

## **TERMS OF REFERENCE FOR CONSULTANTS**

1. A team of individual consultants will be engaged to support the implementation of the Central Asia Regional Economic Cooperation (CAREC) 2030 strategy and the operationalization of CAREC's renewed institutional structure to ensure an effective coordination among all stakeholders. Approximately 30 person-months of international and 317 person-months of national consulting services will be engaged annually during the technical assistance (TA) implementation period. The total indicative person-month allocation and terms of reference are set out below.

### **A. International Consultants**

#### **1. Sector and Regional Cooperation Experts (total of 78 person-months)**

2. Consultant(s) will be engaged to serve as experts in CAREC 2030's operational priorities and support the CAREC Secretariat in the implementation of the CAREC 2030 strategy. The consultant(s) will provide technical advice on a range of issues relating to regional economic cooperation and support the implementation of CAREC strategies and action plans in the various sector of cooperation. The consultant(s) must have a graduate degree in economics, business or related field and experience in undertaking analytical work, preferably with familiarity of the economies in Central Asia. The consultant(s) must also have sound knowledge of the CAREC Program and regional issues across member countries. Responsibilities will include but not be limited to the following:

- (i) Perform analytical research and scoping studies to identify opportunities for cooperation in the various sectors and areas within CAREC 2030's five operational clusters, and assess the potential of CAREC as a regional platform to promote and support the implementation of such regional initiatives;
- (ii) Identify notable past and on-going regional initiatives as well as existing best practices in the five operational clusters both within and outside the region;
- (iii) Identify key issues and challenges hindering cooperation in CAREC 2030's operational priorities;
- (iv) Assist in the implementation of sector strategies and action plans under the CAREC Program, including participating in consultation workshops, forums, and other meetings, as needed;
- (v) Advise the CAREC Secretariat on how to strengthen collaboration and build synergies with other regional cooperation mechanisms active in the region and neighboring countries, as well as with bilateral and multilateral donors interested in the CAREC Program;
- (vi) Provide advice to the CAREC Secretariat on ways to effectively engage and promote participation of the private sector and civil society;
- (vii) Assist the CAREC Secretariat in planning, preparing for, and conducting conferences, forums, and meetings for the CAREC Program, including the preparation of resource papers;
- (viii) Provide other technical and organizational support to the CAREC Secretariat, as required.

### **B. National Consultants**

3. The TA will strengthen support for CAREC coordination by providing a team of core coordinating consultants based in ADB headquarters, and consultants based in the member countries. The consultants, based in the participating countries, act as Advisors to the CAREC

National Focal Points (NFPs) (see below item 1) and Regional Cooperation Coordinators (RCCs) (see below item 2). The Advisors assist the NFPs with in-country coordination among ministries and agencies, to monitor and promote timely implementation of CAREC agreements and events. Advisors and RCCs facilitate coordination with the CAREC Unit at ADB headquarters and help ensure that national commitments made during CAREC events are followed up and acted upon.

### **1. National Advisors to the CAREC NFPs (total of 330 person-months)**

4. Consultants will be engaged (one per CAREC participating country) to provide advisory services and other assistance to the CAREC NFPs in institutionalizing regional cooperation and in planning and implementing regional cooperation activities. The consultant will serve as primary liaison between the NFPs and the CAREC Secretariat and will act as the initial contact point for all matters relating to the implementation of CAREC 2030 and organization of high-level CAREC events. The consultant must have at least a bachelor's degree in Economics, Business and/or related fields, combined with specialized experience in international organizations. Consultant's responsibilities will include but not be limited to the following:

- (i) Support implementation of the CAREC 2030 strategy through close coordination with the related government agencies, think tanks, academia and development partners active in the country;
- (ii) Take the lead in identifying opportunities for CAREC in the priority areas and solicit proposals and initiatives for enhanced ownership and partnership of the CAREC Program;
- (iii) Ensuring consistent and appropriate high-level government participation in the CAREC Program, particularly ensuring Minister-level participation in the Ministerial Conference;
- (iv) Actively raising the profile and visibility of the CAREC Program through all levels of government to enhance opportunities for effective regional cooperation within CAREC's implementing sectors/clusters;
- (v) Serve as country knowledge lead on all major country developments, facilitate policy dialogue as well as lead all CAREC-related communication and activities;
- (vi) Support CAREC meetings and conferences, by organizing in-country consultation meetings with relevant agencies and preparing supporting materials such as position papers, briefing notes, speeches, and presentations;
- (vii) Regularly monitor programs, initiatives and major events of regional relevance of the Government, other development partners and regional mechanisms operating in-country, think tanks and universities, and the private sector;
- (viii) Contribute to and facilitate data collection/coordination, including macro-level data, sector evaluations/progress reports, and data required for the overall CAREC results framework;
- (ix) Assist in the preparation of studies and other research on regional cooperation conducted in-country, including for the CAREC Institute.

### **2. Regional Cooperation Coordinators (total of 330 person-months)**

5. Consultants will be engaged (one per CAREC participating country) to serve as administrative focal point for CAREC-related activities and ensure an effective implementation of the CAREC 2030 strategy. The consultant must have at least a bachelor's degree in Economics, Business, or any related field and preferably experience in regional cooperation. The responsibilities will include but not be limited to the following:

- (i) Coordinate CAREC-related activities with national and sector focal points in the Government, the Advisor to the NFP, development partners, business communities, and other stakeholders, as needed;

- (ii) Identify and propose, proactively, activities, interventions and strategies for strengthening CAREC's footprint and visibility in its priority sectors and areas;
- (iii) Facilitate CAREC-related missions through coordination with concerned government agencies for meeting arrangements, including travel and interpretation arrangements, as needed;
- (iv) Assist in the logistics and other arrangements for CAREC-related meetings and conferences, including ad-hoc working group meetings, sector coordinating committee meetings, senior officials' meetings, meeting of CAREC NFPs, and ministerial conferences, as well as in-country workshops and outreach seminars;
- (v) Provide inputs to CAREC-related economic research and studies, and other analytical work, including activities of the CAREC Institute;
- (vi) Provide inputs to the CAREC Program website, through monitoring CAREC-related news and other news of regional relevance in the local media.

### **3. Regional Cooperation Program Officer and Analyst (total of 40 person-months)**

6. Consultant(s) based at ADB headquarters will be engaged to provide technical, analytical, and administrative support to the CAREC Unit for the implementation of the CAREC Program. The consultant must have at least a graduate degree in Economics, Business or related field and experience, with extensive experience working in international organizations dealing with regional cooperation and project coordination. The consultant must also have strong knowledge on the CAREC Program. Consultant's responsibilities will include but not be limited to the following:

- (i) Prepare periodic monitoring reports on CAREC program implementation, including status of proposed program activities and related initiatives, and other outstanding operational issues;
- (ii) Support the preparation of a 3-year (2018–2020) CAREC progress and evaluation report;
- (iii) Assist in updating information on the regional lending and technical assistance plans of CAREC development partners;
- (iv) Help prepare CAREC-related documents such as concept papers and project profiles for regional projects, briefing notes, and other background papers;
- (v) Create, maintain, and upgrade a database for the analysis and measurement of results and outcomes of the CAREC Program;
- (i) Collect statistical data and maintain a database in support of the requirements of CAREC reports and publications;
- (ii) Maintain an orderly and up-to-date resource library (including electronic copies) of TA files, CAREC documents, consultants' reports, and other research and background papers on regional cooperation;
- (iii) Ensure the smooth flow of documents and communications between the CAREC Unit and various divisions of the Central and West Asia Department, the East Asia Department, and ADB resident missions;
- (iv) Provide logistical support in organizing and conducting CAREC sector committee meetings, senior officials' meetings, and ministerial conferences, as well as outreach seminars and other forums and workshops, as needed.

### **4. Web Developer and Administrator (total of 30 person-months)**

7. The consultant will primarily support the design, development, and maintenance of the CAREC website, with a focus on technical issues. The consultant must have a bachelor's degree in computer science, IT, network administration, or any computer-related field preferably with experience in and knowledge of database design, PHP programming, MySQL database

administration, Linux Server administration, and Apache web server administration. The responsibilities will include but not be limited to the following:

- (i) Assist in improving the design and navigation facility of the CAREC website, hosted outside ADB, using available technologies and related free programs from the Internet, and in collaboration with the CAREC web team;
- (ii) Assist in conceptualizing and executing database-related systems for the website;
- (iii) Develop, maintain and improve the website's management systems for content, documents, projects, events, and resources;
- (iv) Assist in development of interactive maps for CAREC corridors;
- (v) Assist in developing, improving, and maintaining the Russian-language version of the content management system and mirror website in Russian;
- (vi) Coordinate with relevant ADB departments on IT-related matters, as necessary;
- (vii) Assist in the administration of the database and web server operating systems;
- (viii) Manage the development server hosted outside ADB.
- (ix) Undertake other IT-related tasks necessary for updating website contents.

#### **5. Website and Publications Expert (total of 30 person-months)**

8. The consultant will assist the CAREC Unit with development and maintenance of the CAREC program website and assist in editorial and/or proofing work for CAREC publications. The consultant must have a bachelor's degree in communications, international relations, or related field, with extensive experience in website development and maintenance. The responsibilities will include but not be limited to the following:

- (i) Assist in the development and maintenance of the CAREC website, including the CAREC Institute web page content embedded in the CAREC Program site;
- (ii) Develop content for the CAREC website, for all new web pages, in a timely manner;
- (iii) Develop and implement a schedule to ensure regular and comprehensive updating of all website pages;
- (iv) Coordinate with ADB's Department of External Relations to develop, maintain, and update the CAREC program website pages of [www.adb.org](http://www.adb.org);
- (v) Provide inputs, as requested, for other CAREC information materials;
- (vi) Edit and/or proof read other CAREC publication materials, as requested;
- (vii) Undertake other related activities assigned by the CAREC Unit, including preparation of presentation materials, reports, and other documents for use in high-level meetings and conferences.

#### **6. Communications and Engagement Experts (total of 4 person-months)**

9. Communications and engagement experts will be engaged to help in the production of promotional, informational, and general media materials, in addition to specific media packages for CAREC's high-profile meetings, projects, and activities, including CAREC's 20th anniversary in 2020. Consultants will also support outreach activities to increase the level of engagement of CAREC stakeholders and arrange for media coverage of high-profile CAREC meetings, projects, and activities, as required. The consultants must have a bachelor's degree in communications, international relations, or related field.

**7. Administrative Coordinator (total of 30 person-months)**

10. An administrative coordinator will be engaged to provide administrative support to all aspects of the work of the CAREC Unit. The consultant must have a bachelor's degree in any related field preferably with experience in administrative support and cooperation work.

**C. Other Consultants**

**1. International and National Resource Persons (total of 4 person-months)**

11. Resource persons may be engaged to work closely with responsible ADB staff in preparing specific materials and making presentations at CAREC meetings and workshops.