the first 12 months of project implementation, and (v) MID's Accounts Officer and Accounts Clerk are handling project accounts after 12 months of implementation.

108. **Qualification and experience.** The accountant will possess (i) a degree in accounting or equivalent; (ii) at least 5 years' experience as an accountant including at least 2 years in a donor funded project. The Administration Officer/Accounts Clerk will possess a diploma in accounting or relevant certificate in bookkeeping. He/she hold at least 2 years of experience in bookkeeping and have worked for at 2 years in donor funded project.

3. MID Counterpart Support and CPIU Resources

109. MID will provide counterpart support through the Director CPIU, MID Engineers in CPIU and CPIU specialists for financial management, project performance monitoring system, geotechnical specialist, soils laboratory technician and equipment available in the Soils Laboratory. In addition and in order for MID to directly involve in financial management and project accounting, MID will provide an accounting officer and accounts clerk for the period of three years. MID will also provide in-kind contributions for office space for consultants and taxes and duties for the consulting service.

VII. GENDER AND SOCIAL DIMENSIONS

2. The Project has been classified as effective gender mainstreaming. A gender action plan (GAP) has been prepared for the project. The DSC will ensure that infrastructure designs include gender conscious labor intensive activities and provisions for women such as pathways to rivers or streams and facilities for washing clothes. Women will be encouraged to take up employment during project implementation (reconstruction) and subsequent activities after project completion following approach adopted for. Data will be collected from contractors on number of men and women participating in works (by activity), number of days of participation, and wages earned (all dis-aggregated). Equal wages for equal work will be paid to men and women engaged on the project. Training (based on modules developed for labor-based equipment supported maintenance under the TSDP) can include labor-based equipment supported contracting process and safeguards; HIV/AIDS awareness and prevention (coordinated with HIV Coordinator of Provincial Department of Health); financial literacy (household budgeting and savings); women’s and children’s rights; and marketing opportunities (income generating ideas, access to information and resources). A resettlement plan or report will be prepared for any land acquisition or other non-land impacts, the plan will ensure that equal compensation and assistance will be provided to male and female affected people. Gender specific outputs, targets and indicators have been integrated into the project’s design and monitoring framework.

3. The GAP will be implemented by the CPIU supported by the gender and community development specialist (GCDS) recruited by the DSC, who will also be supported by MID’s Community Development Officer (CDO). The GCDS and CDO will be responsible for incorporating the GAP into subproject planning and implementation programs, including awareness workshops and establishment of sex-disaggregated indicators for project performance and monitoring.

4. The CPIU will report progress of GAP activities in regular progress reports on overall project activities to ADB and the government. Other consultants or NGOs may be hired to implement different GAP activities under the guidance of GCDS and CDO. CPIU’s CDO and the service provider engaged to deliver the HIV/AIDS awareness and prevention measures will also provide support for the GAP implementation.

Gender Action Plan

Activities	Proposed Gender Mainstreaming Activities (Target)	Primary Responsibility
Damaged roads and bridges are reconstructed, built back better (BBB) and climate proofed		
<ul style="list-style-type: none"> • Ensure that women (at least 30% of women participants and 50% of female facilitators) are represented on the community advisory committees (CAC) and grievance redress committees (GRC). • Ensure that the project’s Consultation and Participation Plan (CPP) is implemented, all community meetings (including as required for environmental assessment and land acquisition plans) involve local authorities, women and youth representatives, women’s organizations/NGOs, and affected land owners (at least 30% of women participants and 50% of female facilitators); arrange separate meetings for women if necessary. • Incorporate local knowledge into climate change adaptation, through community consultations (at least 30% female participants, and 30% female facilitators). • Ensure that land acquisition and compensation process is transparent, and that compensation is equal for male and female APs, and where applicable compensation and allowances provided in the name of both spouses and/or to female-headed households/widows. • Assist female and male beneficiaries of resettlement and compensation package to 		<p>CPIU, GCDS, CDO</p> <p>CPIU, GCDS, SSS, ESS</p> <p>CPIU, DSC, GCDS, CCAS</p> <p>CPIU, SSS, GCDS, CDO</p> <p>CPIU, SSS, GCDS</p>

Activities	Proposed Gender Mainstreaming Activities (Target)	Primary Responsibility
	<p>open bank accounts, if necessary.</p> <ul style="list-style-type: none"> • Provide equal opportunity and access to women and men contractors in bidding process. • Announce employment opportunities and recruitment notices widely, targeted at women as well as men. • Ensure that the design and supervision consultants include gender conscious designs of damaged infrastructure; all bridges will include footpaths and railings, and 50% of bridges will include pathways to access rivers. • Contractors will be encouraged to prioritize the use of local materials and the employment of local workers and to maximize use of women (at least 30%) in labor-intensive activities • Ensure equal pay for equal work for women and men for all construction and maintenance work. • Ensure that basic facilities (separate toilets, clean water) are provided for female as well as male construction workers at construction sites. • Conduct gender-road capacity development training for all women and men workers. • Ensure community awareness and skill training program includes road cleaning, flood/erosion protection, waste management, afforestation and roadside vegetation planting and caring. • Ensure that preliminary and detailed design of reconstruction and BBB works are shared with provincial government, CAC, women and men members of affected households and communities through community consultations (at least 30% of participants are women). • Ensure that road safety measures (i.e. as determined suitable and appropriate through consultations and technical assessment), especially through villages and around schools, health centers, and markets are incorporated into the designs and that women are consulted at every stage. • Incorporate local knowledge on climate change adaptation and specific women's concerns into studies and designs through gender analysis and community consultations (at least 30% female participants and 30% female facilitators). 	<p>CPIU, DSC, GCDS</p> <p>CPIU, GCDS, CDO</p> <p>CPIU, DSC, GCDS</p> <p>CPIU, GCDS, contractor</p> <p>CPIU, GCDS, contractor</p> <p>CPIU, DSC, GCDS, CDO</p> <p>CPIU, DSC, GCDS, CCAS</p> <p>DSC, GCDS, ESS, SSS, NGO/CSO, women's organizations</p> <p>DSC, GCDS, NGO/CSO, women's organizations</p> <p>DSC, GCDS, CCAS, ESS</p>
	<p>Awareness of transport-related social issues</p> <ul style="list-style-type: none"> • Conduct baseline studies on gender-sensitive transport issues and road safety awareness for different target groups in communities. • Ensure safety concerns of women, youth, children, elderly and disabled people are incorporated into road safety awareness training delivery • Based on existing templates developed under TSDP, incorporate guidelines for including gender-sensitive HIV/AIDS and other sexually transmitted infections (STIs) prevention among construction workers and communities in civil works contracts. • Ensure gender-balanced participation (at least 50% of women in community program and all construction workers without exception) in road safety and HIV/AIDS awareness and prevention 	<p>GCDS, CDO</p> <p>DSC, GCDS, CPIU, MID, NGO/CSO</p> <p>DSC, GCDS, CPIU, MID, NGO/CSO</p> <p>CPIU, DSC, GCDS, contractor, ASP</p>
	<ul style="list-style-type: none"> • Ensure road safety and HIV/AIDS education programs in communities, churches, youth clubs and schools include female facilitators (50%), use various media, picture-based texts, local language and are sensitive to local culture. • Require civil works contractors to implement measures to achieve awareness and prevention of HIV/AIDS and STI included in civil works contracts 	<p>CPIU, CDO, DSC, GCDS, contractor, ASP</p> <p>CPIU, CDO, DSC, GCDS, contractor, ASP</p>
	<p>Project management</p> <ul style="list-style-type: none"> • Ensure employment of GCDS to implement and monitor GAP activities, conduct gender-awareness raising and capacity development activities for target beneficiaries including MID and CPIU (inputs by ESS and SSS as required). • Ensure inclusion of gender-sensitivity in the terms of reference for new staff and consultants of CPIU. • Conduct gender awareness and capacity development programs for MID, CPIU, contractors, local workers, partner women's organizations/NGOs and CSOs (at least 30% women participants and 50% women facilitators). • Ensure the use of gender-sensitive indicators, sex-disaggregated data and gender analysis in baseline studies, safeguards assessments and reports, monitoring, 	<p>DSC, GCDS, ESS, SSS and CCAS</p> <p>MID, CPIU, DSC</p> <p>DSC, GCDS, CDO</p> <p>CPIU, DSC, GCDS, CDO</p>

Activities	Proposed Gender Mainstreaming Activities (Target)	Primary Responsibility
	evaluation and a project performance system. <ul style="list-style-type: none"> • Ensure inclusion of GAP progress and achievements in the quarterly progress, mid-term and annual reports (and safeguards monitoring reports as appropriate). 	CPIU, DSC, GCDS, CDO
IMPLEMENTATION ARRANGEMENTS		
<p>The Ministry of Infrastructure Development (MID) will be the executing agency and Central Project Implementation Unit (CPIU) will be the implementing agency. The gender action plan (GAP) will be implemented by the CPIU which includes one full-time community development officer (CDO) who will be supported by the gender and community development specialist (GCDS) recruited by the design and supervision consultant (DSC). The team will be responsible for (i) incorporating the GAP into project planning and implementation programs; (ii) including awareness workshops and delivering gender-sensitivity training; (iii) establishment of sex-disaggregated indicators for project performance and monitoring; and (iv) reporting on the progress of GAP implementation in periodic progress reports. For delivery of HIV/AIDS and sexually transmitted infections (STI) awareness and prevention measures, the contractor will be required to recruit a service provider approved by Ministry of Health. The CPIU will report progress of GAP activities in regular progress reports on overall project activities to ADB and the Government. Other consultants or NGOs may be hired to implement different GAP activities under the guidance of social development specialist and international specialist. The CDO and safeguards unit in CPIU will also provide support for the GAP implementation.</p>		

KEY: ADB = Asian Development Bank; ASP = Approved Service Provider; CAC = Community Advisory Committee; CCAS = Climate Change Adaptation Specialist; CDO = Community Development Officer (in CPIU); CPIU = Central Project Implementation Unit; CPP = Consultation and Participation Plan; CSO = Civil Society Organization; DSC = Design and Supervision Consultant; ESS = Environmental Safeguard Specialist; GAP = Gender Action Plan; GCDS = Gender and Community Development Specialist; GRC = Grievance Redress Committee; HIV = Human Immune-deficiency Virus; MID = Ministry of Infrastructure Development; NGOs = nongovernment organization; SSS = Social Safeguard/Resettlement Specialist; STI = Sexually Transmitted Infection; TSDP = Transport Sector Development Project

VIII. 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</p> <p>Socioeconomic activities restored to at least pre-flood levels</p>	<p>By 2022:</p> <p>Solomon Islands GDP growth projections restored to at least pre-flood levels of 3%</p> <p>Baseline 2014: GDP growth expected to decline to -1%</p>	<p>Asian Development Outlook database</p> <p>Pacific Economic Monitor database</p> <p>Solomon Islands National Statistics Office</p>	<p>Assumption</p> <p>Government development and transport sector priorities remain consistent</p> <p>Risks</p> <p>Intensity and frequency of natural disasters in the future are above the resilience level of the reconstructed infrastructure</p> <p>Government budget allocations for transport sector maintenance, rehabilitation, and construction could fail to keep up with needs</p>
<p>Outcome</p> <p>Restored and more resilient connectivity</p>	<p>By 2017:</p> <p>Travel times to markets, schools, and health care facilities restored to pre-flood levels</p> <p>Transport cost to socioeconomic services restored to pre-flood levels</p>	<p>MID baseline survey and monitoring surveys</p> <p>Government statistics as compiled in annual report to the National Transport Fund Board</p>	<p>Assumptions</p> <p>Private sector operators respond to opportunities</p> <p>Key pieces of socioeconomic infrastructure (markets, schools, and health care facilities) in target areas are operating at pre-flood levels</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Output</p> <p>Transport infrastructure in priority locations reconstructed, and climate- and disaster-proofed.</p>	<p>At least three high-level bridges reconstructed and climate- and disaster-proofed</p> <p>At least five small stream crossings reconstructed</p> <p>Reinstatement of 1.6 km of all-weather bridge approach roads</p> <p>80 m of cross culverts reconstructed</p> <p>1 km of bridge and approach road protection work completed</p> <p>300 m of river-training works completed All reconstruction work will incorporate gender-conscious designs; all bridges will include footpaths and railings, and at least 50% of bridges will include pathways to access the river</p>	<p>MID annual reports</p>	<p>Assumption</p> <p>Counterpart staff are available.</p> <p>Risks</p> <p>Stretched administrative capacity and resources of the government undermine implementation and effectiveness of the emergency assistance</p>
<p>Activities with Milestones</p> <p>Project implementation and management</p> <ol style="list-style-type: none"> 1. Recruit design and supervision consultants (Q4 2014) 2. Generate an implementation plan (Q4 2014) 3. Oversee implementation of the gender action plan (2014–2017) 4. Oversee communication strategy activities (2014–2017) 5. Oversee environment management activities (2014–2017) <p>Reconstruction of damaged infrastructure</p> <ol style="list-style-type: none"> 6. Prepare feasibility study (Q2–Q3 2015) 7. Prepare detailed engineering designs (Q3 2015) 8. Prepare design and bid documents (Q3 2015) 9. Tender and evaluate bids (Q3–Q4 2015) 10. Award civil works contracts (Q3–Q4 2015) 11. Civil works (2016–2017) 		<p>Inputs</p> <p>Loan ADB: \$6,610,000</p> <p>Government: \$2,360,000</p> <p>Grant ADB: \$6,610,000</p>	

ADB = Asian Development Bank, GDP = gross domestic product, km = kilometer, m = meter, MID = Ministry of Infrastructure Development, Q = quarter.

Source: Asian Development Bank.

B. Monitoring

5. **Project performance monitoring.** Within 6 months of the loan and grant effectiveness, MID, through the CPIU, will establish a project performance and monitoring system. ADB and the MID will agree on a set of indicators for monitoring and evaluating how well the project achieves its goals and purposes. These indicators will be refined and monitored during project implementation. The indicators will include data for monitoring economic development, transport sector performance, socioeconomic development, environmental impact, and institutional development. Monitoring and evaluation will be based on gender-disaggregated data for social and poverty impact indicators. The CPIU will provide hands-on training to MID staff and national consultants in data collection, monitoring, and evaluation. MID through the CPIU shall monitor and evaluate the indicators according to the agreed framework on a quarterly basis to determine the efficiency and effectiveness of the project. Disaggregated baseline data for output and outcome indicators gathered during feasibility studies will be updated and reported quarterly through the MID's quarterly progress reports and after each ADB review mission. These quarterly reports will provide information necessary to update ADB's project performance reporting system.¹⁸ Beneficiaries will be involved in project monitoring and evaluation.

6. **Compliance monitoring.** This will be monitored through regular quarterly progress reports and during regular ADB review missions.

1. Safeguards monitoring

7. **Land Acquisition/Resettlement.** MID with the support from CPIU staff/consultants will monitor all activities associated with land acquisition and resettlement. The monitoring will include reporting on progress of activities in the implementation of the RP with particular focus on public consultations, land acquisition, payment of compensation, and level of satisfaction among affected persons. MID will prepare and submit semi-annual monitoring reports to ADB. The RF provides detailed arrangements for monitoring and reporting.

8. **Environment.** Before commencing civil works, the contractor will prepare a construction EMP (CEMP) which will establish how the contractor will comply with the EMP safeguard requirements. Monitoring of the contractor's work will be undertaken by the resident engineer with assistance of the CPIU's safeguards officer and supported by the DSC. Monitoring will also be carried out independently by the Environment and Conservation Division of Ministry of Environment, Climate change, Disaster Management and Meteorology. ADB review missions will also check the progress on implementation of safeguard requirements.

9. The CPIU will monitor the contractor and check compliance with the approved CEMP and any other contract requirements on a regular basis. The quarterly progress reports will cover a summary of the contractor's monthly reports, details of monitoring data collected, and analysis of monitoring results, recommended mitigation measures, environmental training conducted, and environmental regulatory violations. The CPIU will prepare the report on a quarterly basis and submit to the executing agency and ADB. The following checklist can be used for safeguard supervision monitoring. The following table sets out the suggested contents for an environmental monitoring report.

¹⁸ ADB's project performance reporting system is available at:
<http://www.adb.org/Documents/Slideshows/PPMS/default.asp?p=evaltool>.

10. The safeguard specialists of the CPIU will assist MID in monitoring of safeguard activities and preparation, and review and disclosure of safeguard monitoring reports. The checklists for safeguard supervision and the outline of safeguard monitoring reports of resettlement and environment aspects for ADB missions and MID, respectively, are provided below.

2. Gender and social dimensions monitoring

11. Action and or development plans pertaining to gender, poverty and social issues (as set out in the Summary Poverty reduction and Social Strategy) will be implemented by the CPIU as required. It is not envisaged that there are any significant issues with the project as pertaining to this issues. Gender and social dimensions of the project will be monitored by the CPIU with the gender and community development specialist as the focal person. For each subproject area, the baseline indicators will be established based on the performance monitoring system indicators and the GAP matrix. The CPIU supported by the DSC will collect sex-disaggregated baseline data and will be followed by midterm and final monitoring and evaluation for each subproject area.

12. The project will engage a project performance monitoring specialist who will provide guidance to the CPIU in developing and establishing an effective monitoring and reporting systems and processes. As required to provide data to the monitoring of the design and monitoring framework, baseline surveys will be undertaken at the start of project implementation and all indicators in the GAP will be continuously monitored and reported. These will be included in the CPIU quarterly reports and project monitoring reports. A midterm review will be carried out and a project completion report will be undertaken at project end.

13. Checklist for Safeguard Supervision/Monitoring (Land Acquisition/Resettlement)

PROJECT INFORMATION										
Loan/Grant No.:	Project Name:									
Approval Date:	Closing Date:		Cumulative Progress (%):							
Project Team Leader(s):			Project Analyst:							
1) Resettlement Categorization										
(Original)	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	FI	<input type="checkbox"/>		
(additional financing, if any)	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	FI	<input type="checkbox"/>		
<i>(Please complete the following sections if the project has been categorized as A, B or FI involving land acquisition/resettlement issues)</i>										
2) Resettlement Planning										
Resettlement Planning Documents:	RF	<input type="checkbox"/>	RP	<input type="checkbox"/>	Number of RPs _____	ESMS	<input type="checkbox"/>			
RP Finalized or Updated after Detailed Design: (Attach a list of subprojects and status if necessary.)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
Final/Updated RP Disclosed and Posted on ADB Website:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
Compensation Rates Approved by the Government:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
3) Institutional Setup for Resettlement										
PIU/PMU Resettlement Staff Assigned:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
	If yes, Name: _____			Since: _____ / _____		(month) (year)				
Resettlement Specialist Consultant Mobilized:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
	If yes, Name: _____			Since: _____ / _____		(month) (year)				
Grievance Redress Mechanism Established:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, why?					
Allocation of Government Budget:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
	If yes, amount\$: _____									
4) Resettlement Monitoring and Reports										
Internal Monitoring System Established:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
External Monitor Engaged (if needed):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
	If yes, Name: _____			Since: _____ / _____		(month) (year)				
Monitoring Report Submitted to ADB:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?					
	If Yes, provide information below									
	Baseline Report	Report 1	Report 2	Report 3	Report 4					
Submission Date (m/yr)										
ADB Review Date (m/yr)										
Web-posting Date (m/yr)										
Name of ADB Reviewer										
5) Resettlement Field Review with Participation of Safeguard Specialist/Officer/Staff Consultant						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, actions?
						If Yes, provide information below				
Mission Date (m/yr)										
Type of mission										
Name of safeguard specialist/officer/staff consultants										

Suggested Contents of Land Acquisition/Resettlement Monitoring Report

Heading/Section	Contents
Introduction	<p>Brief background on the project/subproject and progress status</p> <p>The project's category and planning documents (original, updated or new plans) on resettlement impacts</p> <p>Institutional arrangements and budget allocation for resettlement/social management</p> <p>Arrangement for the monitoring</p>
Monitoring Activities	<p>Methodology for monitoring (whether checklists prepared etc.)</p> <p>Period the monitoring covers</p> <p>Main activities: site visits, consultations, surveys, etc.</p>
Monitoring Results and Actions Required	<p>Progress and performance in implementation of RP and other programs (how these were implemented, what are the outputs, etc.)</p> <p>Results on consultations, disclosure, and grievance redress (whether they have been effective)</p> <p>Whether the implementation comply with the approved RP (e.g., whether compensation rates were at replacement cost, etc.)</p> <p>Results on outcome (whether APs were able to restore livelihoods)</p> <p>Compliance on monitoring and disclosure (whether reports have been submitted and posted on website)</p> <p>Whether any issues and corrective measures were identified to achieve the RP objective. If yes, actions with target dates and responsible agency/person)</p> <p>Follow-up item/plan for next report</p>
Summary and Conclusions	<p>Summary of main findings</p> <p>Main issues identified and corrective actions noted</p> <p>A table on follow-up action which can be updated each period to track completion of actions required</p>
Attachments	<p>Monitoring checklist (based on items identified in the RP)</p> <p>Photographs</p> <p>Additional information as required</p>

Checklist for Safeguard Supervision/Monitoring (Environment)

PARD Safeguards Implementation Checklist: Environment

Date:					
PROJECT INFORMATION					
Loan/Grant No.:		Project Name:			
Approval Date:		Closing Date:		Cumulative Progress (%):	
Project Team Leader(s):				Implementing Agency:	
1) Categorization					
(Original)		A	B	C	FI
(additional financing, if any)		A	B	C	FI
<i>(Please complete the following sections if the project has been categorized as A, B or FI)</i>					
2) Planning					
Documents:		EARF	IEE/EIA	No. of IEE/EIA	EMP
IEE/EIA Disclosed and Posted on ADB Website:		Yes	No	If no, actions?	
EMP Finalized or Updated after Detailed Design:		Yes	No	If no, actions?	
CEMP submitted, reviewed and approved:		Yes	No	If no, actions?	
(Attach a list of subprojects and status if necessary.)					
3) Institutional Setup					
PIU/PMU Environment Staff Assigned:		Yes	No	If no, actions?	
If yes, Name:				Since:	/
				(month)	(year)
Environmental Specialist/Consultant Mobilized:		Yes	No	If no, actions?	
If yes, National Specialist's Name:				Since:	/
				(month)	(year)
If yes, International Specialist's Name:				Since:	/
Participation of Gov. Environment Agency/Division:		Yes	No	If no, actions?	
If yes, Name:				Since:	/
				(month)	(year)
Grievance Redress Mechanism Established:		Yes	No	If no, why?	
Allocation of Government Budget:		Yes	No	If no, actions?	
If yes, amount\$:					
4) Monitoring and Reports					
Internal Monitoring System Established:		Yes	No	If no, actions?	
Compliance monitoring incorp. into Q Progress Reports:		Yes	No	If no, actions?	
External Monitor Engaged (if needed):		Yes	No	If no, actions?	
If yes, Name:				Since:	/
				(month)	(year)
Monitoring Report Submitted to ADB:		Yes	No	If no, actions?	
If Yes, provide information below					
	Baseline Report	Report 1	Report 2	Report 3	Report 4
Submission Date (m/yr)					
ADB Review Date (m/yr)					
Web-posting Date (m/yr)					
Name of ADB Reviewer					
5) Field Review with Participation of Safeguard Specialist/Officer/Staff Consultant					
		Yes	No	If no, actions?	
If Yes, provide information below					
Mission Date (m/yr)					
Type of mission:					
Participants (safeguard specialist/officer/staff consultants)					

Suggested Outline of Monitoring Report – Environment

Heading/Section	Contents
Introduction	Brief background on the project and subproject; Institutional arrangements for project management and environmental management;
Monitoring Activities	Who participated in the monitoring; Methodology for monitoring (whether checklists prepared etc); When the monitoring was undertaken and what period it covers; Summary of other monitoring undertaken in the period (i.e. form contractor's monthly reports and if any survey/sample monitoring undertaken); Main activities – observations/inspections, consultations, interviews with contractor staff etc
Works in Progress	Details of the works being undertaken, (with photographs); Include whether any environmental training/awareness has been provided to contractor staff in the period (what, by whom etc)
Monitoring Results and Actions Required	Whether works and measures comply with the approved EMP/CEMP; Should follow sequence of items identified in EMP/CEMP and verify that all mitigations measures noted are being implemented; Corrective actions cited (date to be resolved and person responsible on contractor team and verification by IA/PMU)
Summary and Conclusions	Summary of main findings; Main issues identified and corrective actions noted; Can include summary table which can be updated each period to track completion of actions required
Attachments	Monitoring checklist (based on items identified in the EMP/CEMP) refer annex 1 Additional photographs Additional information as required

C. Evaluation

14. Soon after the loan and grant are approved, ADB will field an inception mission to agree with MID on a checklist on implementation requirements of the project as well discuss in detail on the procedures relating to procurement of works and goods, recruitment of consultants and disbursements. ADB and the government will undertake semiannual reviews of the project to consider in detail the (i) scope of the project, (ii) implementation arrangements, (iii) compliance with grant and loan covenants, (iv) physical achievements against targets and milestones, and (v) project implementation issues requiring resolution or action. The midterm review will be made after 2 years of the grant and loan effectiveness date. Prior to the midterm review, MID with the assistance of CPIU will prepare a position paper outlining any proposals for any changes required under the project which will not adversely affect the project's outcomes. The midterm review will examine in detail the implementation progress and project design (institutional, administrative, organizational, technical, environmental, social, poverty reduction, resettlement, economic, and financial aspects), and identify courses of action that would improve project performance, viability, and the achievement of targets and project objectives. All the assumptions and risks noted in the design and monitoring framework will be reviewed. Within 6 months of physical completion of the project, MID will submit a project completion report to ADB.¹⁹

D. Reporting

15. The MID through the CPIU will provide ADB with (i) quarterly progress reports in a format consistent with ADB's project performance reporting system; (ii) consolidated annual reports including (a) progress achieved by output as measured through the indicator's performance targets, (b) key implementation issues and solutions; (c) updated procurement plan (d) updated implementation plan for next 12 months and semi-annual safeguards monitoring report; and (iii) a project completion report within 6 months of physical completion of the project. To ensure projects continue to be both viable and sustainable, project accounts and the executing agency Audited Financial Statements, together with the associated auditor's report, should be adequately reviewed. The audited project financial statements together with the auditors' opinion will be submitted to ADB within six months of the end of the fiscal year by the MID.

E. Stakeholder Communication Strategy

16. During the early implementation phase of the project, a communication strategy and communication plan will be prepared by CPIU that will indicate the types of information, means of communication, who will provide and to whom including at what intervals to the stakeholders about the project as well as its implementation.

17. The stakeholder communication strategy sets out the requirements for consultation and participation in implementation phase as prescribed in the SPS 2009 and Public Communications Policy (PCP) 2011 and will be developed into a consultation and participation plan (CPP) during project implementation.

1. Purpose

¹⁹ Project completion report format is available at: <http://www.adb.org/Consulting/consultants-toolkits/PCR-Public-Sector-Landscape.rar>.

18. This strategy outlines mechanisms whereby MID and its CPIU and other relevant government agency staff, design and supervision consultant (DSC), primary beneficiaries and other stakeholders (such as development partners, civil society organizations and the like) can exchange their views, ideas and suggestions with regard to project design and implementation including monitoring. This mechanism will be further detailed during project inception, and it will build, as appropriate, on the communications mechanisms developed and implemented by CPIU for the TSDP. The strategy requires that in development of the CPP, consultation activities will also provide inputs in the preparation of compliance documents, monitoring and progress reports for circulation to CPIU, MID and the ADB.

19. The CPP will be prepared by the DSC and reviewed by CPIU. As required the CPP can be updated by safeguard consultants, gender and community development specialist (GCDS) of the DSC or CPIU, based on checks to determine whether all stakeholders (both types and numbers) have been included in the plan, costing and timelines for implementation. The CPP will identify how the following principles will apply in consultations and community participation during the project:

- (i) mechanisms and procedures will provide for two-way communication;
- (ii) culturally and gender appropriate communication and consultation mechanisms will be used;
- (iii) existing communications methods will be used where they meet the individual consultation need;
- (iv) the civil works contract will include contractor obligations for communicating with communities and stakeholders;
- (v) the grievance redress mechanism (GRM) i.e. concern and complaints handling procedures will be established and will provide a process for dissatisfied complainants to take their complaints to a higher level;
- (vi) communication and consultation will be treated as routine procedures within the project; and
- (vii) communications procedures will be refined as necessary throughout the life of the project.

2. Outputs

20. The CPP will have three main outputs. First, it will provide a basis to inform stakeholders about project, its activities, how they benefit from project, potential impacts and other relevant information. This will help them to understand the nature and output of the project and thereby they may develop a sense of ownership and belonging to the project. Their engagement will also facilitate a wider community support to the project and will also avoid unnecessary delays in project implementation.

21. Second, CPP will be a mechanism whereby stakeholders are able to provide feedback with regard to social and environmental impacts, mitigation measures and other issues relating to project design, assessment, and implementation. The stakeholders may also identify impacts and sensitivities not recognised during preparation or propose alternative or new mitigation measures that will be useful. The objective of the interaction is to obtain effective feedback to facilitate an improved project implementation process avoiding costly implementation delays and frustration for everyone involved in the project.

22. Third, CPP will be a mechanism to check and verify environmental and socio-economic data and information from stakeholders to support preparation of resettlement plans (RP),

environmental assessments, other plans and strategies as required during feasibility study of subprojects. During subproject implementation, community committees will be established to provide formal avenues for engagement with MID and the civil works contractor.

23. The CPP will be integrated with other related documents such as RP, grievance redress mechanism (GRM), the environmental management plan (EMP) developed from the environmental assessments, and gender action plan (GAP).

24. After approval, the CPIU will make appropriate arrangements to disclose the CPP in an accessible place and language to stakeholders in advance prior to construction work commencing. The contractor and all community committees will be given a briefing on CPP and copies made available to them for information and own follow up with beneficiaries. The DSC will assist CPIU to make arrangements to also disclose the GRM and stakeholders are encouraged to air their grievances through public participation events.

25. During feasibility study, in addition to smaller consultations as required with directly affected groups, there will be at least one well-informed and widely publicised public consultation event in respect of each of the subprojects. Although the subprojects will not have any significant impacts on the community or the environment, the people will be adequately informed of the planned reconstruction works so that there will be a wider community understanding and support to subprojects. It will be the responsibility of DSC to assess requirements for public participation and thereby take the leadership to organise events.

3. The Stakeholders and Engagement

26. **Stakeholders.** The broad categories of stakeholders within the project area who will benefit from the project are listed below.

- (i) MID and CPIU (the main stakeholder);
- (ii) Government agencies and facilities including schools, hospitals, provincial government which will benefit from re-established connectivity and infrastructure that is built back better;
- (iii) Communities within the catchments of the road segments with damaged infrastructure to be repaired under the project; and
- (iv) Civil society and mass organisations such as churches and other religious organisations, women's groups, youth groups, NGOs, aid agencies, etc.

27. **Stakeholder engagement.** It is a requirement of the SPS and PCP that the borrower/client involves affected communities, groups, or persons through information disclosure, consultation and informed participation. For this project, the CPP will set out how MID through CPIU will conduct meaningful consultation with affected persons for subprojects. The meaningful consultations will begin during feasibility study and be continued through the detailed design and implementation process. The consultations will involve affected people, beneficiaries, other interested parties i.e. civil society groups and representatives of community organisations, CPIU and government agencies as listed earlier.

28. Each consultation will be well-informed and notified in advance, properly planned and will follow through a comprehensive agenda. After introducing participants, subproject activities will be presented clearly and in a manner they understand easily. The discussion forum will be open where participants are encouraged to air their questions and concerns. A particular emphasis is made to engage and air views and concerns of affected and beneficiary women. A

summary of the issues raised and agreement reached together with future steps will be presented at the end. All questions, concerns and comments raised and answers given by resource persons will be documented.

29. It is proposed to conduct public consultations both prior to feasibility study (assessments) and detailed design of subprojects and prior to and during the construction and reconstruction works. The consultations will focus on informing affected people details about each subproject, including what is being proposed, potential impacts from the activities and how CPIU proposes to mitigate and/or avoid the impacts. The consultation will also inform people on the GRM and highlight where they can get further assistance with regard to project implementation issues, as well as how issues they raise will be responded to.

30. The CPP will detail the types of public consultations at various stages through the project based on the outline provided in Table 1.

Table 1: Stage in Project and Roles and Responsibility for Information Disclosure and Consultations

Activity	Mechanism	Responsibility	Comment
PROJECT INCEPTION			
CPP prepared and approved	Adopt, as appropriate, mechanisms development and implemented under TSDP	DSC (preparation) CPIU (approval and disclosure)	ADB and development partners to provide comments on draft; Link with GAP as required; Approved CPP to be publically disclosed
Inform and update government and development partners on project details and progress	Project meetings, NTF Board meeting, PS briefing meetings, MDPAC coordination meetings	MID/CPIU	As required Quarterly progress reports being distributed Development partner representatives attend briefing meetings
Coordination with M&E specialist regarding baseline surveys	Discussion, work program & schedule	DSC	
GRM developed in CPP	Based on GRM established for TSDP	DSC	GRM to be disclosed to communities and integrated into resettlement plans (RP) and EMPs from the EAs
FEASIBILITY STUDY			
Information to/from communities on proposed works, identification of impacts, feedback on proposals, land owner identification (for RP)	Meetings, focus group discussions, surveys, inventory (for RP)	DSC	Reported in RPs and EAs
Information from communities on climate change issues and effects	Meetings, focus group discussions, surveys	DSC – CCA specialist	Integrated into CCA report and detailed designs
Identification and disclosure of entitlement matrix and RP	Meetings, focus group discussions,	DSC	Part of RP process set out in RF
Information on socio-economic conditions	Baseline surveys for M&E	DSC, service contractor (surveys)	DSC will supervise service contractor
CIVIL WORKS			
Inform villages & communities of intended construction works and program	Site meetings Public notices	CPIU, DSC	
Compensation paid and RP fully implemented	Verified by third party	DSC, third party, Contractor	To be documented for monitoring and progress

Activity	Mechanism	Responsibility	Comment
			reports
Advise site communities of contractor's intended site mobilisation date	Public notices, radio message	Contractor DSC	
Access to materials sources as required	Site meetings, signed agreements between owners and contractor	Contractor, resource owners	Agreements to be copied to CPIU for information
Establish CACs and GRCs	Site meetings, community determine representatives on committees	DSC CPIU (as required)	Follow process established under TSDP
Liaise with communities	CAC	Contractor Field Superintendent	Documented in monthly reports
Respond to concerns about project matters at individual sites	CAC , individual consultation, GRC	Contractor	Documented as per GRM Field Superintendent is second line of consultation
Respond to site community concerns about contractor construction activities	CAC, GRC	Contractor DSC	Field Superintendent is second line of consultation.
Maintain contractor consultation with site communities	CAC	Contractor	Documented in monthly reports
Maintain employer-contractor communication	Contract administration practices	MID/CPIU, Contractor	Through Engineer and Field Superintendent (DSC)
Respond to individual or community grievances	GRC, individual consultations	Contractor DSC	Resolved and documented as per GRM Field Superintendent is second line of consultation.

CAC = community advisory committee; CCA specialist = climate change adaptation specialist; CPIU = Central Project Implementation Unit; DSC = design and supervision consultant; EA = environmental assessment; EMP = environmental management plan; GAP = gender action plan; GRC = grievance redress committee; GRM = grievance redress mechanism; M&E specialist = monitoring and evaluation specialist; RF = resettlement framework; RP = resettlement plan; TSDP = Transport Sector Development Project.

4. Roles and Responsibilities

31. The DSC will be responsible for preparing the CPP and implementation of it once approved. The DSC will arrange all public consultations including informing participants, providing publicity, providing the venue and facilitating the meetings and discussions. The DSC will facilitate the entire process, including but not limited to prepare agenda for the meeting, keep a record, and clarify any relevant matters in keeping with safeguard frameworks for the project and procedures already established by CPIU for conducting public consultations. The DSC will also maintain a record of attendance and capture a few photographs of each event for record. The meeting will discuss subproject activities, impacts, mitigation measures and the GRM.

32. A full record of consultations will be prepared for inclusion in progress reports and safeguards assessments prepared during feasibility study. The safeguard team members will also develop and present to CPIU for approval all guidelines, questionnaires and check-lists.

33. The budget for the implementation of CPP will exclude salaries of community liaison officers, community development specialists/safeguard specialists as they are included either through CPIU or DSC as part of ongoing operations budget or the consultant' costs. The budget will need to cover vehicle hire (if required), publicity, hire of venue and refreshments, and

printing/copying of materials as required. The cost of implementation of the CPP will be from the project contingency as the cost cannot be identified until project inception.

IX. ANTICORRUPTION POLICY

34. ADB reserves the right to investigate, directly or through its agents, any violations of the *Anticorruption Policy* (1998, as amended to date) relating to the project.²⁰ 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.²¹

35. To support these efforts, relevant provisions are included in the financing agreement and the bidding documents for the project. Consultant selection will adopt ADB's *Guidelines on the Use of Consultants* (2013, as amended from time to time), and disbursement will be made in accordance with ADB's disbursement policies, guidelines, practices, and procedures.

36. To ensure transparency and good governance, MID will publicly disclose the use of the grant proceeds on the government's information boards. For each procurement of consulting services contract, MID will disclose (i) the list of participating firms, (ii) the name of the winning firm, (iii) basic details on the bidding procedure adopted, (iv) the amount of the contract award, (v) the list of goods and services purchased, and (vi) the intended and the actual amount of grant proceeds under each contract. MID will see to it that all of its consultants, contractors, and staff are fully aware of, and comply with, the procedures of the government and ADB, including those for implementation, procurement, use of consultants, disbursements, reporting, and prevention of fraud and corruption.

X. ACCOUNTABILITY MECHANISM

37. People who are, or may in the future be, adversely affected by the project may address complaints to ADB, or request the review of ADB's compliance under the Accountability Mechanism.²²

38. A procedure for managing complaints and problems will be established by MID to (i) review and redress grievances and complaints of project stakeholders in relation to the project, any service provider, or any person responsible for carrying out the project; (ii) set the threshold criteria and procedures for handling such grievances, for proactively addressing them, and for notifying stakeholders about the mechanism or course of action chosen; and (iii) maintain the records on the above.

XI. RECORD OF PAM CHANGES

39. This is the original PAM.

²⁰ Available at: <http://www.adb.org/Documents/Policies/Anticorruption-Integrity/Policies-Strategies.pdf>.

²¹ ADB's Integrity Office web site is available at: <http://www.adb.org/integrity/unit.asp>.

²² For further information see: <http://compliance.adb.org/>.