

## PROJECT PREPARATORY TECHNICAL ASSISTANCE

### A. Justification

1. The Project Preparatory Technical Assistance (PPTA) is necessary to: (i) review the technical, economic, and financial viability of the program and ascertain the program rationale, scope, cost, schedule, implementation arrangements, risks and mitigation measures; (ii) ensure the compliance with Asian Development Bank's (ADB) *Safeguard Policy Statement* (2009) and identify mitigation measures and institutional strengthening; and (iii) assist the program executing/ implementing agency in advance contracting for the ensuing program. The PPTA will help develop an investment program suitable for ADB financing in terms of technical, financial, economic, institutional, and safeguard dimensions.

2. The sector development program *Skilling and Entrepreneurship for Inclusive Growth* (the Program) will consist of a policy based and a project based component. In order to achieve a market-responsive, entrepreneurial, and inclusive TVET system, key outputs will be: (i) strengthened TVET management, governance, and finance in support of key economic sectors; (ii) improved teaching quality and learning environments; and (iii) increased industry cooperation and entrepreneurship.

### B. Major Outputs and Activities

3. The technical assistance (TA) consulting firm will prepare the following outputs: (i) an inception report outlining the implementation plan of the PPTA at the end of the first month of consultant mobilization with a detailed proposed methodology for assisting in preparing the feasibility study of the Sector Development Program (SDP), sound sector assessments on TVET and seven key economic sectors, financial and economic analysis, a social and poverty survey, and data gaps and collection schedule; (ii) a midterm report with a detailed draft design of SDP components along with key policy reforms and specific project-related issues within the fourth month of consultant mobilization; the midterm report will include SDP due diligence reports, draft gender action plan (GAP) including sex-disaggregated data and gender analysis, draft social action plan, draft procurement plan and capacity assessment, and draft financial management assessment; (iii) a draft final report with a detailed assessment of the technical, financial, economic, environmental, social, and institutional aspects within the fifth month of consultant mobilization; and (iv) a final report within the seventh month of consultant mobilization. The reports will be provided in English and Russian. The TA consulting firm will hold extensive stakeholder consultations to discuss the SDP design, performance, monitoring and evaluation system, ADB's safeguards policy, and disbursement and procurement policies and guidelines. The major outputs and activities are summarized in Table A3.1.

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

Major Activities	Major Outputs	Expected Completion Date
<b>I. Inception</b>		
A. Consultant mobilization	• Contract with firm	December 2016
B. Prepare detailed work program	• Work program	January 2017
C. Initial stakeholder consultation and inception workshop	• Inception report	February 2017
D. Rapid assessment of sectors/ gaps	• Assessment reports	March 2017
E. Conduct poverty, social, and gender assessment	• Poverty, social and gender assessment report	March 2017

Major Activities	Major Outputs	Expected Completion Date
<b>II. Midterm</b>		
A. In-depth dialogue with EA and stakeholders to determine scope	• Program scope	April 2017
B. Determine detailed program outputs	• Interim report	May 2017
C. Assess institutional constraints to delivery of program outputs	• Report	May 2017
D. Develop institutional capacity building program	• Capacity building program	May 2017
<b>III. Final</b>		
A. Prepare cost estimates and financing plan	• Cost estimates and financing plan	June 2017
B. Assess economic and financial viability and sustainability	• Assessment reports	June 2017
C. Finalize SPRSS, GAP, etc.	• Final report	July 2017
D. Develop detailed implementation arrangements	• Program implementation plan	July 2017
E. Follow-up inputs and refinements	• Revisions to reports, costs, etc.	Until December 2017
F. Advertising of requests for proposals for consultancy firm	• Request for proposals	December 2017
G. Issuing of invitation for bids for goods and works	• Bidding documents	December 2017

EA = executing agency; SPRSS = summary poverty reduction and social strategy; GAP = gender action plan  
Source: Asian Development Bank.

### C. Cost Estimate and Proposed Financing Arrangement

4. The technical assistance is estimated to cost \$750,000 equivalent, which will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-V). All disbursements under the PPTA will be made in accordance with the *TA Disbursement Handbook* (2010, as amended from time to time). The government will provide counterpart support in the form of counterpart staff, provision of office space, and furniture, secretarial assistance and other in-kind contributions. The detailed cost estimate is presented in Table A3.2. The target implementation period of the PPTA is January until December 2017, while the final report is to be submitted after seven months of consultant mobilization the remaining time is to be used to further support the executing agency in procurement and other activities.

**Table A3.2: Cost Estimates and Financing Plan**

Item	Total Cost
<b>Asian Development Bank<sup>a</sup></b>	
1. Consultants	
a. Remuneration and per diem	444.0
b. International and local travel	62.0
c. Reports and communications	15.0
2. Equipment (computer, printer, router, projector) <sup>b</sup>	10.0
3. Workshops, trainings, seminars, and conferences	40.0
4. Surveys	10.0
5. Facilitators and resource persons	56.0
5. Miscellaneous administration and support costs <sup>c</sup>	8.0
6. Contingencies	105.0
<b>Total</b>	<b>750.0</b>

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

<sup>b</sup> Equipment to be procured will be transferred to the executing agency after project completion

<sup>c</sup> Includes office supplies, secretarial and technical interpreting services

Source: ADB staff estimates.

## D. Consulting Services

5. Consultants will be engaged through a firm by use of performance based terms of reference (TOR). ADB will select and engage consultants in accordance with ADB's *Guidelines on the Use of Consultants* (2013, as amended from time to time). The quality and cost-based selection procedure (QCBS) will be used requiring full technical proposal for hiring a consulting firm. The quality and cost ratio for QCBS will be 90:10. The consultants may procure equipment through shopping in accordance with ADB's *Procurement Guidelines* (March 2013, as amended from time to time). Upon completion of the PPTA, equipment procured under the PPTA will be transferred to the Executing Agency (EA). Inputs by the consultant firm may be augmented by a number of resource persons as needed, to be recruited by ADB in accordance with ADB's procurement guidelines.

6. All documents and reports will be in English and Russian language and made available in electronic format to ADB and EA. The outline TOR for the PPTA consulting firm is in paragraphs 7 to 17.

7. **Scope of services and major outputs.** The firm will report to ADB through the team leader and perform the following:

- (i) Sector and subsector assessments (of education and TVET, current and future labor market needs in priority sectors, draft methodology for employer satisfaction survey and tracer studies),
- (ii) Draft a social and gender-inclusive skills strategy (inclusive of draft action plan and road map),
- (iii) Facilitate the dialogue on the need to align the official mandate and management structure of TVET agency,
- (iv) Review of legislations and regulations to remove barriers to occupations based on gender or other factors,
- (v) Assessment of legal framework relating to deeper institutional autonomy and: (a) analysis of management practices in public and private TVET colleges, (b) assessment of extent to which public institutions are prepared and willing to exercise deeper autonomy, (c) identify advantages and disadvantages of deeper autonomy in TVET institutions with regards to educational entrepreneurship,
- (vi) Develop a national draft methodology for occupational standards, learning outcomes based curricula, and competency based assessment,
- (vii) Revise the national classifier of occupations with regards to deletion of outdated and gender discriminatory occupations and introduction of contemporary and complex occupations,
- (viii) Proposal and implementation plan of introduction of pathways within and beyond TVET (especially with regards to establishing a higher education degree at college level),
- (ix) Conduct training needs analysis of TVET teachers and instructors,
- (x) Conduct in-depth analysis of TVET colleges in terms of teaching quality, quality assurance, labor market orientation, finance, and governance; and provide recommendations how to improve them,
- (xi) Develop a methodology for the selection of colleges as centers of excellence and the selection of priority occupations and technical support of selection processes,
- (xii) Draft a work-based-learning concept which includes elements of dual apprenticeships (in depth analysis of education and labor laws and drafting of sublegal acts where necessary),

- (xiii) Develop a concept and implementation plan of incentivizing industry cooperation in TVET through sector skills councils or similar,
- (xiv) Design and cost industry for education partnerships for each key economic sector,
- (xv) Propose improvement of entrepreneurship education in current syllabi and curricula, especially with regards to introduction of the training firm method,
- (xvi) Analyze inclusive education in TVET and provide recommendations and action plan to introducing pilot courses for partial occupations,
- (xvii) Analyze energy efficiency potential in infrastructure components and in terms of current and future labor market demands of green(er) skills and provide recommendations,
- (xviii) Conduct extensive stakeholder consultations on the above mentioned outputs including workshops, round tables, focus group discussions, and surveys as necessary,
- (xix) Perform other tasks as may be reasonably assigned by ADB.

8. **Further outputs include:**

- (i) Problem and solution tree analysis
- (ii) Design and monitoring framework (DMF)
- (iii) Policy matrix (including policy-actions and -triggers)
- (iv) Institutional review and procurement capacity assessment
- (v) Procurement plan (capacity assessment, S-curve for contract awards and disbursements, cost estimates, master bidding documents)
- (vi) Program feasibility assessment
- (vii) Safeguard system assessment (according to ADB safeguard policy statement)
- (viii) Technical review and preparation of technical specifications of envisaged rehabilitation and equipment
- (ix) Support the executing agency in preparing required bidding documents for works, goods, and services
- (x) Financial analysis and financial management assessment
- (xi) Economic analysis
- (xii) Poverty and social analysis
- (xiii) Gender action plan
- (xiv) Request for proposals for consulting services and issuance of invitation for bids for goods and works procurements

9. **Key Expertise Required.** Proposing entities will determine the number and the nature of experts they will require to achieve the objectives of the contract, in accordance with their proposed approach and methodology. However, ADB requires a minimum of four key experts, one of which will be expected to act as Team Leader:

- (i) One TVET Policy Expert
- (ii) One TVET Industry Partnership Expert
- (iii) One TVET Finance Expert
- (iv) One TVET Procurement Expert

10. The **TVET Policy Expert/ Team Leader** (international, minimum 6 person-month) will combine team leader functions with those of an expert in the design of TVET projects and programs with ability to define and assess benchmarking data. He/ She should meet the following minimum qualifications:

- (i) Experience of at least 15 years of TVET projects and programs design and implementation in the fields of skills, economic policy, and labor market cooperation;
- (ii) Demonstrated ability to supervise a team of experts. Preference will be given to candidates having held prominent positions in international consultancies. He/ She will interface with the various stakeholders of the project, will address contract execution issues as they arise, and will ensure the timely delivery of contract outputs;
- (iii) Ability to work with multiple stakeholders, including government, private sector, and donor agencies;
- (iv) Excellent English language skills to produce high quality reports and to hold high level consultations and presentations; knowledge of Russian is an asset.

11. The **TVET Industry Partnership Expert** (international, minimum 3 person-month) with regional experience preferably as follows:

- (i) A minimum of 15 years experience designing, overseeing, and implementing TVET projects with explicit labor market cooperation. Preference will be given to candidates with previous experience in work-based-learning and/or dual education projects/ programs and who held a similar position in internationally-recognized bodies in the sector;
- (ii) Ability to work with multiple stakeholders, including civil society, government, community organizations, private sector, and donor agencies;
- (iii) Excellent English language skills; knowledge of Russian is an asset.

12. The **TVET Finance Expert** (international, minimum 2 person-month) with regional experience preferably as follows:

- (i) A minimum of 10 years experience in financial management assessment in TVET.
- (ii) A track record of improving TVET institutions' (especially centers of excellence) financial sustainability in development cooperation through cost recovery;
- (iii) Experience in assessing and planning the financial sustainability of each project component according to ADB's guidelines for financial management and analysis of projects (<http://www.adb.org/projects/operations/financial-management-resources>);
- (iv) Experience in analyzing historical and projected government budget for TVET as well as extra-budgetary income generation and the development of appropriate guidelines therefore;
- (v) Proven ability of working with multiple stakeholders, including civil society, government, community organizations, private sector, and donor agencies;
- (vi) Excellent English language skills; knowledge of Russian is an asset.

13. The **TVET Procurement Expert** (international, minimum 3 person-month) with regional experience preferably as follows:

- (i) A minimum of 5 years experience in preparing and implementing procurement plans under foreign-funded projects in the region. Experience in ADB projects and in education is an asset.
- (ii) Extensive experience in preparing master bidding documents and sample bidding documents for civil works, services, and equipment;
- (iii) Experience in conducting procurement capacity assessment and in capacity building of executing and implementing agencies;

- (iv) Sound knowledge of S-curve calculation of disbursement and contract award projections (including implementation plans, schedule, and estimate budget for procurement);
- (v) Excellent English language skills; knowledge of Russian is an asset.

14. In addition to the above required key experts, the proposing entities should also include in their technical proposal, in the personnel work plan, and in their financial proposal all other “non-key experts” required in accordance with their proposed approach and methodology. The proposing entity must also determine and indicate the number of person-months for which each key or non-key expert will be required. All experts engaged under the contract, whether key or non-key experts, must be citizens of one of the ADB eligible countries.

15. **Preparation of Proposal.** Proposing entities are requested to prepare a detailed description of how they propose to deliver on the outputs of the contract in the section of their proposal called “Approach and Methodology”. In this narrative, entities should be explicit in explaining how they will achieve the outputs, and include information on their existing activities upon which they may build as well as the composition of staff of the project team. Entities must also describe their experience in the Kyrgyz Republic and in the region.

16. Only one curriculum vitae (CV) must be submitted for each key and non-key expert in the proposal. Only the CVs of key experts will be scored as part of the technical evaluation of proposals. The CVs of non-key experts will not be scored, however ADB will review and individually approve or reject each CV for each non-key expert position in the proposal. All positions under the contract, both key and non-key experts, must be included and budgeted for in the financial proposal in accordance with the person-month allocation required for each as defined by the proposing organization.

17. **Terms of the assignment.** The duration of the assignment is 12 months from the start date, expected to be around the last week of January 2017, and the assignment of experts is intermittent in nature. The terms will be revised based on consultations between the parties involved in the assignment according to changes and/ or additional requirements identified during implementation.