






## PROCEDURE FOR DEMAND-BASED KNOWLEDGE PRODUCTS AND SERVICES ASSISTANCE

Steps	Activities
	<p><b>Submission of proposals.</b> Proponent Resident Mission (RM) confirms availability of funds with TASU (here, CWRC) and submits a proposal in the template (below) for TASU consideration. To be considered, the proposals must meet all conditions in the checklist below:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> classified under identified knowledge needs in DMC's Country Knowledge Plan;</li><li><input type="checkbox"/> demand for KPS communicated by DMC government, think tanks, among others; and</li><li><input type="checkbox"/> supported by concerned Sector Director, i.e., proposal to contribute to overall sector development work program.</li></ul>
	<p><b>Review and approval of proposals.</b> TASU reviews the proposals and requests additional information from proponents, if necessary, to complete evaluation. TASU Director to serve as final approver for demand-based KPS fund assistance requests. In case of multiple qualified proposals, priority to be given to RMs which have yet to avail of the fund assistance facility.</p>
	<p><b>Implementation.</b> Proponent RM to be fully responsible for implementing approved activities, including procurement and consultant/resource person recruitments, and requesting for and liquidating cash advances made under the TA, if any. {All disbursement-related approvals to go through TASU officer (or director for amounts US\$10,000 and above.)}</p>
	<p><b>Reporting.</b> Proponent RM to monitor and submit quarterly update on the progress of implementation of KPS activities to TASU until completion.</p>
	<p><b>Closing.</b> Proponent RM to fully liquidate all outstanding cash advances within 30 days from completion of KPS. Upon full liquidation, proponent to inform TASU that KPS and disbursement related transactions have been completed.</p>

DMC = developing member countries; KPS = knowledge product and service; RM = Resident Mission; TA = technical assistance; TASU = technical assistance supervising unit.

## A proposed template for demand-based KPS

I. Brief Description		
<i>{Explain the KPS proposal in approximately 100-200 words}</i>		
II. General Information		
No.	Item	Description
1	Proposed KPS title	<i>{Insert title of the proposed KPS}</i>
2	Country	<i>{Insert acronym of the DMC requesting the KPS}</i>
3	KPS type	<i>{Choose from the KPS list in Attachment 1}</i>
4	DMC knowledge need	<i>{Describe the knowledge need in approximately xx words -- include reference to the CKP}</i>
5	ADB knowledge solution	<i>{Describe the proposed knowledge solution in approximately xx words -- include reference to the CKP}</i>
6	Endorsing government counterpart	<i>{Insert name, position, affiliation, and contact details}</i>
7	Executing agency	<i>{Insert name of the executing agency}</i>
8	Executing coordinator agency	<i>{Insert name, position, and contact details}</i>
9	Sector/Theme	<i>{Choose from the sector/theme classification list in Attachment 2}</i>
10	Proposed starting date of activity	<i>{Insert day - month – year}</i>
11	Proposed ending date of activity	<i>{Insert day - month – year}</i>
12	12.1 KPS Budget summary	<i>{See below part IV. Budget }</i>
	12.2 TA 8936 budget share (%)	<i>{Share of total activities budget to be financed by TA xxxx}</i>
	12.3 Co-financing budget share (%)	<i>{Share of total activities budget to be financed by DMC government/other donors}</i> <ul style="list-style-type: none"> <li>- % share of government</li> <li>- % share of other donor</li> </ul>
13	Co-financing agency	<i>{Insert name of co-financing agency}</i>
14	Coordinating RM staff	<i>{Insert staff name, position, and contact details}</i>
15	RM staff time spent on KPS (no. days)	<i>{Specify nature of RM staff involvement in KPS delivery -- include estimated number of days RM staff will spend to help deliver the KPS}</i>

*CKP=country knowledge plan; KPS=knowledge products and services*

Please attach: (1) Consultancy Services' TOR; (2) Proposed consultants' CVs and contact details (if available)

III. Project's Simplified Design and Monitoring Framework			
Results Chain	Performance Indicators <sup>1</sup>	Data and Reporting	Risks
Outcome <sup>2</sup>			
Outputs (KP or KS)			
Key Activities and Milestones			Inputs

KP= knowledge product; KS= knowledge services

<sup>1</sup> Indicate both qualitative and quantitative targets.

<sup>2</sup> Outcome should be addressing identified knowledge needs in Country Knowledge Plans, be consistent with the DMC's economic development strategy, and support to delivery of ADB operations as indicated in Country Partnership Strategies.

IV. Budget (US\$)			
Items <sup>1</sup>	Quantity	Unit Cost	Total
1. Consultants			
a. Remuneration and Per Diem			
International <sup>2</sup>			
National <sup>2</sup>			
b. International and Local Travel			
2. Resource Persons			
a. Remuneration and Per Diem			
International <sup>2</sup>			
National <sup>2</sup>			
b. International and Local Travel			
3. Study Tours			
a. Remuneration and Per Diem			
b. International and Local Travel			
4. Workshops, Seminars, Conferences, Summits, Meetings			
a. Venue			
b. Equipment			
c. Print-outs, photocopies, and other materials			
d. Others			
5. Translations			
6. Typesetting, Printing, etc.			

7. Miscellaneous Administration and Support Costs			
8. Other costs (specify)			
9. Contingencies			
<b>TOTAL</b>			

<sup>1</sup> Use budget items as applicable.

<sup>2</sup> Specify consultants' position title.