

TERMS OF REFERENCE FOR CONSULTANTS

1. The knowledge and support technical assistance (TA) requires the services of individual consultants, both international and national, to (i) prepare consultation materials and assessments to support the preparation of a new corporate results framework, (ii) organize participatory consultations with developing member country (DMC) and non-regional stakeholders, and (iii) provide research and administrative support toward effective implementation of the TA. Individual consultants will be selected and engaged in accordance with the Asian Development Bank (ADB) Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions.
2. **International experts.** The TA requires a total of 12 person-months of inputs by two international consultants to undertake assessments of the current results framework and the evolving directions of Strategy 2030 and prepare consultation materials. The consultants will have advanced university degrees in their respective fields and at least 5 years of relevant professional experience. One area in which the need for assessments and analytical work has been identified is measuring inclusive economic growth (IEG) in ADB operations. Other areas may be further identified during TA implementation.
3. **Expert on measurement of inclusive economic growth** (2 person-months). An international expert will be engaged to
 - (i) review recent literature on IEG and related areas produced by ADB and other organizations, and provide recommendations on how ADB can fine-tune its approach to IEG, and the definition and drivers of IEG (including productive employment);
 - (ii) assess how to operationalize IEG in the context of Strategy 2030, given the expanded focus on this area of ADB operations and the differentiated engagement with DMCs (including in low middle-income countries, those in fragile and conflict-affected situations, and upper middle-income countries);
 - (iii) help develop theories of change that explain how, and under what circumstances, ADB interventions can be expected to lead to IEG outcomes;
 - (iv) provide recommendations for a more transparent and meaningful system to measure which operations contribute to IEG and how;
 - (v) identify operational areas in which ADB can maximize its impact on IEG;
 - (vi) help develop criteria for identifying projects as contributing to IEG, including by benefits to low-income and disadvantaged groups;
 - (vii) recommend a mechanism to translate IEG-related country partnership strategy (CPS) objectives to specific projects; and to strengthen CPS-level diagnostics on IEG;
 - (viii) identify key strategic, operational, and institutional support essential to achieve the IEG agenda;
 - (ix) translate the IEG agenda into measurable indicators in relevant areas of ADB operations that can be monitored in CPSs and project design and monitoring frameworks and aggregated when monitoring the contribution to development results at the corporate level; and
 - (x) produce an inception, midterm, and final report to reflect recommendations as outlined above.
4. **Results framework support and communications expert** (10 person-months). An international expert will be engaged to provide the Results Management and Aid Effectiveness

Division (SPRA) with technical, analytical, and communications support for the formulation of a new corporate results framework. The consultant will

- (i) support SPRA in all aspects of the preparation of ADB's corporate results framework, including participating in meetings, taking minutes, and compiling a database;
- (ii) review documents and assist in conducting internal and external consultations;
- (iii) review recent publications of the Development Effectiveness Review and help identify what issues and constraints to effective delivery and implementation have emerged, and how those might be addressed;
- (iv) review the corporate results frameworks of other multilateral and bilateral organizations, identify best practices, and assess how those might be incorporated in ADB's results framework (including areas for harmonization and standardization);
- (v) assist in the preparation of discussion materials for the planned consultations with stakeholders and provide support for the recording of meeting and discussion minutes;
- (vi) support SPRA in planning and carrying out consultations with various stakeholders, including the Asian Development Fund deputies, shareholders, the Board of Directors, DMCs, and ADB staff and Management;
- (vii) join consultations missions, as required, and provide support with taking minutes and logistics during missions;
- (viii) help keep logs of comments (both internal and external), a database, and an updated results framework;
- (ix) support SPRA in the preparation of documents, such as the consultation papers, working paper, and recommendation paper; and
- (x) support SPRA in the preparation of communication materials related to the results framework and operational research, such as brochures and briefing notes; and
- (xi) carry out other tasks as reasonably assigned by SPRA.

5. **National experts.** Two national consultants will be based at ADB headquarters to provide technical support to the secretariat and support the work of the international consultants.

6. **Results management analyst** (10 person-months). The national consultant will be based at ADB headquarters to provide technical support to the secretariat and support the work of the international consultants. The consultant will

- (i) provide technical and analytical support, including background work and data collection and analysis of assigned topics, and produce written outputs based on their research findings;
- (ii) contribute to the planning, facilitation, and administration of TA activities;
- (iii) support external and internal consultations and meetings;
- (iv) support communication activities to engage and invite central-government-level officials, provincial government representatives, and other stakeholders as

- appropriate, including private sector representatives, members of academia, civil society groups, and development partners;
- (v) help keep logs of comments (both internal and external), a database, and an updated results framework;
 - (vi) support SPRA in the preparation of documents, such as the consultation papers, working paper, and recommendation paper;
 - (vii) support SPRA in the preparation of communication materials related to the results framework and operational research, such as brochures and briefing notes; and
 - (viii) carry out other tasks as reasonably assigned by SPRA.

7. **Administrative support** (4 person-months). The national consultant will be based at ADB headquarters to render a total of 4 person-months of services to provide administrative assistance to the secretariat. The consultant will

- (i) support the identification of stakeholders, preparation of invitation letters, tracking of confirmation letters, formatting and printing of agendas and presentation materials, and preparation of a logistics note to participants for different locations;
- (ii) manage the logistical arrangements and administrative support, including travel, airport transfers, accommodation, visa requirements of officials from within the country location of the consultations and other countries covered by the consultations, workshop venue, equipment and meal arrangements, and translation arrangements;
- (iii) keep a tracking sheet of workshop participants; and
- (iv) liquidate all TA invoices.

8. **Other requirements.** Translators may need to be hired for consultations in DMCs where English is not the official language. Resource people may need to be hired for different inputs to the results framework.