

TERMS OF REFERENCE FOR CONSULTANTS

1. About 17 person-months of international and 60 person-months of national consulting services will be required by the technical assistance (TA). All consultants will be engaged in accordance with the Guidelines on the Use of Consultants (2013, as amended from time to time) of the Asian Development Bank (ADB). Detailed terms of reference will be finalized as the specific scope of work is determined based on developing member country (DMC) demand. All experts will be integral members of the Governance Thematic Group, contributing to the group's activities, and providing an essential link to ADB operations, and thematic and sector groups to encourage cross-departmental knowledge sharing and lesson learning. Individual work plans will be developed, taking into consideration country-specific factors and the skills mix of individuals selected.

A. Decentralization and local governance specialist (international, 3 person-months)

2. The decentralization and local governance specialist will assist the project officer with team supervision and administration of TA funds, as needed. He will lead on monitoring project performance and will provide regular reports and knowledge products on a regular basis. He/she will assist the project officer in problem solving. The team leader and decentralization specialist will monitor international developments and emerging country practices on localizing Sustainable Development Goals (SDGs). He/she will help with coordinating the TA implementation with relevant stakeholders within and outside ADB, and will document good practices, as needed. He/she will coordinate with partner organizations on project activities and participate in project conferences and workshops. The consultant will undertake the following, among others:

- (i) prepare a conceptual framework for localizing SDGs, including for planning and monitoring of SDGs implementation at the local level;
- (ii) assess existing SDG awareness raising and other relevant learning programs;
- (iii) develop diagnostic, awareness raising, and monitoring tools in close cooperation with relevant partner agencies, as needed;
- (iv) identify and document good practices in institutional strengthening for localizing SDGs from the Asia and Pacific region; and
- (v) provide regular reports on TA implementation.

3. The decentralization and local governance specialist will have extensive international experience, including 10 years of managing decentralization and local governance projects in Asia and the Pacific involving multidisciplinary teams. He/she will have strong writing and interpersonal skills.

B. Institutional development specialists (international, 12 person-months)

4. The TA will provide about 12 person-months of international consulting services with expertise in institutional development to support the implementation and monitoring of subprojects under output 2. The specialists will closely coordinate with the project officer, relevant sector and thematic groups, operational departments, and other partners, as needed. The consultants will undertake the following, among others:

- (i) assess country strategy and progress on localizing SDGs against criteria of the TA framework;
- (ii) develop country specific diagnostic, awareness raising, and monitoring tools in close cooperation with relevant partner agencies;

- (iii) support design, implementation and monitoring of targeted subprojects in selected countries and coordinate with relevant partners within and outside ADB;
- (iv) develop and customize learning programs;
- (v) support counterparts in the preparation and delivery of conference contributions and good practice documentations;
- (vi) supervise national consultants and report on subproject activities, and
- (vii) sign subproject agreements with counterparts and agreements with service providers, as needed, i.e. for event venues.

5. The terms of reference for consultants will be further developed, once subprojects have been identified and agreed with operational departments and DMCs. Consultants will need to have extensive technical knowledge and experience with implementing decentralization and local governance projects, including with leading multidisciplinary teams.

C. Capacity development and learning specialists (international, 2 person-months)

6. The capacity development and learning specialists will lead on the preparation and conduct of global and south-south exchanges on localizing SDGs. He/she will lead the preparation of international conferences. In particular, he/she will:

- (i) review international and national good practices for localizing SDGs and provide a concept as a background note to the event;
- (ii) conduct mapping of relevant stakeholders and identify long list of resource persons;
- (iii) prepare outline of workshop, agree outline and resource persons with relevant stakeholders and document agreements;
- (iv) oversee the workshop preparation and conduct, obtain project officer approvals, sign off on agreements with service providers;
- (v) supervise administrative staff involved in workshop preparation, conduct and documentation;
- (vi) prepare report and disseminate key findings, i.e. through a blog and coordinate other social media engagement on the workshop results; and
- (vii) maintain regular interaction with resource persons, OGP focal point, ADB and other parties involved.

7. The specialists will have a background in decentralization and local governance and 10 years experience with workshop preparation, implementation and dissemination.

D. Decentralization and local governance specialists and development effectiveness consultants (national, 24 person-months)

8. The TA will provide about 24 person-months of national consulting services with expertise in decentralization and local governance and/or development effectiveness, including operating within and across sectors and themes. The consultants will undertake the following activities, among others:

- (i) collect country-specific data to contribute to assessment of country strategy and progress on localizing SDGs against criteria of the TA framework;
- (ii) support identification of country-specific good practices in institutional strengthening for localizing SDGs;
- (iii) support the design, implementation and monitoring of targeted subprojects to address challenges with institutional capacity for localizing SDGs in close cooperation with regional departments, and relevant stakeholders;

- (iv) maintain close contact with relevant government agencies and other stakeholders;
- (v) document subproject results, findings and lessons; and
- (vi) support dissemination and reporting.

9. The specialists will have 10 years of experience with the implementation of decentralization and local governance projects in their countries. The terms of reference for consultants and nationality requirements will be further developed when subprojects are identified under output 2 and specific TA activities are undertaken.

E. Capacity development and learning specialists (national, 24 person-months)

10. The capacity development and learning specialists will support the learning and cooperation between relevant stakeholders within their respective developing member countries. In particular, the specialists will:

- (i) review existing learning programs;
- (ii) assess learning needs of existing stakeholders;
- (iii) develop and customize country-specific learning programs;
- (iv) support the design, conduct and documentation of national workshops; and
- (v) support the identification and administration of the participation of national stakeholders in international conferences.

11. The capacity development and learning specialists will have extensive experience with the implementation of learning programs in decentralization and local governance projects in their respective countries and excellent interpersonal skills. The terms of reference for consultants and nationality requirements will be further developed when subprojects are identified under output 2 and specific TA activities are undertaken.

F. Project and subproject analysts (national, 12 person-months)

12. The TA will provide about 12 person-months of national consulting services with expertise in project administration and financial management functions, including budgeting, disbursements, liquidations, and reporting. The consultant will provide the needed technical, administrative, and logistics support, such as:

- (i) support to implementation of workshops, seminars, and conferences;
- (ii) support to knowledge management, including maintaining the project website;
- (iii) monitoring subproject outputs against targets; and
- (iv) support to the preparation of subproject financial statement and final report.

13. The project analyst will be a national of the Philippines with a degree in social sciences, business administration or equivalent. The nationality of the subproject analysts will be determined once the subprojects have been selected.