



Technical Assistance Report

Project Number: 49003-001
Policy and Advisory Technical Assistance (PATA)
June 2015

People's Republic of China: Social Work Services Policy and Delivery Modes for the Elderly with Special Difficulties

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Asian Development Bank

CURRENCY EQUIVALENTS

(as of 21 May 2015)

Currency unit	–	yuan (CNY)
CNY1.00	=	\$0.1612
\$1.00	=	CNY6.2020

ABBREVIATIONS

ADB	–	Asian Development Bank
MOCA	–	Ministry of Civil Affairs
PRC	–	People's Republic of China
TA	–	technical assistance

NOTE

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

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POLICY AND ADVISORY TECHNICAL ASSISTANCE AT A GLANCE

1. Basic Data		Project Number: 49003-001	
Project Name	Social Work Services Policy and Delivery Modes for the Elderly with Special Difficulties	Department /Division	EARD/EASS
Country Borrower	China, People's Republic of People's Republic of China	Executing Agency	Ministry of Civil Affairs
2. Sector	Subsector(s)	ADB Financing (\$ million)	
✓ Health	Health insurance and subsidized health programs		0.20
Education	Education sector development - social protection initiatives		0.10
Public sector management	Social protection initiatives		0.10
		Total	0.40
3. Strategic Agenda	Subcomponents	Climate Change Information	
Inclusive economic growth (IEG)	Pillar 3: Extreme deprivation prevented and effects of shocks reduced (Social Protection)	Climate Change impact on the Project	Low
4. Drivers of Change	Components	Gender Equity and Mainstreaming	
Governance and capacity development (GCD)	Institutional development	Effective gender mainstreaming (EGM)	✓
Knowledge solutions (KNS)	Knowledge sharing activities		
5. Poverty Targeting		Location Impact	
Project directly targets poverty	No	Nation-wide	High
6. TA Category:	B		
7. Safeguard Categorization	Not Applicable		
8. Financing			
Modality and Sources		Amount (\$ million)	
ADB		0.40	
Policy and advisory technical assistance: Technical Assistance Special Fund		0.40	
Cofinancing		0.00	
None		0.00	
Counterpart		0.10	
Government		0.10	
Total		0.50	
9. Effective Development Cooperation			
Use of country procurement systems			No
Use of country public financial management systems			No

I. INTRODUCTION

1. The Government of the People's Republic of China (PRC) requested support from the Asian Development Bank (ADB) to strengthen policies and delivery modes for social work services for the elderly with special difficulties. A fact-finding mission took place in Beijing, the PRC in January 2015, and ADB reached an agreement with the Ministry of Civil Affairs (MOCA) on the impact, outcome, outputs, costs and financing, implementation arrangements, and outline terms of reference for consulting services for the technical assistance (TA). The design and monitoring framework is in Appendix 1.¹

II. ISSUES

2. The main demographic challenges facing the PRC in this century are the dramatic aging of its population, scale of internal migration largely driven by urbanization, and new social and economic vulnerabilities arising from these changes. The elderly with special physical, psychological, and/or financial difficulties now have more diverse and individualized needs. They require a combination of targeted poverty-reduction measures and affordable medical and social services. Data on the elderly with special difficulties show that the PRC has 100 million living in empty-nest households, 100 million with chronic illnesses, 50 million left behind in the countryside alone, 38 million unable to perform daily activities, 23 million stricken in poverty or with low income, and 10 million who have lost their only child. The number of elderly aged 80 years and above has reached about 22.7 million.² A range of gender-related disparities include women's poorer health status, lower cognitive performance, and poorer financial security than men of similar age.

3. The PRC has responded to overall elderly care needs with new policy and legal initiatives, including the Twelfth Five-Year Plan for the Development of Social Care Services for the Elderly, 2011–2015, and the revised Law on the Protection of the Rights and Interests of the Elderly, 2013. Both documents call for developing social services for the elderly, including through (i) expansion and professionalization of elderly care social workers, social work standards, and the social work sector; and (ii) encouragement for government agencies and social organizations to engage in delivery of outsourced elderly care social services. These documents have been supported by guidance on implementation modalities, including Opinions on Strengthening the Development of Professional Social Workers, jointly issued by 19 ministries; the Medium- and Long-Term Development Plan for the Development of Social Work Forces, 2011–2020; and the Guidelines for Government Purchase of Social Work Services, including the use of state lottery funds toward the procurement of elderly care services by social organizations. The reform agenda of the Third Plenary Session of the 18th Central Committee of the Chinese Communist Party in November 2013 calls for an acceleration of reforms to improve and expand the provision of social services—such as education, health, elderly care, and social protection—allowing more benefits from development to be more equally shared by all.

4. The TA is aligned with ADB's country partnership strategy, 2011–2015 for the PRC, promoting basic social services; and ADB's Midterm Review of Strategy 2020, with renewed emphasis on health and education as part of ADB's inclusive growth agenda.³ The TA is also

¹ The TA first appeared in the business opportunities section of ADB's website on 16 April 2015.

² Government of the People's Republic of China, Ministry of Social Affairs. 2013. *Report on the Development of Elderly Undertakings in China*. Beijing (internal government publication).

³ ADB. 2012. *Country Partnership Strategy: People's Republic of China, 2011–2015*. Manila; and ADB. 2014. *Midterm Review of Strategy 2020: Meeting the Challenges of a Transforming Asia and Pacific*. Manila.

part of a new area of strategic thrusts in ADB's operations in the PRC to develop services for an aging society, as reflected in the country operations business plan, 2015–2017.⁴ ADB has provided several TA projects in the PRC for consolidation of the social assistance (*dibao*) system,⁵ including the ongoing TA on improving efficiency in public service procurement and delivery.⁶ Aging will be a critical challenge for sustaining growth, making it more inclusive, and providing social protection in the region, as this demographic shift has started in most developing economies in Asia. The aging population represents an important opportunity for ADB to provide TA and lending in the coming years. It will also build on findings from ADB's TA for Promoting Market Innovation in Developing Social Infrastructure: Old Age Caring; TA for Strategic Elderly Care Services Development in Yichang, on local planning for elderly care in Yichang; TA for Strategies for Involving Social Workers in Social Assistance, on strengthening social workers to support social assistance recipients in their transition to the labor market; and TA for Strengthening Government and Social Organization Cooperation for Rural Poverty Reduction, on outsourcing and social organizations.⁷

5. Several key issues require urgent action to promote both professional and community-based social work and outsourcing of social services focused on the elderly with special difficulties. First, a strong policy framework and guidelines for care of the elderly with special difficulties are needed. Second, a rewarding career path for social workers needs to be developed, starting with appropriate education and training, and decent pay and working conditions. Third, improved government procurement mechanisms, including volunteer incentive mechanisms, for services provided to the elderly with special difficulties by social organizations engaged in elderly care, community development, or poverty reduction need to be developed, particularly in remote or difficult-to-access conditions.⁸

6. MOCA has submitted a project proposal to ADB through the Ministry of Finance to provide TA to better understand international and national trends in professionalizing social work, especially to provide services to the elderly and provide tools to MOCA to standardize, monitor, and evaluate social work services for the elderly with special difficulties. This will contribute to improving the education and practical experience of social workers and social organizations caring for the elderly with special needs, and provide more effective and relevant social support and delivery modes. The TA findings will potentially be replicable nationwide.

⁴ ADB. 2015. *Country Operations Business Plan: People's Republic of China, 2015–2017*. Manila.

⁵ The proxy-means tested minimum living standard guarantee scheme (*dibao*) provides cash assistance for urban and rural households with per capita incomes less than the locally determined poverty threshold.

⁶ ADB. 2014. *Technical Assistance to the People's Republic of China for Improving Efficiency in Public Service Procurement, Delivery, and Financing*. Manila (TA 8728-PRC).

⁷ ADB. 2011. *Technical Assistance to the People's Republic of China for Promoting Market Innovation in Developing Social Infrastructure: Old Age Caring*. Manila (TA 7949-PRC); ADB. 2013. *Technical Assistance to the People's Republic of China for Strategies for Involving Social Workers in Social Assistance*. Manila (TA 8447-PRC); ADB. 2014. *Technical Assistance to the People's Republic of China for Strategic Elderly Care Services Development in Yichang*. Manila (TA 8672-PRC); and ADB. 2014. *Technical Assistance to the People's Republic of China for Strengthening Government and Social Organization Cooperation for Rural Poverty Reduction*. Manila (TA 8685-PRC).

⁸ Social organizations are defined as not-for-profit organizations that are formed voluntarily by Chinese citizens in order to realize the shared objectives of their members, carrying out activities in accordance with their charter. (Government of the PRC, State Council. 1998. *Regulations on the Registration and Administration of Social Organizations*. Beijing).

III. THE POLICY AND ADVISORY TECHNICAL ASSISTANCE

A. Impact and Outcome

7. The impact will be a strengthened policy environment for social work for the elderly, primarily for those with special difficulties. The outcome will be policy recommendations on strengthening social work services for the elderly with special difficulties.

B. Methodology and Key Activities

8. An extensive review of international and national experiences and best practices will help in the development of guidelines and a broad implementation framework for social work service standards for the elderly with special difficulties. The TA will complement this with a monitoring and evaluation system on social work services for the elderly with special difficulties. The findings from the TA will be used to formulate policy recommendations on strengthening social work services for the elderly with special difficulties.

9. Key activities of the TA will be organized under four outputs:

- (i) **Output 1: Study report on national and international experience on social work services for the elderly with special difficulties.** The TA will review national and international literature, and ongoing pilot experiences in the PRC. The focus of the study will be on policies, financing, mode and scope of service delivery, and quality and safety monitoring. The study report will be disseminated to public and private stakeholders, and social organizations. The TA will facilitate relevant field visits in the PRC and an overseas study tour (tentatively) in Canada, Europe, Japan, the Republic of Korea, or Thailand to study social work services. This will provide a clear demonstration of elderly social work and community care policy and implementation, including financing, delivery modes, human resources development, and monitoring and evaluation. Participants will be less than 10 decision makers from central and provincial levels where the TA is active. Study tour findings and policy recommendations will be presented in workshops.
- (ii) **Output 2: Guidelines and broad implementation framework for social work service standards for the elderly with special difficulties.** The TA will study the needs of the elderly with special difficulties, identify and prepare guidelines for relevant social work services and their delivery, and prepare a broad implementation framework to implement the guidelines. Concerned officials of the ministry and bureaus of civil affairs will be trained on the guidelines.
- (iii) **Output 3: Indicator system for monitoring and evaluation of social work services for the elderly with special difficulties.** The TA will develop an indicator system, including through stakeholder consultation with central and local government staff, professional social workers, other carers, and a diverse range of concerned community and social organizations. The TA will also study the administrative requirements and pilot test the feasibility of the indicator system. In addition, it will develop an evaluation system for the ministry and bureaus of civil affairs to assess the effectiveness of social work services programs, including from the perspective of male and female clients. Concerned

officials of the ministry and bureaus of civil affairs will be trained on the indicator system.

- (iv) **Output 4: Dissemination of findings.** Two workshops and a final conference—with the participation of central and provincial officials, the private sector, and civil society stakeholders—will be held to discuss and disseminate TA findings and policy recommendations. A knowledge product on social work service standards and delivery modes for the elderly with special difficulties will be prepared. A final TA report will be submitted to MOCA and ADB.

10. Potential risks are considered manageable given the high commitment and urgency for MOCA to develop national recommendations on strengthening social work services for the elderly with special difficulties. Two identified risks are (i) ineffective coordination among government bodies and with external stakeholders, and (ii) lack of data available to pilot test the indicator system. Coordination among government bodies is required to develop a set of realistic social work services and indicators, taking into account available financial and human resources. This risk will be mitigated by organizing two workshops and a final conference with multisector participation. Given the high standing of elderly care on the policy agenda, risk is limited for lack of cooperation from other government bodies. Data availability for pilot testing the indicator system will require particular attention by MOCA and consultants, and the pilot test will be developed in accordance with expected data availability.

C. Cost and Financing

11. The TA is estimated to cost \$500,000, of which \$400,000 will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-other sources). The government will provide counterpart support in the form of in-kind contribution through the provision of office accommodation and venues for meetings, counterpart staff and allowances, miscellaneous administration expenses, and other in-kind contributions.

D. Implementation Arrangements

12. MOCA (Department of Social Work) will be the executing agency for the TA. MOCA will designate a senior staff as the TA focal point. The TA will be implemented over 18 months tentatively from 1 July 2015 to 31 December 2016.

13. The proceeds of the TA will be disbursed in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time).

14. In dialogue with MOCA, ADB will engage an international (2 person-months) and four national (30 person-months) consultants, who will report to MOCA and ADB. Consultants will be hired on an individual basis in accordance with ADB's *Guidelines on the Use of Consultants* (2013, as amended from time to time).⁹ The senior international consultant will have multi-country expertise in social work and elderly care planning and implementation, in addition to evaluation expertise and demonstrated writing skills. The national consultants will include specialists with expertise in social work development and service outsourcing, assessment of elderly care needs, evaluation methods, development of operational guidelines, monitoring and evaluation system development and implementation, and administrative and finance. Consultants' tasks and reporting requirements are in the outline terms of reference for

⁹ Some consultants will be hired as individual consultants through entities (e.g., universities and research centers).

consultants (Appendix 3). Consultant reports will be prepared in Chinese and English. The TA will also recruit resource persons (tentatively 10) to support the workshops and final conference.

15. Regular meetings will be held involving MOCA and concerned provincial bureau officials, nongovernment organizations involved in social work, and concerned educational and aging institutions. Dissemination of TA achievements will be ensured through two multisector workshops; a bilingual knowledge product on social work service standards and delivery modes for the elderly with special difficulties in the PRC, which will be disseminated in hard copy and electronically, including through appropriate PRC websites; and a final conference on TA findings with participation of provincial, national, and international experts, and associated media reporting.

IV. THE PRESIDENT'S DECISION

16. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$400,000 on a grant basis to the People's Republic of China for Social Work Services Policy and Delivery Modes for the Elderly with Special Difficulties, and hereby reports this action to the Board.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact A strengthened policy environment for social work for the elderly, primarily for those with special difficulties</p>	<p>By 2020^a 20 million elderly with special difficulties are receiving social work services</p> <p>200,000 professional elderly care social workers are functioning</p> <p>Elderly care community-based service organizations^b and institution-based elderly care centers are providing social services</p>	MOCA	<p>Assumptions The government sustains its commitment to extending and professionalizing social work services for the elderly.</p> <p>Mechanisms for collecting required sex-disaggregated data are operational and accurate.</p>
<p>Outcome Policy recommendations on strengthening social work services for the elderly with special difficulties</p>	Policy recommendations reviewed by MOCA by December 2016	MOCA certification	<p>Assumption MOCA leads advocacy process to institutionalize recommendations.</p> <p>Risks Ineffective coordination among government bodies</p> <p>Accelerated policy requirements overtake study time frame.</p>
<p>Outputs 1. Study report on national and international experience on social work services for the elderly with special difficulties</p>	A report prepared by December 2015, including broad policy recommendations with gender aspects highlighted	TA midterm report	<p>Assumption Effective collaboration between international and national consultants</p>
<p>2. Guidelines and broad implementation framework for social work service standards for the elderly with special difficulties</p>	Guidelines and broad implementation framework prepared and discussed during midterm review workshop by May 2016	TA midterm report Workshop report	<p>Assumption Broad participation (government, private sector, and civil society) in preparing the guidelines and implementation framework</p>
<p>3. Indicator system for monitoring and evaluation of social work services for the elderly with special difficulties</p>	Indicator system developed with key stakeholders ready by October 2016 (sex-disaggregated when relevant)	TA midterm report Workshop report	<p>Risk Lack of data availability to pilot test the indicator system</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
4. Dissemination of findings	<p>Knowledge product prepared by November 2016</p> <p>Final TA dissemination conference held in November 2016</p>	<p>TA final report and publication</p> <p>TA final report</p>	<p>Assumption MOCA is committed to dissemination.</p>
<p>Activities with Milestones</p> <p>1. Study report on national and international experience on social work services for the elderly with special difficulties (July–December 2015)</p> <p>1.1 Review national and international literature and experiences on social work services for the elderly with special difficulties, including through outsourced service delivery</p> <p>1.2 Review and report on ongoing pilot experiences on social work services for the elderly with special difficulties in the PRC</p> <p>1.3 Organize an overseas study tour on development, planning, financing, implementation, and monitoring of social work services (including financing, outsourcing, and implementation) for the elderly</p> <p>1.4 Prepare a peer-reviewed study report on national and international experience on social work services for the elderly with special difficulties, including broad policy recommendations</p> <p>2. Guidelines and broad implementation framework for social work service standards for the elderly with special difficulties (July 2015–May 2016)</p> <p>2.1 Study the needs of the elderly with special difficulties in the PRC</p> <p>2.2 Identify relevant social work services to address the needs of the elderly with special difficulties</p> <p>2.3 Review and recommend good practices on social work services delivery modes (government, private, nonprofit, or outsourced delivery)</p> <p>2.4 Detail identified social work services for the elderly with special difficulties</p> <p>2.5 Prepare guidelines for social work services (procedures, skills and resources required, and performance criteria)</p> <p>2.6 Prepare a broad implementation framework for the social services guidelines (reform of social work services training, MOCA preparation, resources needed, and policy and systems changes required)</p> <p>2.7 Train relevant officials of the ministry and bureaus of civil affairs to become familiar with the guidelines and implementation framework of social work services, be able to train outsourcing providers, and plan for dissemination</p> <p>3. Indicator system for monitoring and evaluation of social work services for the elderly with special difficulties (January–October 2016)</p> <p>3.1 Identify information needs of managers, decision makers, and contracted organizations implementing social work services programs for the elderly with special difficulties</p> <p>3.2 Define indicators, data-collection methods, and responsibilities to address information needs of managers and decision makers (indicator system)</p> <p>3.3 Pilot test the feasibility of the indicator system</p> <p>3.4 Design an evaluation system useful for the ministry and bureaus of civil affairs to assess the effectiveness of social work services programs</p> <p>3.5 Train concerned officials of the ministry and bureaus of civil affairs to become familiar with the indicator system for monitoring and evaluation system, and plan for dissemination</p>			<p>Inputs Asian Development Bank: Technical Assistance Special Fund (TASF-other sources): \$400,000</p> <p>Note: The government will provide counterpart support in the form of in-kind contribution through the provision of office accommodation and venues for meetings, counterpart staff and allowances, miscellaneous administration expenses, and other in-kind contributions.</p>

<p>Activities with Milestones</p> <p>4. Dissemination of findings (July 2015–December 2016)</p> <p>4.1 Organize an inception workshop with key stakeholders to validate the objective and methodology of the TA with key stakeholders</p> <p>4.2 Organize a midterm review workshop to present the findings of outputs 1 and 2, including the results of the study tour</p> <p>4.3 Prepare a bilingual knowledge product on social work service standards and delivery modes for the elderly with special difficulties in the PRC, and associated dissemination plan</p> <p>4.4 Hold a final conference on TA dissemination of outputs and policy recommendations</p> <p>4.5 Prepare the final TA report</p>	
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MOCA = Ministry of Civil Affairs, PRC = People's Republic of China, TA = technical assistance.

^a Impact indicator baseline data are not available because the social work system is not yet organized and data are not collected at the time of TA preparation.

^b Elderly care-based service organizations, include among others, elderly activity centers, day-care centers, and home-based elderly service centers.

Source: Asian Development Bank.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Amount
Asian Development Bank^a	
1. Consultants	
a. Remuneration and per diem	
i. International consultant (2 person-months)	49.0
ii. National consultants (30 person-months) ^b	145.0
b. International and local travel	21.0
2. Workshops, training, and conference ^c	75.0
3. Surveys	20.0
4. Overseas study tour	40.0
5. Miscellaneous administration and support costs ^d	20.0
6. Contingencies	30.0
Total	400.0

Note: The technical assistance (TA) is estimated to cost \$500,000, of which contributions from the Asian Development Bank are presented in the table above. The government will provide counterpart support in the form of in-kind contribution through the provision of office accommodation and venues for meetings, counterpart staff and allowances, miscellaneous administration expenses, and other in-kind contributions. The value of government contribution is estimated to account for 20% of the total TA cost.

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

^b Includes honorarium of resource persons.

^c Includes, at a minimum, two multisector workshops and a final conference; training will be determined during TA implementation.

^d Includes translation.

Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The Asian Development Bank (ADB) will recruit an international and four national consultants on an individual and intermittent basis during the technical assistance (TA). Consultants will be recruited in accordance with ADB's Guidelines on the Use of Consultants (2013, as amended from time to time), and will work under the guidance of the Ministry of Civil Affairs (MOCA) and ADB.

2. **Senior social work and elderly care specialist** (international, 2 person-months). The specialist should have a postgraduate degree in social sciences with multicountry expertise in social work and elderly care planning and implementation, in addition to evaluation expertise and demonstrated writing skills. Relevant project or research experience in the People's Republic of China (PRC) and a good command of the Chinese language are desirable. The specialist will report to MOCA, ADB, and the team leader, and perform the following tasks:

- (i) Review international literature on social work services for the elderly with special difficulties, including from a gender perspective.
- (ii) Advise MOCA and the team leader on organizing an overseas trip for the development, planning, financing, implementation, and monitoring of social work services (including through outsourcing to private sector and social organizations, and other modalities) for the elderly.
- (iii) Assist in preparing the TA study report by writing the section and recommendations on international experience in provision and guidelines for social work services for the elderly with special difficulties.
- (iv) Provide regular feedback on the progress made in achieving outputs 2 and 3, including reviewing the indicator framework and the final TA report.
- (v) Prepare a bilingual knowledge product on social work service standards and delivery modes for the elderly with special difficulties in the PRC and its dissemination plan, in coordination with national consultants.

3. **Senior social work and elderly care specialist and team leader** (national, 10 person-months). The specialist should have a postgraduate degree in social sciences or related fields with at least 5 years of relevant experience in social work development, a good understanding of elderly care needs, evaluation methods, and proven writing skills; and should be fluent in English. The specialist will be the team leader of the group of consultants reporting to MOCA and ADB, and will perform the following tasks:

- (i) Review national and international literature on social work services for the elderly with special difficulties, including from a gender perspective.
- (ii) Review and report on ongoing pilot experiences in social work services for the elderly with special difficulties in the PRC, including from a gender perspective.
- (iii) Carry out relevant field visits in the PRC to study experience on social work services for the elderly in close coordination with MOCA.
- (iv) Arrange and carry out training sessions for MOCA and civil affairs bureau representatives on the results of outputs 2 and 3, in coordination with other consultants.
- (v) Organize and participate as interpreter and advisor in an overseas trip on the development, planning, financing, implementation, and monitoring of social work services (including outsourcing to private sector and social organizations) for the elderly.

- (vi) Organize two participatory workshops and the final conference with support from MOCA.
- (vii) Prepare a peer-reviewed study report on national and international experience in social work services for the elderly with special difficulties, including broad policy recommendations. The study will also provide recommendations on how to achieve an affordable and sustainable funding system for care and support in different settings.
- (viii) Prepare the required TA reports (inception, midterm, and final) in English and Chinese, with inputs from the other consultants.
- (ix) Assist in preparing a knowledge product on social work service standards for the elderly with special difficulties in the PRC.
- (x) Prepare and facilitate the dissemination of the required reports, including the final TA report and the final policy recommendations to MOCA, with inputs from other consultants and under the guidance of MOCA.

4. **Senior social work services expert for elderly care** (national, 8 person-months). The specialist should have a postgraduate degree in social sciences with substantial experience in social work services development, elderly care needs assessment, and preparation of operational guidelines; and should be fluent in English. The specialist will report to MOCA, ADB, and the team leader, and perform the following tasks:

- (i) Study the gendered needs of the elderly with special difficulties in the PRC.
- (ii) Identify relevant social work services to address the needs.
- (iii) Review and recommend good practices on social work service delivery modes (government, outsourced, private sector, and social organizations).
- (iv) Detail gender-sensitive identified social work services for the elderly with special difficulties.
- (v) Prepare guidelines for social work services (procedures, skills and resources required, and performance criteria).
- (vi) Prepare a broad implementation framework for the social services guidelines (reform of social work services training, MOCA preparation, resources, and policy and systems changes required).
- (vii) Provide relevant inputs for the preparation of the required reports, including the final TA report.
- (viii) Contribute to the development of the study report under the responsibility of the team leader by providing inputs on social work services for the elderly with special difficulties.
- (ix) Participate in field visits in agreement with MOCA to collect detailed information on national good practices on social work services that are relevant to the diverse contexts in the PRC.
- (x) Participate in TA training activities for MOCA and bureau officials.
- (xi) Participate as resource person in workshops and the final conference.

5. **Senior monitoring and evaluation expert for social work services** (national, 7 person-months). The specialist should have a postgraduate degree in social sciences with substantial experience in monitoring and evaluation systems development and implementation, and should be fluent in English. The specialist will report to MOCA, ADB, and the team leader, and perform the following tasks:

- (i) Identify information needs of managers, decision makers, and contracted social organizations implementing social work services programs for the elderly with special difficulties.
- (ii) Define indicators, data-collection methods, and responsibilities to answer information needs of managers and decision makers (indicator system).
- (iii) Identify administrative requirements and pilot test the feasibility of the indicator system.
- (iv) Design an evaluation system useful for (a) the ministry and bureaus of civil affairs to assess the effectiveness of social work services programs for the elderly with special difficulties, and (b) contracted social organizations to improve their understanding and delivery practices. The evaluation system will also aim at protecting the rights and basic requirements of the elderly with special difficulties.
- (v) Provide relevant inputs to the preparation of the required reports, including the final TA report.
- (vi) Contribute to the development of the study report under the responsibility of the team leader by providing inputs as required.
- (vii) Participate in TA training activities for officials of the ministry and bureaus of civil affairs.
- (viii) Participate as resource person in workshops and the final conference.

6. **Administrative and financial assistant** (national, 5 person-months). The assistant should have qualifications in administration and finance and 3 years of experience, and should be fluent in English. The assistant will report to MOCA, ADB, and the team leader, and perform the following tasks:

- (i) Assist MOCA in organizing workshops, the final conference, training sessions, and logistics for field trips.
- (ii) Assist MOCA in promptly administering ADB finances and prepare regular liquidation reports in line with ADB procedures.
- (iii) Liaise with ADB's PRC resident mission and ADB headquarters as required to fulfill the tasks.

7. **Resource persons.** In addition to the above consultants, the TA will provide resource persons (tentatively 10) from academia, civil society, and the private sector to present and discuss issues related to social work development in the PRC. The inputs of the resource persons will enhance the quality of the discussion and provide concrete field experience, especially during the workshops and final conference organized under the TA.