

## TERMS OF REFERENCE FOR CONSULTANTS

1. The KSTA will use an estimated 60 person-months of national and 30 person-months of international consulting services inputs to support research, workshops, and other agreed subproject activities. The inputs will be provided by consultants and short-term resource persons who will serve to introduce international best practices, provide in-depth local knowledge, and advise on policy options, challenges, and the implications of various courses of action.
2. The nature of the needed expertise and inputs will be determined on a case-by-case basis for each activity or subproject determined and approved jointly by the MNE and ADB. ADB will recruit consultants as individuals in accordance with ADB Procurement Policy (2017, as amended from time to time) and the associated PAIs/TA Staff Instructions. The experts may be independent consultants, or recruited from consulting firms, research institutes, think tanks, academic institutions and government research bodies.
3. Given the flexible nature of the KEEP, specific terms of reference for the required experts will be developed based on the requirements of each subproject after approval of the subproject by the KEEP Coordinating Council.

### A. Indicative Terms of Reference for Consultants

4. The indicative tasks for consultants engaged with policy advice subprojects include:
  - (i) undertaking specific research, as required in the specific terms of reference prepared by implementing agencies and endorsed by MNE and ADB;
  - (ii) providing practical recommendations on the government's immediate policy options to address development constraints, taking into consideration information from the experience-sharing and best-practice dissemination activities;
  - (iii) generating study reports and policy briefs (e.g., policy research studies, policy notes, project implementation assessments, good practice studies, and sector and thematic reports);
  - (iv) preparing background information and documents for the meetings between ADB and MNE, and providing assistance, as requested, to implementing agencies and subproject task coordinators;
  - (v) coordinating (jointly with TA team leader) with thematic sector and knowledge groups in ADB to identify potential complementarities with and areas of expertise and assistance from available programs and resources within ADB, including Sustainable Development and Climate Change Department; and
  - (vi) supervising the administrative functions of research support personnel—such as compiling information and collecting data for the research studies, and providing other support to MNE, and ADB staff.
5. The indicative tasks for consultants engaged with capacity development subprojects include:
  - (i) propose to MNE and the implementing agencies a capacity development framework that ensures that programs include active learning; case studies and follow-up tasks; and useful tools.

- (ii) design and conduct a training of trainers to support capacity development for government officials, as well as the beneficiaries as required;
  - (iii) propose and organize conferences, seminars, workshops, focus groups, training, and other knowledge-sharing meetings.
  - (iv) lead (a) dissemination of the findings of studies or best-practice cases, (b) establish effective policy dialogue among stakeholders, (c) consult on the policy directions and development strategies, and (d) train and develop capacity of government agencies that may assume executing agency responsibilities for future ADB TA projects.
6. The indicative tasks of the consultant engaged as program coordinator include:
- (i) Assist the KCC Secretariat prepare quarterly progress reports and TA final report;
  - (ii) Maintain proper KEEP accounting and monitoring;
  - (iii) Serve as main communication point for subprojects' implementation;
  - (iv) Assist the KCC Secretariat in monitoring the TA results;
  - (v) Assist with KEEP events' coordination; and
  - (vi) Coordinate translations of relevant documents and materials.

**B. Short-Term Resource Persons/Experts**

7. The indicative responsibilities of short-term resource persons or experts include:
- (i) Facilitate workshops (including conferences or training seminars);
  - (ii) Act as discussants/panelists on related policy issues;
  - (iii) Present research results;
  - (iv) Review reports and/or comment on others' research; and
  - (v) Prepare studies and/or analyses on specific topics.