

## TERMS OF REFERENCE FOR CONSULTANTS

### International Consultants

#### *Output 1*

**Social Protection/Sector Specialists** (various), 18 person months

#### **Objectives and purpose of the assignment**

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* aims to strengthen the implementation of the Social Protection Operational Plan, 2014-2020 and contribute to the development of pipeline of social protection projects in ADB's regional departments. Resources will be available from this TA (output 1) for ex-ante analysis on social protection issues and options in support of country partnership strategies and country operations business plans, and improve the design or support the implementation of social protection projects. Close coordination with regional departments will be required for around 6 to 8 projects which are expected to receive support from the TA (e.g., short-term consultants, workshop, survey, mission support).

Various short-term international consultants in the fields of economics, social protection, labor market economy, public finance, ICT, statistics, and those relevant to the request to design or improve the implementation of social protection projects in the regional departments. The specific expertise will depend on the projects and the gaps to be filled.

#### **Scope of work**

The expert will provide technical inputs to improve the design and/or implementation of social protection projects in the regional departments.

#### **Tasks and expected outputs**

Specific tasks will be defined based on the project to be supported, and in consultation with the regional department project officer.

#### **Minimum qualification requirements**

7-15 years of experience in specific field of expertise.

## Output 2

### Networking and Advocacy Specialist, 2 person months

#### Objectives and purpose of the assignment

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* aims to create knowledge solutions to improve the design and delivery of social protection, establish partnerships, and foster cooperation among ADB's developing members as one of its outputs (output 2). Under this output, the TA will (i) develop an Asia Pacific Social Protection Network (APSPN) of think tanks, universities, the private sector and other practitioners in the region (ii) launch an international Social Protection Leadership Program for senior and mid-level government officials and other leaders to strengthen institutional capacity of countries for managing social protection programs; (iii) support cooperation, networking and sharing with other global and regional platforms through activities such as the Asia Pacific Social Protection Week.

The TA will require an international consultant who will coordinate these three major initiatives under output 2.

#### Scope of work

The Social Protection Networking Specialist will provide overall guidance in the setting up of the APSPN, the implementation Social Protection Leadership Program, and the conduct of the Asia Pacific Social Protection Week.

#### Tasks and expected outputs

- Scope for potential members of the APSPN and invite them for membership to the network.
- Design the training program for the Social Protection Leadership Program in consultation with the ADB team and help identify prospective participants.
- Design the Asia Pacific Social Protection Week events in consultation with the ADB team and identify best qualified resource persons globally and within Asia Pacific region.
- Perform other related tasks, as may be required.

#### Minimum qualification requirements

Advanced degree in the social sciences, with extensive experience in social protection in Asia and the Pacific and a wide network in the field.

In addition to the Networking and Advocacy specialist, several international experts will be engaged as resource persons for the various activities under output 2. Specifically, for the Asia Pacific Social Protection (APSP) Week, resource persons will be invited to make new papers on sessions that APSP Week will cover such as graduation program from social assistance, aging and social protection, future of work and social protection, financing social protection, designing active labor market programs, and monitoring and impact evaluation of social protection programs.

## Output 3

### Social Protection Specialists (2), 3 person months each

#### Objectives and purpose of the assignment

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* will continue, as one of its outputs (output 3), to support monitoring and reporting on progress of social protection coverage and expenditure in Asia and the Pacific through updating the Social Protection Indicator (SPI). This product of ADB is a unique source of monitoring on social protection in the region.

Updating the SPI will require social protection specialists (one for Asia, another for Pacific) who will lead the work of updating the country social protection indicator in consultation with country social protection officers and developing the regional reports.

#### Scope of work

The social protection specialists will (i) provide overall coordination and technical support to the team of national consultants responsible for data collection and assessment at the country level; (ii) contribute to and support the information dissemination activities of ADB's social protection team technical capacity-building activities under the TA; and (iii) prepare the final regional report on the updated social protection indicator (SPI) for Asia and the Pacific, as well as program briefs for ADB.

#### Tasks and expected outputs

- Review the methodology applied to the latest update of the SPI, in close coordination with ADB staff and consultants working on it. S/he will propose changes for the next round of SPI updates.
- Prepare a short methodological note for the team of national consultants on how to proceed with the assessment and data collection. Provide training as necessary.
- Attend inception and technical workshops. Serve as resource person for capacity-building and information dissemination activities.
- Analyze the country reports prepared by the national consultants, suggest ways to improve them, and consolidate the updated data from the country reports.
- Prepare the regional report, in collaboration with the national consultants based in HQ (social protection officer and statistician).
- Prepare ADB Briefs on the various disaggregation of the SPI. This may include poverty dimensions of the SPI, gender dimensions of the SPI, and major findings from the SPI estimates by program category: social assistance, social insurance and labor market programs.
- Undertake other related tasks to SPI as requested.

#### Minimum qualification requirements

Advance degree in social sciences, with considerable experience in monitoring, measuring, and assessing impacts of social protection programs in Asia and the Pacific. S/he should have written articles and reports published in refereed journals and publications on development issues.

**Statistician, 1.5 person months**

### **Objectives and purpose of the assignment**

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* will continue, as one of its outputs (output 3), to support monitoring and reporting on progress of social protection coverage and expenditure in Asia and the Pacific through updating the Social Protection Indicator (SPI). This product of ADB is a unique source of monitoring on social protection in the region.

Updating the SPI will require an international statistics expert who will lead the processing and analysis of data generated from the countries.

### **Scope of work**

The statistician will support the social protection specialists in the updating the methodology used, providing support to national consultants, including capacity-building, and in finalizing the regional reports.

### **Tasks and expected outputs**

- Support the social protection specialists in the review and updating of the methodology used for the SPI to address the technical issues raised during the SPI update. The statistician will refine the calculation methodology for the SPI and review the SPI calculation sheets.
- Collaborate with the designated focal persons in the selected national statistical offices to develop the analytical framework for the survey results.
- Review survey reports submitted by national statistical offices.
- Participate in the capacity-building workshops and information dissemination for DMCs on the SPI and make presentations, as required.
- Support the social protection specialists in providing guidance to national consultants and in synthesizing findings for the final report.

### **Minimum qualification requirements**

Advanced degree in mathematics, statistics or related fields, with at least 10 years of experience in research or advisory work and consulting in social protection statistics. S/he will have worked in social sector studies in developing countries in Asia and the Pacific.

## B. National Consultants

### Output 1

#### Technical Assistance Coordinator, 18 person months

##### **Objectives and purpose of the assignment**

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* aims to strengthen the implementation of the Social Protection Operational Plan, 2014-2020 and contribute to the development of pipeline of social protection projects in regional departments. Funding support will be available from this TA (output 1) for ex-ante analysis on social protection issues and options in support of country partnership strategies (CPS) and country operations business plans (COBP), and improve the design or support the implementation of social protection projects. Close coordination with regional departments will be required for around 6 to 8 projects which are expected to receive support from the TA (e.g., short term consultants, mission support).

A technical assistance (TA) coordinator is required to support this process, and the overall coordination of the TA's outputs.

##### **Scope of work**

The TA coordinator will provide administrative and financial management support in TA implementation. Specifically, for output 1, s/he will facilitate coordination with the regional departments for their request for support, administer the funds (including engagement of consultants and resource persons), and monitor its implementation. Overall, s/he is also expected to facilitate information flow within the project team and the regional departments, and externally with a variety of stakeholders, in relation to this TA.

##### **Tasks and expected outputs**

- Finalize the implementation arrangements for the funding support to the regional departments.
- Facilitate the approval of regional department proposals based on guidelines.
- Facilitate provision of support (e.g., recruitment of consultants).
- Monitor implementation, including compliance with documentary requirements.
- Provide support to other requirements of the TA, as requested.

##### **Minimum qualification requirements**

The expert should have at least 7 years of experience in administration and coordination, with at least a university degree in administration and demonstrated interest and experience in the social sectors. S/he must have strong organizational and administrative skills, with meticulous attention to details, and excellent communication skills. Experience in website development will be an advantage.

**National experts** (various), 12 person months

**Objectives and purpose of the assignment**

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* aims to strengthen the implementation of the Social Protection Operational Plan, 2014-2020 and contribute to the development of pipeline of social protection projects in regional departments. Funding support will be available from this TA (output 1) for ex-ante analysis on social protection issues and options in support of country partnership strategies (CPS) and country operations business plans (COBP), and improve the design or support the implementation of social protection projects. Around 6 to 8 projects are expected to receive support from the TA (e.g., short-term consultants, mission support).

National experts in the fields of economics, social protection, public finance, information and communications technology, etc. may be required, depending on requests received from the regional departments.

**Scope of work**

The national experts are expected to provide country-relevant inputs on the design and/or implementation of the proposed/ongoing social protection project.

**Tasks and expected outputs**

[specific tasks will be dependent on the requirement of the regional departments]

**Minimum qualification requirements**

Advanced degree in the field of expertise required, and familiarity with the country social protection system.

## Output 2

### Research and Knowledge Network Coordinator, 10 person months

#### Objectives and purpose of the assignment

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* aims to create knowledge solutions to improve the design and delivery of social protection, establish partnerships, and foster cooperation among ADB's developing members as one of its outputs (output 2). Under this output, the TA will support cooperation, networking and sharing with other global and regional platforms. An Asia Pacific Social Protection Network (APSPN) will be set up; at least two major regional knowledge sharing events will be organized (i.e., Asia Pacific Social Protection Week in 2019 and 2021) and some smaller capacity-building activities.

A national consultant with expertise in social protection will be engaged to support the creation of the APSPN and implement related activities.

#### Scope of work

The Research and Knowledge Network Coordinator will help set up the APSP and coordinate the various knowledge sharing activities.

#### Tasks and expected outputs

- Support the networking and advocacy specialist in scoping for think tanks (policy and research institutes), development organizations, academic institutions which can be invited to the Asia Pacific Social Protection Network (APSPN).
- Support the preparation of Memorandum of Agreement between ADB and the participating institutions. Liaise with focal persons of participating institutions in sharing knowledge work and activities.
- Write overview and reference articles for the e-newsletter to be shared with the network.
- Provide regular updates on the activities of the APSPN and prepare monitoring reports.
- Organize activities of the APSPN including webinars, workshops, policy dialogues.
- Maintain the mailing list of the APSPN.
- Provide other coordination support related to APSPN activities.

#### Minimum qualification requirements

Advanced degree in social sciences, with experience in forming knowledge partnerships and liaising with policy and research institutes in Asia and the Pacific.

## **Workshop Coordinator, 10 person months**

### **Objectives and purpose of the assignment**

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* aims to create knowledge solutions to improve the design and delivery of social protection, establish partnerships, and foster cooperation among ADB's developing members as one of its outputs (output 2). Under this output, the TA will support cooperation, networking and sharing with other global and regional platforms. At least two major regional knowledge sharing events will be organized (i.e., Asia Pacific Social Protection Week in 2019 and 2021) and some smaller capacity-building activities.

A workshop coordinator is required to support the TA team in organizing these events.

### **Scope of work**

The coordinator will work with the TA team to organize the knowledge sharing events and provide regular updates on the status of the activities. S/he will be responsible for organizing the Asia Pacific Leadership Program and the Asia Pacific Social Protection Week.

### **Tasks and expected outputs**

- Coordinate all the logistical arrangements for the events, including sending invitations, requesting nominations, scouting for venues, making hotel and air ticket arrangements, and finalizing programs and tool kits.
- Carryout other post-event tasks, such as uploading presentations to related websites.
- Perform other tasks required for organizing the events.

### **Minimum qualification requirements**

Bachelor's degree in administration or related fields, with at least 3 years' experience in organizing events. Preferably with experience in working with ADB as a conference assistant.



## Output 3

### Country Social Protection Officers (38), 1.5 person months each

#### Objectives and purpose of the assignment

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* will continue, as one of its outputs (output 3), to support monitoring and reporting on progress of social protection coverage and expenditure in Asia and the Pacific through updating the Social Protection Indicator (SPI). This product of ADB is a unique source of monitoring on social protection in the region.

Updating the SPI will require national social protection experts to prepare the country assessments of the social protection system that will be processed to form part of the regional analysis and reports.

#### Scope of work

The country social protection officers will prepare the country assessments for the estimation of the social protection indicator, based on the previous country assessment, as guided by the SPI team leader and following the Handbook on the Revised Methodology for SPI.

#### Tasks and expected outputs

- Liaise with the focal point personnel in government ministries and visit relevant institutions and stakeholders to collect and update data on social protection programs, expenditures, beneficiaries, and other relevant information.
- If necessary, organize a workshop with stakeholders. This will include a discussion on the preliminary findings of the country assessment.
- Coordinate with the international consultants in charge of combining and monitoring the results of the country studies, integrate comments and follow guidance provided.
- Write a country report that follows the structure to be prescribed by the ADB social protection team.
- Participate in regional technical-capacity-building workshops, as requested.

#### Minimum qualification requirements

Advanced degree university degree in sociology, economics, statistics, or a related area, and at least 7 years of experience in social protection research or administration. Should be familiar with the social protection system and programs in their respective countries.

## **Social Protection Officer, 22 person months**

### **Objectives and purpose of the assignment**

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* will continue, as one of its outputs (output 3), to support monitoring and reporting on progress of social protection coverage and expenditure in Asia and the Pacific through updating the Social Protection Indicator (SPI). This product of ADB is a unique source of monitoring on social protection in the region.

Updating the SPI will require a social protection officer who will coordinate the work of the country social protection officers, and support the development of the regional SPI reports.

### **Scope of work**

The social protection officer will be based at ADB headquarters in Manila and will work directly with the ADB principal social development specialist and liaise with the team leader for the TA.

### **Tasks and expected outputs**

- Coordinate with the country social protection officers in the conduct and submission of country reports on social protection.
- Review the quality of the data gathered and provide feedback to the team leader as necessary.
- Provide desk support to the country social protection officers to improve data quality, data validation, comparability of data between countries, and data analysis.
- Assist the team leader and statistician in ensuring consistency in the data provided in the SPI calculation sheets.
- Help develop the SPI database by consolidating all country data, cleaning up the data, and updating as new data become available.
- Prepare presentation materials and background notes, as required for the technical-capacity-building workshops on SPI.
- Provide technical and coordination support for TA implementation.

### **Minimum qualification requirements**

Advanced degree in sociology, economics, statistics, or a related area, and at least 7 years of experience in research or research administration in social sectors. Familiarity with country social protection systems in the region is an advantage.

## **Statistics Officer, 18 person months**

### **Objectives and purpose of the assignment**

The regional knowledge and support technical assistance (TA) *Enhancing ADB's Support for Social Protection to Achieve the Sustainable Development Goals* will continue, as one of its outputs (output 3), to support monitoring and reporting on progress of social protection coverage and expenditure in Asia and the Pacific through updating the Social Protection Indicator (SPI). This product of ADB is a unique source of monitoring on social protection in the region.

Updating the SPI will require a statistics officer who will support the processing and analysis of data generated from the countries.

### **Scope of work**

The statistics officer will be based in ADB headquarters in Manila and will work in tandem with the social protection officer. S/he will be primarily responsible for data processing and analysis and will support the social protection officer in generating data for the regional reports.

### **Tasks and expected outputs**

- Support the social protection officer in validating the data collected and estimates provided by the country social protection officers.
- Support the preparation of the regional reports by preparing relevant tables, graphs, and figures.
- Upload the SPI data and metadata in the SPI database within ADB's Statistical Database System and ensure that the SPI website is updated regularly.
- Prepare statistical information on SPI, as requested.
- Prepare presentation materials and background notes, as required for the technical-capacity-building workshops on SPI.

### **Minimum qualification requirements**

Bachelor's degree in statistics, and at least 5 years of experience in research or research administration in the social sectors.