

TERMS OF REFERENCE FOR CONSULTANTS

Distribution of consultants by category, location, and person- months

Position	Location	Consultants No.	Person-Months (total)
A. International Consultants			
Senior international technical experts	To be determined	To be determined	5
B. International Resettlement Specialists			
Cluster 1 (ARM, GEO, KAZ)	Yerevan, Tbilisi or Almaty	1	14
Cluster 2 (AZE, KGZ, TAJ, UZB)	Baku, Bishkek, Almaty/Astana, Dushanbe or Tashkent	1	14
C. National Resettlement Specialists			
	AFG, PAK, and 4 other locations to be determined	6	108

A. International Technical

Terms of Reference to be developed as needs are identified.

B. International Resettlement Specialist

1. **Objective and Purpose of the Assignment.** The objective of the assignment is to assist the ADB Project Officer with TA management and coordinate TA activities under the direction of the ADB Project Officer; to provide support and guidance to national resettlement specialists based in participating DMCs, and to provide specialized technical support to processing and implementation teams where required and as directed by the Project Officer.

2. **Scope of Work.** Under the overall direction of the Project Officer, the consultant will work in close collaboration with the country teams to ensure that all the country specific tasks planned under different phases of the TA are being implemented effectively and as per the schedule approved by the Project Officer. The consultant will collaborate with the Project Officer to provide assistance and capacity building to processing and implementation teams in the participating DMCs as required. This will include participating in discussions with the governments on social safeguards issues and providing suggestions for improvements to processing and implementation.

3. **Detailed Tasks / Expected Output.** The consultant will specifically be responsible for the following tasks:

- (i) providing technical support and guidance to national resettlement specialists based in DMCs;

- (ii) coordinating inputs and outputs under the TA under the direction of the Project Officer and in consultation with the country teams;
- (iii) assisting the Project Officer with TA monitoring and submitting monthly updates to the Project Officer, highlighting areas that require immediate intervention and the recommended measures;
- (iv) communicating on a regular basis with PAU Heads, Heads of Resident Missions, and providing inputs for and taking part in quarterly and annual portfolio reviews.
- (v) conducting missions to various participating DMCs as required to participate in discussions with the governments on implementation of the TA and streamlining of safeguards planning and implementation;
- (vi) reviewing the grievance redress procedure, complaints, and compliance with ADB policy of selected ongoing ADB financed projects in DMCs as required;
- (vii) as requested by ADB Project Officer, conduct safeguards due diligence during processing of selected projects in DMCs as required;
- (viii) as requested by ADB Project Officer, troubleshoot LAR issues arising during project implementation of selected projects in participating DMCs as required; and
- (ix) any other related tasks assigned by the Project Officer.

4. The outputs of the consultant shall include: (a) Monthly progress reports, commencing July 2018; (b) updated LAR Country Assessment reports for DMCs assigned, including analysis of grievance redress mechanism of selected projects by January 2019; and (c) Assignment completion report by February 2020.

5. **Minimum Qualification Requirements.** The consultant will have at least 5 years of experience in LAR-related works and will be familiar with practices of multilateral financial institutions. He or she will hold at least a bachelor's degree, preferably in social sciences, land management, project planning and/or administration, management, public administration, or other related disciplines. Experience of working in at least one country covered under the TA is essential. Russian language skills will be highly regarded.

C. National Resettlement Specialist

6. **Objective and Purpose of the Assignment.** The objective of the assignment is to assist with implementation of the RETA in the country; ensure proper task scheduling and timely evaluation of expected outputs; communicate regularly with RETA Manager and ADB focal person for social safeguards in <country>; provide regular updates on project implementation to the RETA management and <country> Resident Mission. Position is for 18 months and is based at the ADB Resident Mission in <city>.

7. **Scope of Work.** Under the guidance of the RETA Manager and the ADB focal person for social safeguards in <country>, the national resettlement specialist will closely work with executing and implementing agencies (EAs and IAs) of ADB-financed projects to develop capacity in management of land acquisition and resettlement processes, through provision of regular on-the-job coaching during project processing and implementation phases.

8. **Detailed Tasks / Expected Output.** The consultant will specifically be responsible for the following tasks:

- (i) assisting the RETA Manager to review and update country land acquisition and resettlement assessment reports and associated guidance notes

- (ii) assisting ADB project teams to complete required social safeguards due diligence at various stages of the project processing cycle;
- (iii) assisting ADB project teams to address social safeguards issues and to remain in compliance with ADB's Safeguards Policy Statement (SPS 2009) throughout the project implementation cycle;
- (iv) assisting EAs, IAs, and project implementation partners in implementing the requirements of SPS 2009;
- (v) advising EAs and IAs on harmonizing land acquisition and resettlement (LAR) procedures to be better aligned with the processing and implementation requirements of ADB-financed projects;
- (vi) working with EAs and IAs to ensure that grievance mechanisms for managing complaints from affected people, civil society organizations and other project stakeholder are established and operational in ADB funded projects;
- (vii) communicating on a regular basis with PAU Heads, Heads of Resident Missions, and providing inputs for and taking part in quarterly and annual portfolio reviews.
- (viii) preparing training materials, instructions, and references regarding LAR for EAs, IAs, and project implementation partners; and
- (ix) delivering training on LAR requirements of ADB and country for EAs/PIUs.

9. The outputs of the consultant shall be monthly progress reports, commencing July 2018.

10. **Minimum Qualification Requirements.**

- (i) bachelor's degree in social sciences, anthropology, land administration or other related disciplines (master's degree highly regarded);
- (ii) minimum 3 years of direct relevant experience in managing social safeguards in investment projects and be familiar with safeguards procedures of the multilateral financial institutions;
- (iii) be proficient in English, <language> and Russian languages <in the case of former Soviet Republics>;
- (iv) have strong communication skills (both verbal and written) and ability to work in a multicultural environment;
- (v) be prepared to travel extensively across the country.