

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

I. International Consultants

1. **Urban Infrastructure and Planning Specialist (International, 10 person-months).** The consultant should preferably have a doctoral or master degree in civil/environmental engineering or closely related discipline or related field and a minimum of 15 years of experience in related field. The specialist should have experience in working on similar projects in developing country, preferably Asia, and familiarity with urban infrastructure and planning issues in Sri Lanka would be an advantage. The procurement expert will provide support to the two ministries (Ministry of Megapolis and Western Development [MMWD] and Ministry of Provincial Councils, Local Government, and Sports [MPCLGS]) in implementing the Urban Project Preparatory Facility (UPPF). The responsibilities are (but not limited to) the following: (i) identify suitable urban infrastructure projects to be supported under the investment program considering economy and efficiency of implementation; (ii) provide technical inputs and quality control over subproject design, including institutional capacity building and urban governance components, and introduce international best practices suitable and implementable for local situation; (iii) review and analyze past urban projects, particularly those supported by external funding agencies, and incorporate good practices and lessons learned into UPPF; (iv) prepare sector road map; (v) provide inputs into the project administration manual (PAM), including detailed implementation schedule, item-wise and total cost estimates, and detailed financing and disbursement plans, in a format agreeable to the Asian Development Bank (ADB); (vi) provide inputs into other related ADB project processing documents as needed; (vii) work closely with and support other experts on the team, as relevant; and (viii) provide other relevant inputs and guidance to the State as agreed with the executing agency and ADB. The consultant will report directly to ADB project officer and work closely with ADB staff counterpart. The consultant will provide direct support to the MPCLGS and MMWD and relevant implementing agencies and coordinate activities and outputs with other technical assistance (TA) experts. Overall framework and direction will be provided by the ADB project officer in consultation with MPCLGS and MMWD and other city/state government officials. The consultant is expected to perform independently and take initiatives to inform or consult with the ADB project officer on problem areas and major constraints, and ways forward to achieve intended objectives of the assignment.

Period of assignment: Input of 10 months over 3 years from the date of commencement of services.

Reporting requirements: The consultant will report to the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action during the assignment with in a week of commencement of services; the basic requirement of the assignment is to ensure that the designs of all the projects are prepared by considering climate change and disaster risk factor suitably.

2. **Institutional and Urban Governance Specialist (International, 10 person-months).** The consultant should preferably have a master degree in urban planning or closely related discipline or related field and a minimum of 15 years of experience in related field. The specialist should have experience in working on similar projects in developing country, preferably Asia, and familiarity with urban governance issues in Sri Lanka would be an advantage. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities are (but not limited to) the following: (i) prepare a framework and design for

implementing results based performance incentives; (ii) formulate relevant criteria for selection of local authorities for results based performance incentives in coordination with the government and extensive consultations with stakeholders and urban local bodies (ULBs) (participatory planning exercises to be incorporated into the design); (iii) review institutional arrangements, governance reforms, project designs, and implementation plans from past projects and identify good practices to adopt in the facility; (iv) review current urban planning mechanisms and governance in the project towns, identify gaps, and propose measures to strengthen governance and capacity within the proposed investment program considering lessons learned and good practices, including performance based incentive approaches; (v) develop a set of performance criteria in the TA based on good practices from other externally funded projects in the state; (vi) conduct institutional capacity assessments for each agency involved; (vii) develop a detailed monitoring framework for managing the incentive programs; and (viii) finalize a design for a performance-based (results based incentives) component of the ADB investment program identifying suitable reforms to improve basic urban services delivery, urban governance, and critical measures for sustainability considering past experience and lessons learned.

Period of assignment: Input of 2 months over 1 year from the date of commencement of services.

Reporting requirements: The consultant will report to the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action during the assignment with in a week of commencement of services; the basic requirement of the assignment is to ensure that the designs of all the projects are prepared by considering climate change and disaster risk factor suitably.

3. Climate Change and Disaster Resilience Specialist (International, 2 person-months). The consultant should preferably have a doctoral or master degree in environmental science/engineering/climate science or closely related discipline or related field and a minimum of 10 years of experience in related field. Experience in climate modelling, climate change impacts and vulnerability assessment climate and disaster risk management would be counted. The specialist should have experience in working on similar projects in developing country, preferably Asia, and familiarity with climate change related issues in Sri Lanka would be an advantage. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of the specialist are (but not limited to) the following: (i) study the projects to be implemented under the two projects, review all available relevant project documents and in close collaboration with the project management units (PMUs) and project teams, define the scope of climate risk and vulnerability assessment for the project; (ii) collate, organize, and review available baseline biophysical, environmental, demographic, socio-economic and policy data and information relevant to climate change management within the context of the project; (iii) review existing studies, data and information on current and projected climate change risks and vulnerability for projects proposed in the area; (iv) conduct an overall climate risk and vulnerability assessment (CRVA) of the project towns of both the ministries and to the extent possible quantify the risks to the project from climate change and advice corresponding adaptation measures (the consultant will also develop scenarios of climate change variables as required for future time horizons pertinent to the project including documentation of scenario method, data sources, uncertainties and caveats); (v) conduct technical and economic assessment of potential risk and vulnerability adaptation (climate proofing) options and practices relevant to the project; (vi) advise the various infrastructure design experts on methodology of using the outputs of the assessments as in (iv) for designing various urban infrastructure components in the project and thereby ensuring that the proposed investment is climate-proofed

to the extent possible; (vii) prepare guidelines for use of design and procurement consultants on proofing the design on climate change and disaster risks; (viii) lead the assessment of the vulnerabilities of the project and the associated risks to the structural components of the project under the “best estimate” and “high case” climate scenarios, including implications for performance, operation, and maintenance; (ix) submit a comprehensive report on the potential risks of climate change to the project and possible adaptation interventions, including practical advice on the use of the CRVA results for project design and operation; (x) review at least one design per sector as prepared by design consultants for consideration of climate change and disaster factors in design and advise accordingly; and (xi) create awareness among the project staff and consultants on consideration of climate change and disaster risks in design and provide them with a check list for use during the review of their designs.

Period of assignment: Input of 2 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report to the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action during the assignment with in a week of commencement of services; the basic requirement of the assignment is to ensure that the designs of all the projects are prepared by considering climate change and disaster risk factor suitably.

4. Environmental Safeguards Expert (International, 4 person-months). The expert should preferably have a Master’s degree in environmental management or related field, and a minimum of 8 years of experience conducting environmental safeguards assessment in infrastructure projects. Experience in ADB environmental safeguards policies will be preferred. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of environmental safeguard expert are (but not limited to) the following: (i) prepare environmental review assessment framework to cover design and procurement activities of TA loan and construction activities in the ensuing project for projects of both the ministries and get the same approved by the ADB; (ii) study the projects and areas in which these projects are to be implemented and prepare a checklist of statutory environmental clearances to be obtained for each type of project; (iii) support the respective consultants in conducting environmental assessments of proposed projects and work closely with the water supply, wastewater management, solid waste management, and storm water management experts to ensure that proposed projects do not result in any adverse environmental impacts which cannot be minimized/ mitigated and/or suggest suitable project alternatives in order to minimize any potential negative environmental impacts; (iv) prepare a manual to guide compliance of proposed projects with national and provincial (state) level environmental rules, regulations procedures and practice and ADB’s Safeguard Policy Statement (SPS), 2009; (v) prepare guidelines of due diligence to ensure proper environmental management systems are incorporated during project design; (vi) prepare standard formats for environmental safeguard sections of the feasibility studies/detailed periodic reports (DPRs) and formats for preparation of due diligence reports, initial environmental examinations and environment impact assessments and prepare one sample report (as required) for use and following by the design consultants; (vii) assess whether organizations that would implement the project have adequate implementation practice, capacity, and commitment to plan, implement, monitor, and report on the environmental safeguard measures and propose recommendations to strengthen their capacity; (viii) provide guidelines/templates for early screening of environment safeguards effects, consultations with stakeholders, grievance redress procedures, and information disclosure mechanisms; (ix) assess

the institutional frameworks of implementing agencies for screening, approving, and monitoring environmental impacts during pre-construction, construction, and operation phases at project management and implementation units and local authority level; (x) prepare required reports and make relevant inputs to other project related documents as needed; and (xi) contribute towards capacity building tasks such as (a) providing training in ADB's environmental safeguards to relevant project and authority staff and other urban sector stakeholders to increase their understanding of ADB's environmental safeguards policies and due diligence procedures to be followed during project design and implementation; (b) recommend improved institutional arrangements for screening, approving and monitoring environmental impacts, for enhanced program implementation and prepare recommendations and action plans in collaboration with all stakeholders to build capacity in this regard; and (c) supporting with knowledge sharing during peer learning events, seminars and workshops.

Period of assignment: Input of 4 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be to prepare the documents mentioned in the terms of reference (TOR) above and enable the Local Authority staff, PMU and project implementation unit (PIU) staff on proper understanding of environmental regulations and review and approval of safeguards reports prepared for the project.

5. Social Development Expert (International, 4 person-months). The expert should preferably have a Master's degree in urban planning, sociology or related field, and a minimum of 8 years of experience in assessing social safeguards compliance in infrastructure projects. Experience in ADB social safeguards policies is preferred. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of social safeguards expert are (but not limited to) the following: (i) prepare (a) resettlement framework, (b) indigenous peoples planning framework (IPPF); and (c) grievance redressal mechanism (GRM) for design, procurement, and construction stages of the project and get the same approved by ADB for projects of both the ministries; (ii) support the respective entities to ensure that proposed projects are compliant with the requisite social safeguards requirements and that they do not result in any adverse social impacts; (iii) assess the applicable and relevant laws, regulations, rules and procedures at national and provincial level for managing and mitigating the social impacts of the proposed projects, including an assessment of national/provincial laws and acts that govern involuntary resettlement and provide guidelines for complying with the same; (iv) provide guidelines for social and resettlement management procedures for proposed projects and for compliance with the governments' land and other social safeguards rules and regulations as well as social safeguards policies outlined under the ADB SPS, 2009; (v) assess whether organizations that would implement the projects have adequate implementation practice, capacity, and commitment to plan, implement, monitor and report on the social safeguards measures and propose recommendations to strengthen their capacity; (vi) prepare formats for social safeguards sections of the feasibility studies/DPRs, including full assessment of the extent of involuntary resettlement and preparation of resettlement plans and indigenous peoples plans, as required; (vii) provide guidelines and templates for monitoring social impacts, payment of entitlements, consultations with stakeholders, grievance redress procedures, and information disclosure mechanisms; (viii) assess institutional frameworks of implementing agencies for

screening, approving, and monitoring social impacts of the proposed projects at the program management and implementation unit and provincial and local government level; and (ix) contribute towards capacity building tasks such as: (a) providing training in ADB's social safeguards to staff of project and local governments and other urban sector stakeholders as required in order to increase their understanding of ADB's social safeguards policies and due diligence procedures to be followed during project design and implementation; (b) recommending improved institutional arrangements for screening, approving, and monitoring social impacts, for enhanced program implementation and prepare recommendations and action plans in collaboration with project agencies/urban stakeholders to build capacity in this regard; (c) conducting training sessions with the key stakeholders to underline the importance of participatory project communications strategies for enhanced project effectiveness and to disseminate best practices and methodologies in establishing, mainstreaming and operationalizing communications with project stakeholders; and (d) providing support with communications and knowledge sharing during peer learning events, seminars and workshops.

Period of assignment: Input of 4 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be to prepare the documents mentioned in the TOR above and enable the Local Authority PMU and PIUs staff on proper understanding of social safeguards requirements and review and approval of social safeguards reports prepared for the project.

6. Urban Institutional and Governance Specialist (International, 4 person-months): The expert should have a postgraduate degree or equivalent/higher professional qualifications in urban planning, public policy or administration, governance, development, or related field with at least 10 years' experience in institutional capacity development, specifically in the urban sector. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of urban institutional and governance expert are (but not limited to) the following: (i) conduct institutional and organizational capacity assessment of implementing agencies and project local authorities for implementing, managing, and maintaining the proposed projects; (ii) develop capacity building objectives and strategies, including realistic time-frames and resource requirements, for strengthening the implementing and executing agencies' capacities; (iii) provide recommendations and develop action plans to enhance capacity, especially of ULBs in terms of project management, implementation, and operations and maintenance (O&M); (iv) define the roles and responsibilities of stakeholders with respect to management, coordination, and financing arrangements for proposed projects; (v) provide capacity building trainings to implementing agency and local authority staff; (vi) recommend implementation arrangements for the projects based on institutional capacity for implementation, planning, and O&M; (vii) interact with all other experts and submit a comprehensive integrated capacity building plan each separately for both ministries covering all areas (financial management, environmental and social safeguards, technical, information technology [IT] related, procurement, project and contract management, etc.); and (viii) review the capacity building, business process engineering and capacity building in IT initiatives of both the ministries and provide guidance with a proper framework of implementing the same as applicable and/or useful in the project local authorities.

Period as assignment: Input of 4 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be to prepare the documents mentioned in the TOR above and enable the Local Authority PMU and PIUs staff to enhance their capacities in project design, implementation, management, urban governance and improved service delivery.

7. Safeguards Specialist (International, 2 person-months). The expert should have a postgraduate degree or equivalent/higher professional qualifications in the subject discipline or related field with at least 10 years' experience safeguard assignments. The responsibilities of safeguards specialist (international) are (but not limited to) the following: (i) provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF; (ii) support advanced project readiness actions for the project; (iii) lead the safeguards due diligence and will work closely with other consultants in assessing feasibility of project investments and preparing relevant environmental safeguards documents for the overall investment program in accordance with ADB SPS, 2009; (iv) advise the national consultants in preparing the safeguards framework documents and coordinate in obtaining the approval of the ADB; (v) design the training program for the PMU, PIUs and local authorities, and provide the necessary training to the staff of ministries, PMU, PIUs and local authorities; (vi) prepare the standard formats for due diligence reports, safeguards assessment reports, etc., in association with national consultants, (vii) provide guidelines for supervision of compliance to safeguards during construction of the project and implementation of grievance redressal mechanism; and (viii) review each and every output of the national consultant and advice accordingly.

Period of assignment: Input of 2 months over 8 months from the date of commencement of services.

Reporting requirements: The consultant will report to the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be to prepare the documents mentioned in the TOR above and enable the Local Authority PMU and PIUs staff follow the safeguards requirements of the project in accordance to safeguards guidelines of ADB.

II. National Consultants

8. Procurement Expert (National, 9 person-months). The consultant should preferably have a degree in civil engineering or related field and a minimum of 10 years of experience in handling procurement in the infrastructure projects. Experience in ADB or World Bank procurement guidelines is preferred. The responsibilities of procurement specialist are (but not limited to) the following: (i) provide support to the two ministries (MMWD and MPCLGS) on balance work of procurement of consultants for design and procurement of works of the ensuing loan; (ii) identify procurement profile of proposed projects in selected cities; (iii) discuss with two ministries and finalize the procurement procedures for works (i.e., type of bidding, packaging, etc.); (iv) assess procurement capacity and existing procurement performance of all agencies and

local authorities which will be involved in implementing the ensuing projects and prepare the procurement capacity assessment of these organizations using ADB templates for the purposes of ensuring implementation of works; (v) identify the relevant officers to be trained on procurement procedures of ADB and organize the training programs with the help of ADB staff (a separate training program to be organized for all the senior officers of the ministries who would be the members of Technical Evaluation Committee and Procurement Committee); (vi) provide recommendations and action plans for improving the procurement capacities and mitigating procurement related risks of project implementation agencies; (vii) provide inputs to the assessment of fraud and corruption risks during project implementation and recommend mitigation measure for the same; (viii) prepare draft procurement and contract administration plans (including indicative contract packaging) for the proposed projects in each selected city; (ix) prepare the standard bidding documents for the project for all types of procurement (works, goods, and services) in line with the standard bid documents of ADB and get the approval of ADB; (x) prepare all standard bid evaluation reports for use in the procurement of works and goods in the ensuing loan and train the PMU and PIUs to use them; (xi) prepare procurement fact sheets to disseminate information on procurement of all packages; (xii) guide the IT expert to publish all procurement related information in project website per ADB requirements; (xiii) provide support in processing the ensuing loan after completion of designs; (xiv) assist the ministries as required for the procurement of construction supervision consultants for the ensuing loan (assistance will be on preparation of all documents and submission throughout the procurement process until award of contract); and (xv) perform all procurement related works as requested by the project directors of the project of both the ministries and the ADB officer.

Period as assignment: input of 9 months over 24 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action during the assignment with in a week of commencement of services; the basic requirement would be that all training programs to be completed within 3 months of commencement of the assignment and all documents mentioned in the terms of reference to be provided within 6 months of the assignment.

9. Financial Management Expert (National, 9 person-months). The expert should preferably have a Chartered Accountant/Masters in Business Administration (finance, economics and accounting) and/or in a related degree, and has a minimum of 10 years of relevant experience in financial analysis and economic analysis of infrastructure projects. Previous work on ADB or similar external-financed program is preferred. The expert should be fully conversant with economic and financial analysis of infrastructure and working the returns of package of projects (remunerative, user-charge based and non-remunerative projects). The consultant should also have experience in working on local government finances and capacity building of local authorities in accounting and financial management. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of financial management expert are (but not limited to) the following: (i) prepare a model for financial and feasibility analysis of proposed projects (both for individual and package of projects); (ii) study the accounting systems and financial management systems in the local authorities through (a) visits to a few local authorities; (b) meetings and discussions with the local authorities and recommend improvements to the systems; (c) studying the recent recommendations of the institute of chartered accountants in streamline accounting systems in local authorities; (d) national accounting standards; and (e)

other documents as required and recommend improvements in financial management and accounting in local authorities. The areas covered are mainly but not limited to accounting and reporting systems, auditing arrangements, internal control and governance, and anticorruption; (iii) prepare an assessment of the revenue streams of the ULBs including tariffs for urban services and prepare recommendations and workings of tariff structures to enable sustainable service delivery with adequate operations and maintenance cost recovery; (iv) identify institutional incentives, financial risks and financial management issues at local authority level that could affect project implementation and the sustainable operation of the project investments and suggest mitigation strategies and capacity development requirements; (v) assess the institutional issues, basically availability of staff for accounting and financial management of local authorities and recommend the revisions in cadre of staff; (vi) prepare a capacity building plan for in accounting and financial management and provide the required training to the local authorities for improved accounting and financial management of local authorities. (vii) train the identified staff of local authorities in financial and economic analysis of projects to be worked out by them in future; (viii) suggest to the IT experts on areas to be computerized and provide procedures on the respective activity of accounting and/or financial system to be computerized; (ix) identify areas where further assessments and capacity building work may be required; (x) prepare required accounting and financial and economic analysis models and models for traffic structure for use by the local authorities in future; and (xi) assess the revenue enhancement avenues for local authorities and provide guidelines for the same.

Period of assignment: Input of 9 months over 24 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be that all training programs and all reports mentioned in the terms of reference to be provided within 9 months of commencement of assignment. The main objective of this assignment is to provide a model for financial and economic analysis of infrastructure projects (individual and package of projects) and capacity building of local authorities in such analysis and other improvements required. The consultant to ensure that these objectives are achieved before completion of the assignment.

10. **Civil Engineer (National, 4 person-months).** The expert should be a chartered civil engineer with 10 years experience of working on design and supervision of urban infrastructure projects, preferably funded by external funding agencies. The expert should be conversant with civil engineering designs and managing infrastructure projects. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of civil engineer are (but not limited to) the following: (i) prepare a design procedure document for designing various infrastructure works in the project, for uniform use of design and consultants during designing their work (the document should cover the design codes to be used for various designs, design period, assumptions to be made in design); (ii) prepare a checklist for the PMUs and PIUs for review and approvals of designs and the detailed project reports and bid documents; (iii) establish a standard procedure for submission of drawings with a template in discussion with the PMUs; (iv) develop a format of DPR to be followed by the design and procurement for uniformity of reports prepared by all consultants; (v) provide training to the technical staff of local authorities, project management and implementation units on design considerations and review of the detailed project reports submitted by the consultants (the training should include practical

exercises of review and commenting on DPRs); (vi) assess the workload in various local authorities and availability of staff and their qualifications and recommend required additions to the existing cadre in each local authorities for submission to respective ministry for consideration; (vii) prepare a standard specifications document for various works in the project to be attached to the bid documents for uniformity in construction of all works; (viii) prepare a standard quality control manual for use in project constructions and train the PMU, PIU and Local Authority staff in implementing the same; and (ix) prepare a supervision manual for various works in the project.

Period of assignment: Input of 4 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be to prepare the documents mentioned in the TOR above and enable the Local Authority staff, PMU and PIUs staff for proper review of designs and detailed project reports and ensure uniformity in preparation of designs by all the design and procurement consultants.

11. Environmental Safeguards Expert (National, 4 person-months). The expert should preferably have a Master's degree in environmental management or related field, and a minimum of 8 years of experience conducting environmental safeguards assessment in infrastructure projects. Experience in ADB environmental safeguards policies will be preferred. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of environmental safeguards expert are (but not limited to) the following: (i) prepare environmental review assessment framework to cover design and procurement activities of TA loan and construction activities in the ensuing project for projects of both the ministries and get the same approved by the ADB; (ii) study the projects and areas in which these projects are to be implemented and prepare a checklist of statutory environmental clearances to be obtained for each type of project; (iii) support the respective consultants in conducting environmental assessments of proposed projects and work closely with the water supply, wastewater management, solid waste management and storm water management experts to ensure that proposed projects do not result in any adverse environmental impacts which cannot be minimized/mitigated and/or suggest suitable project alternatives in order to minimize any potential negative environmental impacts; (iv) prepare a manual to guide compliance of proposed projects with national and provincial (state) level environmental rules, regulations procedures and practice and ADB SPS, 2009; (v) prepare guidelines of due diligence to ensure proper environmental management systems are incorporated during project design; (vi) prepare standard formats for environmental safeguards sections of the feasibility studies/DPRs and formats for preparation of due diligence reports, initial environmental examinations and environment impact assessments and prepare one sample report (as required) for use and following by the design consultants; (vii) assess whether organizations that would implement the project have adequate implementation practice, capacity, and commitment to plan, implement, monitor, and report on the environmental safeguards measures and propose recommendations to strengthen their capacity; (viii) provide guidelines/templates for early screening of environment safeguards effects, consultations with stakeholders, grievance redress procedures, and information disclosure mechanisms; (ix) assess the institutional frameworks of implementing agencies for screening, approving, and monitoring environmental impacts during pre-construction, construction, and operation phases at project management and implementation units and local authority level; (x) prepare required reports and make relevant inputs to other project related documents as needed; and (xi) contribute towards

capacity building tasks such as: (a) providing training in ADB's environmental safeguards to relevant project and authority staff and other urban sector stakeholders to increase their understanding of ADB's environmental safeguards policies and due diligence procedures to be followed during project design and implementation; (b) recommend improved institutional arrangements for screening, approving and monitoring environmental impacts, for enhanced program implementation and prepare recommendations and action plans in collaboration with all stakeholders to build capacity in this regard; and (c) supporting with knowledge sharing during peer learning events, seminars and workshops.

Period of assignment: Input of 4 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be to prepare the documents mentioned in the TOR above and enable the Local Authority staff, PMU and PIUs staff on proper understanding of environmental regulations and review and approval of safeguards reports prepared for the project.

12. Social Development Expert (National, 4 person-months). The expert should preferably have a Master's degree in urban planning, sociology or related field, and a minimum of 8 years of experience in assessing social safeguards compliance in infrastructure projects. Experience in ADB social safeguards policies is preferred. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of social safeguards expert are (but not limited to) the following: (i) prepare (a) resettlement framework; (b) IPPF; and (c) GRM for design, procurement and construction stages of the project and get the same approved by ADB for projects of both the ministries; (ii) support the respective entities to ensure that proposed projects are compliant with the requisite social safeguards requirements and that they do not result in any adverse social impacts; (iii) assess the applicable and relevant laws, regulations, rules and procedures at national and provincial level for managing and mitigating the social impacts of the proposed projects, including an assessment of national/provincial laws and acts that govern involuntary resettlement and provide guidelines for complying with the same; (iv) provide guidelines for social and resettlement management procedures for proposed projects and for compliance with the governments' land and other social safeguards rules and regulations as well as social safeguards policies outlined in the ADB SPS, 2009; (v) assess whether organizations that would implement the projects have adequate implementation practice, capacity, and commitment to plan, implement, monitor and report on the social safeguards measures and propose recommendations to strengthen their capacity; (vi) prepare formats for social safeguards sections of the feasibility studies/DPRs including full assessment of the extent of involuntary resettlement and preparation of resettlement plans and indigenous peoples plans, as required; (vii) provide guidelines and templates for monitoring social impacts, payment of entitlements, consultations with stakeholders, grievance redress procedures, and information disclosure mechanisms; (viii) assess institutional frameworks of implementing agencies for screening, approving, and monitoring social impacts of the proposed projects at the program management and implementation unit and provincial and local government level; and (ix) contribute towards capacity building tasks such as: (a) providing training in ADB's social safeguards to staff of project and local governments and other urban sector stakeholders as required in order to increase their understanding of ADB's social safeguards policies and due diligence procedures to be followed during project design and implementation; (b) recommending

improved institutional arrangements for screening, approving, and monitoring social impacts, for enhanced program implementation and prepare recommendations and action plans in collaboration with project agencies/urban stakeholders to build capacity in this regard; (c) conducting training sessions with the key stakeholders to underline the importance of participatory project communications strategies for enhanced project effectiveness and to disseminate best practices and methodologies in establishing, mainstreaming and operationalizing communications with project stakeholders; and (d) providing support with communications and knowledge sharing during peer learning events, seminars and workshops.

Period of assignment: Input of 4 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be to prepare the documents mentioned in the TOR above and enable the LA PMU and PIUs staff on proper understanding of social safeguards requirements and review and approval of social safeguards reports prepared for the project.

13. Urban Institutional and Governance Specialist (National, 4 person-months). The expert should have a postgraduate degree or equivalent/higher professional qualifications in urban planning, public policy or administration, governance, development, or related field with at least 10 years' experience in institutional capacity development, specifically in the urban sector. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of urban institutional and Governance expert are (but not limited to) the following: (i) conduct institutional and organizational capacity assessment of implementing agencies and project local authorities for implementing, managing, and maintaining the proposed projects; (ii) develop capacity building objectives and strategies, including realistic time-frames and resource requirements for strengthening the implementing and executing agencies' capacities; (iii) provide recommendations and develop action plans to enhance capacity, especially of ULBs in terms of project management, implementation, and O&M; (iv) define the roles and responsibilities of stakeholders with respect to management, coordination, and financing arrangements for proposed projects; (v) provide capacity building trainings to implementing agency and local authority staff; (vi) recommend implementation arrangements for the projects based on institutional capacity for implementation, planning, and O&M; (vii) interact with all other experts and submit a comprehensive integrated capacity building plan each separately for both ministries covering all areas (financial management, environmental and social safeguards, technical, IT-related, procurement, project and contract management, etc.; and (viii) review the capacity building, business process engineering and capacity building in IT initiatives of both the ministries and provide guidance with a proper framework of implementing the same as applicable and/or useful in the project local authorities.

Period of assignment: Input of 4 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be to prepare the documents mentioned in the TOR above and enable the Local Authority PMU and PIUs staff to enhance their capacities in project design, implementation, management, urban governance and improved service delivery.

14. **IT e-Governance Specialist (National, 9 person-months).** The consultant should preferably have a degree in computer science or related degree with around 10 years' experience in software development. Experience in software development for government agencies and/or local authorities will be preferred. Experience in externally funded project would be an added advantage. The expert will provide support to the two ministries (MMWD and MPCLGS) in implementing the UPPF. The responsibilities of the IT e-Governance expert are (but not limited to) the following: (i) discuss with and develop a project website for both the ministries and upload all initial information and keys; (ii) assist in incorporating the details of the projects in the websites of both the ministries; (iii) train the relevant project staff to update both the project and ministry websites; (iv) study the IT initiatives of both the ministries in (a) functioning of their offices; (b) project implementation; and (c) in local authorities and suggest improvement to them; (v) assist both the ministries in the implementation of the front office based initiatives of MPCLGS in project local authorities of both the ministries; (vi) develop a software for computerized accounting system for PMUs of both the ministries and implement them in both the PMUs with the required training to relevant officers; (vii) study other computerization requirements of the project and local authorities and develop software for the same, install and train the relevant staff; and (viii) estimate the hardware requirement for implementation of the software and provide specifications and estimate to procure the same.

Period of assignment: Input of 4 months over 12 months from the date of commencement of services.

Reporting requirements: The consultant will report the ADB officer and work closely with the project directors of both the ministries for all project activities.

Deliverables: The consultant need to provide a brief inception report which would contain plan of action for the assignment within one week of commencement of assignment; the basic requirement would be improve the performance of the ministry, project offices and local authorities with suitable IT initiatives. Hence, the IT expert would work in this direction.