

TERMS OF REFERENCE FOR CONSULTANTS

1. The technical assistance will require consulting services carried out by one national consultant for each forum.

A. **Forum Coordinator** (2 nationals, 3 person-months each)

2. The forum coordinator, who will provide administrative and logistical support, should be a university graduate and have substantial experience in planning and managing forums and conferences as well as managing databases. Administrative and logistical tasks will include the following:

- (i) Coordination with the forum venue;
- (ii) Travel arrangement for the participants;
- (iii) Arrangement of accommodation of the participants;
- (iv) Assist in the preparation of the forum materials;
- (v) Assist in the registration of the participants, preparation of agenda and disseminating information among participants;
- (vi) Provide administrative assistance during the forum; and
- (vii) Perform administrative and ad hoc support to ADB staff.