



# Technical Assistance Report

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Project Number: 49028  
Project Preparatory Technical Assistance (PPTA)  
November 2015

## People's Republic of China: Hebei Elderly Care Development Project

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Asian Development Bank

## PROJECT PREPARATORY TECHNICAL ASSISTANCE

### A. Justification

1. The project preparatory technical assistance (PPTA) is required to prepare an investment project for possible funding by the Asian Development Bank (ADB) to support the development of elderly care (EC) services in Hebei Province, the People's Republic of China (PRC). Project components are likely to include capacity building and piloting innovative approaches, upgrading and renovation of EC facilities, and procurement of equipment.

### B. Major Outputs and Activities

2. The PPTA will carry out a detailed situation and gap analysis on elderly care systems (ECSs) and services in the proposed subproject areas and at the provincial level. Based on the analysis and the participatory process described below, the PPTA will develop an appropriate project design, including rationale; description of outputs; financing and investment plan; detailed costing, procurement plan, consultant selection, and implementation arrangements; safeguards due diligence and mitigation measures; risk and mitigation measures; legal assurances required; and a design and monitoring framework. Technical reports will be produced in line with the terms of reference of the PPTA consultants. The PPTA will develop a project administration manual, an operational manual detailing each project activity, a development coordination matrix, a financial and economic analysis, a financial management and procurement capacity assessment of the executing agency and implementing agencies, detailed project costing, a gender analysis and plan, an environmental impact assessment and environmental management plan as required, conceptual designs of the EC facilities, a poverty and social analysis, a summary poverty reduction and social strategy, and a risk assessment and management plan. The PPTA will identify smart design of procurement arrangements to ensure streamlined implementation.

3. Using a participatory consultative approach, the PPTA consultants will work closely with, and report to, designated focal points of the executing and implementing agencies, and the project leading group. Civil society, private sector, and other development partners involved in the EC sector will be consulted during PPTA processing and implementation. A set of stakeholder workshops will be organized (i) at the beginning of PPTA implementation to gather initial inputs for the work to be carried out under the PPTA, and (ii) towards the midterm of PPTA implementation to report on the work accomplished and agree on an initial project design and monitoring framework. Surveys will be organized as required and agreed with the executing agency. Focus group discussions and key informant interviews will be organized including elderly, service providers, civil society organizations, and governmental and private sector stakeholders.

4. The major outputs and activities are summarized in Table A3.1.

**Table A3.1: Summary of Major Outputs and Activities**

Major Activities	Expected Completion Date	Major Outputs	Expected Completion Date
Initial assessment	III February 2016	Inception report	III Feb 2016
First participatory workshop	III Feb 2016	Workshop report	III Feb 2016
Inception mission	IV Feb 2016	Inception MOU	IV Feb 2016
Second participatory workshop	III May 2016	Workshop report	III May 2016
Midterm review mission	IV May 2016	Midterm review MOU and midterm report	IV May 2016
Final review mission/tripartite mission	I September 2016	Final review MOU and draft final report	II September 2016

MOU = memorandum of understanding.

Source: Asian Development Bank.

### C. Cost Estimate and Proposed Financing Arrangement

5. The PPTA is estimated to cost \$800,000 equivalent, which 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 counterpart staff, office accommodation, office supplies, secretarial and translation assistance, domestic transportation, communication facilities for consultants, and other in-kind contributions.

**Table A3.2: Cost Estimates and Financing Plan**  
(\$'000)

Item	Total Cost
<b>Asian Development Bank<sup>a</sup></b>	
1. Consultants	
a. Remuneration and per diem	
i. International consultants (22 person-months)	440.0
ii. National consultants (40 person-months)	205.0
b. International and local travel	46.0
c. Reports and communications <sup>b</sup>	5.0
2. Equipment (computer, printer, etc.) <sup>c</sup>	9.0
3. Workshops <sup>d</sup>	5.0
4. Surveys and assessment	45.0
5. Miscellaneous administration and support costs	5.0
6. Representative for contract negotiations <sup>e</sup>	5.0
7. Contingencies	35.0
<b>Total</b>	<b>800.0</b>

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

<sup>b</sup> Includes office communications, printing and binding of reports, and translation of inception, interim, draft final, and final TA reports and documents into Chinese.

<sup>c</sup> Equipment purchased under the TA will be handed over to the executing agency upon completion of TA activities.

Type	Quantity	Cost
Computer (laptops)	3	\$4,000
Printer, photocopier	1	\$2,000
Others (projector, digital camera, etc.)	1 each	\$3,000

<sup>d</sup> Workshops will be conducted to discuss the DMF, project components, and safeguards requirements.

<sup>e</sup> Includes the cost of travel and per diem for government observers invited for contract negotiations.

Note: Items 2–5 will be included in consultants' contracts as fixed sums, but will not be subject to competitive bidding.

Source: Asian Development Bank estimates.

### D. Consulting Services

6. The consulting services will be engaged by the ADB in accordance with ADB's Guidelines on the Use of Consultants (2013, as amended from time to time) to ensure immediate mobilization and facilitate project scoping. The PPTA will be conducted using individual consultants and an international firm. ADB will select and engage an international firm based on the quality of the proposal (80%) and the cost (20%) of the services to be provided (the quality- and cost-based selection method) using the simplified technical proposal procedure. A total of 62 person-months of consulting services (22 international and 40 national) are required.

**Table A3.3: Summary of Consulting Services Requirement**

Positions	International Person-months	National Person-months
<b>A. Individual Consultants</b>		
1. Senior project development specialist (team leader)	5	
2. Senior EC and institutional specialist	3	5
3. EC community and home-based specialist	2	4
4. EC human resources development and training specialist	2	4
5. PPP advisor		3
6. IT network specialist		2

Positions	International Person-months	National Person-months
<b>B. Consulting Firm</b>		
1. EC design and development specialist	2	6 (deputy team leader)
2. Financial specialist	3	4
3. Economist	1	2
4. Involuntary resettlement specialist		3
5. Poverty, social, and gender specialist	2	4
6. Environment specialist	2	3
<b>Total</b>	<b>22</b>	<b>40</b>

EC = elderly care, IT = information technology, PPP = public-private partnership.  
Source: Asian Development Bank.

**7. Senior project development specialist / team leader (international, 5 person-months).**

A postgraduate degree in economics or social sciences and experience in ADB project preparation are preferred. S/he will lead the team of consultants, submit all required PPTA outputs of the team of consultants, and design an appropriate project in line with ADB requirements. The team leader will consider efficient project design including streamlined procurement packages.

**8. Senior elderly care and institutional specialist (international, 3 person-months; national, 5 person-months).**

A postgraduate degree in economics or business is preferred, with minimum of 10 years general experience working with government and private sector, and 5 years experience in ECS development. Deliverables are EC sector assessment in Hebei Province and institutional aspects of each subproject, and identified hubs for services and institutional care for urban/rural elderly.

**9. Elderly care community and home-based specialist (international, 2 person-months; national 4 person-months).**

A postgraduate degree in social sciences or nursing with basic experience in public health economics or business, minimum of 10 years general experience working with government and private sector, and 5 years experience in ECS development is preferred. Concerned local governments of Hebei Province will be supported in enhancing the community and home-based care aspects of each subproject submitted for ADB financing.

**10. Elderly care human resources development and training specialist (international, 2 person-months; national, 4 person-months).**

A Master's degree in education, training management, or relevant disciplines and experience in the EC sector; minimum of 15 years experience (international) in the development of human resources training systems and EC curriculum development; and minimum of 10 years experience (national) in human resources and institutional development. Deliverables are assessment of human resources capacity development needs and subcomponent design to support improved quality and coverage of care services.

**11. Public-private partnership advisor (national, 3 person-months).**

A Master's degree in finance, economics, law, engineering, management, or other relevant field; minimum of 10 years experience in preparation of infrastructure or other public health services. Participation in private sector health service delivery is strongly preferred. Possesses detailed understanding of the fiscal and economic growth issues facing cities in the PRC and of the enabling environment for public-private partnerships (PPP) and their use in the PRC. The consultant will identify and design at least two preliminary implementation plans for PPP for the institutional care subprojects in accordance with government requirements and good international practices.

**12. Information technology network specialist (national, 2 person-months).**

A postgraduate degree in information technology, computer science, or other relevant discipline is preferred. Minimum of 10 years experience in developing (design, costing, staffing) IT networks to support linking consumers to service providers.

13. **Elderly care design and development specialist /deputy team leader (international, 2 person-months; national 6 person-months).** A graduate degree in architecture or related fields; minimum of 15 years (international) and 8 years (national) work experience in public facility programming, design, and development; and with strong expertise in EC and health care facilities. Deliverables are (i) a technical review of the EC institution design, (ii) recommendation of alternative design features, and (iii) identified opportunities to improve universal design features in home-based and community service components.

14. **Financial specialist (international, 3 person-months; national, 4 person-months).** A Master's degree or equivalent in accounting, economics, finance and/or business; and minimum of 10 years experience. Deliverables include conducting financial due diligence of the proposed project loan in accordance with ADB's requirements.

15. **Economist (international, 1 person-month; national, 2 person-months).** A Master's degree or equivalent in accounting, economics, finance and/or business; and minimum of 10 years experience. S/he should have professional expertise in economic analysis and market analysis of a project. S/he will conduct the economic analysis for each project component and for the overall project in accordance with ADB's Guidelines for Economic Analysis of Projects.

16. **Involuntary resettlement specialist (national, 3 person-months).** A Master's degree in sociology or other relevant area, and minimum of 5 years of experience. The consultant will guide the Hebei Provincial Government in the involuntary resettlement safeguard due diligence, and prepare and make arrangements for resettlement plan(s) implementation and monitoring, if necessary.

17. **Poverty, social, and gender specialist (international, 2 person-months; national, 4 person-months).** A Master's degree in anthropology, sociology, gender, development, or other relevant area; and minimum of 10 years (for international) and 5 years (for national) experience. Deliverables are poverty and social analysis, design, and survey and qualitative fieldwork, and inputs in other assessments (poverty and social assessment, social plan, gender action plan, and summary poverty reduction and social strategy).

18. **Environment specialist (international, 2 person-months; national, 3 person-months).** Minimum of 10 years (international) and 8 years (national) experience. Deliverables are initial environmental assessment of the project EC facilities, inputs to the other consultant assessments, and all necessary documentation.

## E. Implementation Arrangements

**Table A3.4: Technical Assistance Processing and Implementation Schedule**

<b>Major Milestones</b>	<b>Expected Completion Date</b>
PPTA approval/concept clearance	II November 2015
Contract negotiations	II January 2016
Mobilization	IV January 2016
Submit inception report	III February 2016
Submit interim report	III May 2016
Submit draft final report	IV August 2016
Submit final report	Within 2 weeks of receiving comments on the draft final report from the authorities and ADB
Physical completion	September 2016
Financial closure	December 2016

PPTA = project preparatory technical assistance.  
Source: Asian Development Bank estimates.