

TERMS OF REFERENCE FOR CONSULTANTS

A. Introduction

1. The TA will enable ADB to undertake operationally-relevant analytical studies on key issues and challenges faced by countries in South Asia Department, using an integrated, cross-cutting, thematic, and multisectoral approach to development that goes beyond narrow sector approaches. The TA will allow ADB to speedily respond to the client countries' demand for knowledge support; identify crucial and immediate investment requirements; and facilitate its inclusion in ADB's lending operation, that would contribute to the proposed development impact.
2. International and national individual consultants will be engaged to support implementation of activities.

B. International Consultants

i. Research Specialists (110 person-months)

3. The Research Specialists will be responsible in leading the conduct of analytical studies on the assigned thematic sectors which will include coastal shipping and inland waterways, economic zones, economic corridor development, global value chains, trade facilitation, and regional cooperation and integration, among others.
 - Conduct an assessment of the assigned sectors using most updated data, literature, and other comprehensive related reports to support the analysis;
 - Assess regulatory and institutional framework governing the sectors and recommend policy measures to address any gaps;
 - Identify infrastructure gaps of the assigned sectors and recommend financing options;
 - Prepare reports discussing the results of the study and finalize the reports incorporating comments from government and other stakeholders;
 - Present the results of the studies in meetings or workshops to generate insights from concerned stakeholders both from the government and private;
 - Participate in consultation meetings with government and other stakeholders as requested by supervisors; and
 - Provide technical inputs in the design and implementation of capacity building activities; and
 - Perform other tasks that maybe assigned by the supervisors.
4. **Minimum Qualifications.** The expert should have a master's degree in economics, public policy, development studies, business administration, or related fields. With a minimum 15 years of experience on economic research.

ii. Project Development Specialists (24 person-months)

5. The specialists will take the lead to advance the preparedness of projects identified by the studies and confirmed by the government as priorities that will help address development issues. Detailed tasks include the following:
 - Undertake a rigorous assessment of the projects proposed by the studies using various relevant data and information;
 - Formulate options for projects' implementation and institutional arrangements;
 - Prepare initial detailed project reports for the projects;

- Propose financing modalities for the projects including a potential private sector role under public-private partnership;
- Undertake consultations with government agencies to discuss projects identified by the studies; and
- Perform other tasks that maybe assigned by the supervisors.

6. **Minimum Qualifications.** The expert should have a master's degree in economics, public policy, development studies, business administration, or related fields. With a minimum 10 years of experience on project development with multilateral agencies.

iii. Economics Editor (6 person-months)

7. The economics editor will review and edit various knowledge products to be produced under this TA. Detailed tasks include:

- Edit knowledge products to be produced under this TA including but not limited to research papers, reports, draft manuscripts, policy briefings, and articles, among others to ensure consistency and quality of discussions/messages;
- Ensure that style and usage of manuscripts is in accordance with ADB's Handbook of Style and Usage; and
- Proofread manuscripts for publication.

8. **Minimum Qualifications.** The expert should have a degree in communications, public policy, development studies, or related fields. With a minimum 10 years of experience on editing documents for publication. Preferably with work experience with ADB.

C. National consultants

iv. Economists (110 person-months)

9. The economists will support the conduct of analytical studies on various thematic sectors. Detailed tasks include:

- Review reports/literature on economic analysis of thematic sectors and provide recommendations on how best practices can be incorporated in the work in South Asia;
- Assess future growth potential based on the competitive strengths, constraints and future prospects of the concerned thematic sectors, macro level regional development targets including GDP, industrial output, employment and exports for the development plan horizon;
- Undertake economic analysis of the various sectors and estimate of its benefits;
- Prepare concept notes, supported by economic analysis, on the assigned sectors;
- Coordinate and liaise with stakeholders including government agencies to gather data and policy directions for cross-checking the results of the economic analysis and obtaining other relevant information for use in the analysis;
- Serve as a resource person in workshops and capacity building programs;
- Perform other tasks as assigned by the project leader.

10. **Minimum Qualifications.** The expert should have a master's degree in economics, public policy, development studies, business administration, or related fields. With a minimum 10 years of experience on economic research.

v. Research Analysts (84 person-months)

11. The research analysts will provide a full range of technical and administrative support to the project manager and international consultants in implementing the TA including the undertaking analytical studies and other activities. Detailed tasks include:

- Provide support in undertaking economic analyses of thematic sector issues including coastal shipping and inland waterways, economic zones, economic corridor development, global value chains, and trade facilitation, among others;
- Provide assistance in getting inputs for the conduct of the studies including data, literature, survey, development plans, policy materials, and up-to-date information relevant to the studies;
- Assist in the preparation of reports including their necessary elements such as tables, statistics, graphs, reference lists, etc;
- Review reports and provide comments and recommendations;
- Coordinate with relevant government agencies and various stakeholders (local / international) with regards to implementation of activities; and
- Provide support in the conduct of various events such as meetings, consultations, workshops, and conferences.

12. **Minimum Qualifications.** The expert should have a degree in economics, public policy, development studies, business administration, or related fields. With a minimum 7 years of experience on economic research.

vi. Publication designer (6 person-months)

13. The publication designer will help conceptualize and develop the overall design and layout of various knowledge products to be produced under this TA. Detailed tasks include the following:

- Study the knowledge products to be published and conceptualize the design in consultation with designated ADB staff and consultants;
- Prepare the layout of the knowledge products including tables, figures, and maps;
- Prepare infographics to convey the key messages of knowledge products;
- Revise and finalize the layout to incorporate changes/comments;
- Ensure the overall quality of layout of knowledge products including infographics to make sure that it meets ADB standards;
- Coordinate with relevant ADB staff and consultants regarding status of the layout of the knowledge products; and
- Perform other tasks as may be assigned by the team leader.

14. **Minimum Qualifications.** The expert should have extensive work experience in publishing, communications, or graphics design and with experience in using industry-standard desktop publishing products such as Adobe or similar software packages. With work experience on ADB publications.