



# Technical Assistance Report

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Project Number: 49309-001  
Project Preparatory Technical Assistance (PPTA)  
November 2016

## People's Republic of China: Hubei Yichang Comprehensive Elderly Care Demonstration 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 Yichang, Hubei Province, the People's Republic of China (PRC).

### B. Major Outputs and Activities

2. The PPTA will carry out a detailed situation and gap analysis on elderly care systems (ECS) and services in the proposed subproject areas and at the municipal 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 a development coordination matrix, a financial and economic analysis, financial management and procurement risk assessment of the executing agency and implementing agencies, detailed project costing, a gender plan, an environmental impact assessment and environmental management plan, 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.

3. The PPTA consultants will work closely with, and report to, designated focal points of the executing and implementing agencies, and the project leading group. The stakeholders in the EC sector will be consulted. Stakeholder workshops will be organized (i) at the beginning of PPTA implementation to gather initial inputs for the work to be carried out, and (ii) towards the midterm to report on work accomplished and agree on the project design and monitoring framework. Surveys will be organized as required. Focus group discussions and interviews will be organized including elderly, service providers, civil society organizations, and public and private sector.

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	IV January 2017	Inception report	II February 2017
First participatory workshop	III Feb 2017	Workshop report	III Feb 2017
Inception mission	III February 2017	Inception MOU	III Feb 2017
Second participatory workshop	III March 2017	Workshop report	IV March 2017
Final review mission and/or tripartite mission	IV April 2017	Final review MOU and draft final report	IV April 2017

MOU = memorandum of understanding.

Source: Asian Development Bank.

### C. Cost Estimate and Proposed Financing Arrangement

5. The PPTA is estimated to cost \$500,000 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. The detailed cost estimate is presented in Table A3.2.

**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 (9.5 person-months)	193.0
ii. National consultants (33 person-months)	200.0
b. International and local travel	16.0
c. Reports, workshops, and communications <sup>b</sup>	5.0
2. Equipment (computer, printer, etc.) <sup>c</sup>	9.0
3. Surveys and assessment	22.0
4. Miscellaneous administration and support costs	5.0
5. Resource persons	15.0
6. Contingencies	35.0
<b>Total</b>	<b>500.0</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 technical assistance reports and documents into Chinese. Workshops will be conducted to discuss the design and monitoring framework, project components, and safeguards requirements.

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

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

Note: Items 3–5 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 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 a consulting firm. ADB will select and engage a consulting 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 42.5 person-months of consulting services (9.5 international and 33 national) are required.

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

Positions	Person-Months Required
<b>Individual—International</b>	
1. Senior project development specialist (team leader)	4
2. Senior EC specialist	2.5
<b>Individual—National</b>	
1. Senior project development specialist	4
2. Senior EC specialist	3
3. Poverty, social, and gender specialist	2
<b>Firm—International</b>	
1. EC design and development specialist	2
2. Economist	1
<b>Firm—National</b>	
1. EC design and development specialist	2
2. Financial specialist	2
3. Economist	2
4. Involuntary resettlement specialist	3
5. Environment specialist	3
6. EC human resources development and training specialist	3
7. Revolving fund advisor	2
8. EC ICT platform specialist	3

Positions	Person-Months Required
9. Project administration specialist (deputy team leader)	4

EC = elderly care, ICT = information and communications technology.

Source: Asian Development Bank.

7. **Senior project development specialists** (international, 4 person-months [team leader]; national, 4 person-months). Proven project management experience in ADB project preparation is required. A university or postgraduate degree in engineering or economics is preferred. Experience in elderly care or health or a social project is required. The team leader will lead the team of individual and firm consultants, review and ensure consistency in all required PPTA outputs of the team of consultants, and ensure design of an appropriate project. The consultants will conduct the procurement risk assessment.

8. **Senior elderly care specialist** (international, 2.5 person-months; national, 3 person-months). A postgraduate degree in geriatric care is preferred, with minimum of 10 years operational experience working with government and private sector, and 5 years' experience in ECS development. The consultants should have experience in the operations of institutional care facilities. Deliverables are EC sector assessment, inputs to functional planning, service specifications, and capacity building for each subproject.

8. **Poverty, social, and gender specialist** (national, 2 person-months). A Master's degree in anthropology, development, or other relevant area is preferred, with a minimum of 8 years' experience in conducting poverty and social assessments, preferably in EC or health or social sectors. Deliverables are poverty and social analysis, design, and survey and qualitative fieldwork, and poverty and social assessment, social plan, gender action plan, and summary poverty reduction and social strategy.

9. **Elderly care design and development specialists** (international, 2 person-months; national, 2 person-months). A postgraduate degree in architecture with experience in the design of EC facilities is required, with a minimum of 10 years of experience working with government and private sector. S/he will guide the design institutes in design of the facilities, including integrating green building requirements. Deliverables are a design assessment report covering all subprojects.

10. **Financial specialist** (national, 2 person-months). A professional qualification in public sector accounting and finance, with minimum of 10 years' experience in public sector finance. Deliverables include conducting financial due diligence of the proposed project components in accordance with ADB's requirements.

11. **Economists** (international, 1 person-month; national, 2 person-months). A Master's degree or equivalent in economics, and minimum of 10 years' experience ideally in social sectors such as health, education, and EC. S/he should have professional expertise in economic and market analysis of a project. S/he will conduct the economic analysis for each component and for the overall project in accordance with ADB's Guidelines for Economic Analysis of Projects.

12. **Involuntary resettlement specialist** (national, 3 person-months). A Master's degree in sociology or other relevant area, with minimum of 8 years' experience. The consultant will guide the Yichang Municipal Government in the involuntary resettlement safeguard due diligence, and make arrangements for resettlement plan(s) implementation and monitoring, if necessary. The due diligence will assess the need for a social and environmental assessment review framework for the revolving fund and provide inputs, if deemed necessary.

13. **Environment specialist** (national, 3 person-months). Minimum of 8 years' experience and a postgraduate degree in environmental science or other relevant subject is

preferred. Deliverables are initial environmental assessment of the project EC facilities, inputs to the other consultant assessments, and all necessary documentation. The due diligence will assess the need for a social and environmental assessment review framework as a part of the design of the revolving fund and provide inputs if found necessary.

14. **Elderly care human resources development and training specialist** (national, 3 person-months). A Master's degree in education, training or relevant disciplines and experience in the EC sector is preferred with a minimum of 10 years' experience. Deliverables are assessment of human resources capacity development needs and subcomponent design at Three Gorges College to support improved quality and coverage of care services.

15. **Revolving fund advisor** (national, 2 person-months). Experience in the EC sector is strongly preferred with a Master's degree in finance, financial engineering, or a related field; minimum of 10 years' experience in fund management and/or the design of innovative financing mechanisms in social sectors. The consultant should possess detailed understanding of the fiscal and economic challenges facing cities in the PRC and of the enabling environment.

16. **Elderly care information and communications technology platform specialist** (national, 3 person-months). A postgraduate degree in information and communications (ICT) technology or other relevant discipline is preferred. The consultant should have a minimum of 10 years' experience in developing ICT platforms. Deliverables are the ICT assessment report and design of the component on the ICT for EC.

17. **Project administration specialist** (national, 4 person months [deputy team leader]). A postgraduate degree in project administration or other relevant discipline is preferred with demonstrated experience in the coordination of consultants, communication with clients, and requirements of ADB documentation. Minimum of 5 years' experience in PPTA or other similar international financial institutions' project preparation. Deliverables are all outputs from the consultants under the firm in the form of inception, mid-term, and final PPTA reports.

## E. Implementation Arrangements

18. The proposed TA processing and implementation schedule is listed in Table A3.4.

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

Major Milestones	Expected Completion Date
PPTA approval/concept clearance	IV November 2016
Contract negotiations	IV December 2016–II December 2017
Mobilization	II January 2017
Submit inception report	III February 2017
Submit draft final report	IV April 2017
Submit final report	Within 2 weeks of receiving comments on the draft final report from the authorities and ADB
Physical completion	September 2017
Financial closure	December 2017

PPTA = project preparatory technical assistance.

Source: Asian Development Bank estimates.