

TERMS OF REFERENCE FOR CONSULTANTS

A. Scope of Work

1. The TA will strengthen the capacity and networks of university-level educators and institutions to improve the teaching and application of environment and climate change laws in ADB's developing member countries (DMCs), leading to more effective implementation, compliance and enforcement of national laws and better implementation of international commitments such as the Paris Agreement and Sustainable Development Goals (SDGs). The TA will: (i) improve the quality of teaching of environmental laws and emerging climate change laws through in-person train-the-trainers (TTT) programs comprising an overview of the core substantive elements of environmental and emerging climate change laws and teaching methodologies to enhance student learning and interest; (ii) expand national, subregional and regional networks by convening national, sub-regional and regional in-person and e-roundtables to foster knowledge-sharing and collaboration within and among the DMCs; and (iii) enhance the knowledge platform to increase national and regional expertise in environmental and climate change laws and sustainable development issues.

2. The TA will require a total of 12 person-months of individual consulting inputs allocated as follows: (i) 3 person-months of international consultants and (ii) 9 person-months of national consultants. ADB may engage resource persons as necessary. Individual consultants and resource persons will be recruited using individually in accordance ADB's Procurement Policy (2017, as amended from time to time) and the associated PAIs/TA Staff Instructions.

B. International Consultants

3. E-learning Course Development Consultant (international, 1.5 person-months, intermittent)

4. *Scope of Work.* The e-learning course development consultant will be responsible for the design, development and delivery of at least one multimedia e-learning course to complement the TTT in-person training programs, allowing TTT participants to gain further instruction on key substantive topics in environment and/or climate change laws relevant to the region. Although the e-learning course will be designed for TTT participants, other interested parties from ADB's DMCs can gain access to the e-learning course. The content, structure and number of modules of the e-learning course will be designed based on the needs of the relevant TTT participants and based on consultation with ADB counsel and relevant members of the TA team.

5. *Detailed Tasks.* Under the supervision of ADB TA counsel, the consultant is expected to undertake the following tasks:

- (i) conduct research and needs assessment for the design and development of the multimedia e-learning course, including consultations with TTT participants, ADB TA counsel, knowledge partner and relevant members of the TA team, factoring in geographic locations of learners (i.e., cultural issues, network bandwidth, whether synchronous learning is possible in time zones), as well as targeting learners' previous knowledge, technical expertise and computer capabilities and skills;
- (ii) write module learning outcomes, defining module structure and sequencing and developing evaluation strategies;

- (iii) create subject materials, developing any custom media (i.e., video, animation, quizzes, interactive learning activities, etc.) and storyboard to integrate all instructional methods;
- (iv) consider copyright considerations and any accessibility issues;
- (v) devise learner feedback tools and implement and seek technical and instructional design reviews;
- (vi) conduct evaluation on the e-learning course and provide feedback to ADB TA counsel and relevant members of the TA team;
- (vii) assess further demand for other e-learning courses; and
- (viii) perform other reasonably related tasks to achieve TA outputs and outcomes.

1. **Qualifications.** The E-learning Course Development Consultant must:

- (i) be a university-level instructor or professor of environmental and/or climate change laws with at least 8 years of teaching experience;
- (ii) have at least three years of experience in designing and developing multimedia e-learning products for distance learning in the area of environmental and/or climate change laws;
- (iii) have a PhD in law or related discipline;
- (iv) have an excellent command of the English language; and
- (v) experience working and/or teaching in ADB's DMCs is preferred.

7. **Knowledge Management and Communications Consultant** (international, 1.5 person-months, intermittent)

8. *Scope of Work.* The consultant will be responsible for the development and implementation of the knowledge and communications plan to provide a framework for communicating and sharing of knowledge generated from the TTT programs and national and regional roundtables, manage the production of demand-driven knowledge products, manage communications with TTT participants and other relevant stakeholders and assist in building and fostering national and regional networks.

9. *Detailed Tasks.* Under the supervision of ADB TA counsel, the consultant is expected to undertake the following tasks:

- (i) prepare the knowledge and communications plan for ADB TA counsel approval and support implementation of the plan's activities;
- (ii) consult with ADB TA counsel, knowledge partner, TTT participants, and other key stakeholders on the production, publication, and delivery of demand-driven knowledge products and make relevant recommendations;
- (iii) provide overall communications and knowledge management support for the in-person trainings and national and regional roundtables, including attending and making presentations on knowledge products, as deemed necessary by ADB TA counsel;
- (iv) work closely with the Web and Multimedia Specialist in tracking and monitoring the results and impact of the TA website and knowledge products and report on their effective value and impact and make recommendation for continual improvements;
- (v) work closely with the E-learning Course Development Consultant and ADB's Department of External Communications on the delivery of the e-learning courseware;

- (vi) work with TTT participants on creating, establishing and/or maintaining networks and maintaining and promoting continual dialogue with the TTT participants and providing feedback to ADB TA counsel, knowledge partner and TA team;
- (vii) design and provide TA project communications to TTT participants (including e-newsletters) and provide regular updates to the knowledge partner, TA consultants and other stakeholders and external partners, on various TA activities, events and knowledge products; and
- (viii) perform other reasonably related tasks to achieve TA outputs and outcomes.

10. *Qualifications.* The Knowledge Management and Communications Consultant must have:

- (i) at least 8 years of experience in print, video and/or multimedia publications;
- (ii) demonstrated experience in communications, knowledge management, video and graphic development and editing, proofreading, and copy editing; and knowledge in social media management;
- (iii) a degree or work experience in knowledge production and/or communication, or its equivalent;
- (iv) excellent verbal and written communication skills, and demonstrated experience working with a variety of stakeholders, editors, consultants, and academics;
- (v) demonstrated knowledge and understanding of ADB's communications, knowledge dissemination, and knowledge management processes, including working with its Department of External Relations is preferred;
- (vi) excellent interpersonal and teamwork skills, demonstrated client orientation and sensitized in working in a diverse and multicultural environment;
- (vii) excellent command of the English language; and
- (viii) experience working in ADB's DMCs is preferred.

C. National Consultants

11. **Environment and Climate Change Law Expert and TA Project Manager** (national, 3 person-months, intermittent)

12. *Scope of Work.* The consultant will play a central role in the preparation and management of TTT in-person trainings and national and/or regional in-person and e-roundtables and strengthening of national and regional networks. The consultant will work with the knowledge partner and TA consultants in the design, production and delivery of in-person TTT programs, convening of the roundtables and design, production and delivery of knowledge products by providing environmental and/or climate change legal expertise and expert project management experience.

13. *Detailed Tasks.* Under the supervision of ADB TA counsel, the consultant will provide expert project management and technical support and carry out the following tasks:

- (i) assist in the design and delivery of in-person TTT training programs and national and regional roundtables and provide technical inputs and make presentations as necessary, in close coordination with the knowledge partner and TA consultants;
- (ii) manage and liaise with relevant ADB departments, resident missions, DMCs, host institutions and other stakeholders on the delivery of the in-country TTT programs

- and convening of national and regional roundtables, in close coordination with the knowledge partner and TA consultants;
- (iii) attend in-person TTT training programs and national and/or regional roundtables to oversee their delivery in compliance with TA scope and ADB policies and report any issues to ADB TA counsel;
- (iv) conduct relevant legal research and writing, prepare presentations and draft agreements, including host institution agreements;
- (v) provide legal research, writing and editorial support for the for the TA website and other knowledge products published under the TA;
- (vi) travel to select DMCs to attend planning meetings or other TA-related events, as may be determined necessary by ADB TA counsel;
- (vii) monitor and track all TA activities and provide regular reports to ADB TA counsel; and
- (viii) perform other reasonably related tasks to achieve TA outputs and outcomes.

14. *Qualifications.* The Environment and Climate Change Law Expert and TA Project Manager must have:

- (i) at least a Master's degree in law in environment, climate change and/or sustainable development;
- (ii) at least 5 years of work experience as a law professor, lawyer or equivalent, preferably in the area of environment and/or climate change laws;
- (iii) working knowledge of current environmental and/or climate change laws, sustainable development and related legal issues;
- (iv) excellent legal research and writing, communications and presentation skills demonstrated by publications and experience speaking at environmental, climate change and/or sustainable development conferences;
- (v) demonstrated project management experience, preferably in, capacity building programs;
- (vi) demonstrated ability to take initiative and work independently with minimal supervision;
- (vii) excellent interpersonal skills and experience working in a multicultural environment; and
- (viii) excellent oral and written communication skills in English.

15. **Senior Project Coordinator** (national, 3 person-months, intermittent)

16. *Scope of Work.* Under the supervision of ADB counsel, the Senior Project Coordinator will assist in the delivery of the in-person TTT programs and convening of the national and regional roundtables and assist with logistical arrangements and financial management and administration of TA-related activities.

17. *Detailed Tasks.* Under the supervision of ADB TA counsel, the project coordinator is expected to undertake the following tasks:

- (i) provide logistical, financial management and administrative support for in-person TTT programs, national and regional roundtables and other TA-related events;
- (ii) assist in obtaining the no-objection letters from the relevant DMCs;

- (iii) coordinate with the knowledge partners and TA consultants, relevant ADB departments, resident missions, DMCs, host institutions and other relevant stakeholder in the delivery of the in-person TTT programs and convening of the national and regional roundtables;
- (iv) develop a filing system and database for easy monitoring of TA-related activities;
- (v) provide timely inputs to ADB TA counsel for preparation of relevant reports and documents; and
- (vi) perform other reasonably related tasks to achieve TA outputs and outcomes.

18. *Qualifications.* The Senior Project Coordinator must have:

- (i) at least 10 years of experience in planning, coordinating and supporting the delivery of international training workshops and conferences in ADB's DMCs;
- (ii) good working knowledge and understanding of ADB's policies and operations and TA projects is preferred;
- (iii) demonstrated ability to take initiative and work independently with limited supervision;
- (iv) excellent interpersonal skills and experience working in a multicultural environment; and
- (v) good oral and written communication skills in English.
- (vi)

19. **Web, Multimedia and IT Consultant** (national, 3 person-months, intermittent)

20. *Scope of Work.* The consultant will be responsible for enhancing, managing and maintaining the content, usability, and performance of the TA website (www.teachenvirolaw.asia), its external public pages and secure participant section, training manual and e-learning courseware. This includes developing multimedia products and ensuring web designs and layouts that are usable and accessible in mobile devices.

21. *Detailed Tasks.* Under the supervision of ADB TA counsel, the Web, Multimedia and IT Consultant is expected to undertake the following tasks:

- (i) manage and upload content on the TA website, including, participant profile information, event materials, teaching resources and other relevant information and documents;
- (ii) monitor and provide usage reports and web analytics, solicit user feedback and make recommendations and implement improvements to the TTT website;
- (iii) work closely with Knowledge Management and Communications Consultant in the design of the e-newsletters and other communications to the TTT participants and national and regional networks;
- (iv) provide multimedia, web and IT support for in-person TTT programs and national and regional roundtables and other TA events;
- (v) maintain the digital, video and photo library;
- (vi) design and develop other web content as required;
- (vii) resolve any website and social media related technical issues;
- (viii) ensure coordination with the knowledge partner and other TA consultants; and
- (ix) perform other reasonably related tasks to achieve TA outputs and outcomes.

22. *Qualifications.* The Web, Multimedia and IT Consultant must possess:

- (i) at least eight years of experience in the design and development of websites and multimedia products;
- (ii) demonstrated experience creating social media networks and online surveys and editing electronic materials;
- (iii) excellent abilities in the use of ICTs, including using up-to-date web-based resources;
- (iv) good working knowledge and understanding of ADB's multimedia products, websites and IT operations and its Department of External Relations is preferred;
- (v) good interpersonal skills and experience working in a multicultural environment; and
- (vi) good oral and written communication skills in English.