

INDICATIVE TERMS OF REFERENCE FOR CONSULTANTS

I. INTRODUCTION

A. Background

1. The transaction technical assistance facility (TA facility) will support project preparation to ensuing urban development and water investment projects, comprising Livable Cities Investment Program and Water Supply and Sanitation (WSS) Service Improvement Project, included in the country operations business plan (COBP) 2019–2021 for Georgia.¹ It will further assist implementation and capacity development to ongoing projects.² The TA will have 3 outputs: (i) feasibility study on ensuing project prepared (output 1); (ii) project management and urban service delivery capacity strengthened (output 2); and (iii) compliance and contractual disputes reduced (output 3).

B. Implementation Period

2. The TA facility will operate from 2019–2022. The TA activities for an ensuing project will start only after Asian Development Bank (ADB) approves the project concept paper on the ensuing project. ADB will administer the TA facility.

C. Consulting Services Arrangement

3. ADB will engage the consultants following the ADB Procurement Policy (2017, as amended from time to time) and its associated project administration instructions and/or staff instructions.³ A firm will be engaged using quality- and cost-based selection method and output-based, partial lump-sum contract under a framework contract. The expertise of the consultants will cover the entire range of services required to conduct due diligence and feasibility studies for ensuing projects. Individual consultants will be engaged using the individual selection method and output-based partial lump-sum contracts for critical, specialized consulting services.

D. Reporting

4. The consultants (firm and individual consultants) will report to ADB Project Officer and submit the required reports based on agreed work plan and outputs/deliverables. The consultants will also submit a monthly summary report. The consultants shall present key findings in workshops (participated by all key stakeholders) to be organized at the inception, interim and draft final report stage to review the inception, interim and the draft final reports.

5. All reports shall be written in English. The draft and final versions of each of the inception, interim and final reports will be translated into Georgian and be submitted at the same time as the English versions to ensure that stakeholders have sufficient time to prepare comments. The consultants shall provide three printed copies of each report. The electronic versions of the reports shall be provided in both MS Word and PDF formats. The consultants shall also provide ADB the

¹ ADB. 2018. [Georgia Country Operations Business Plan, 2019–2021](#). Manila. The three-year rolling business plan is updated annually.

² Sustainable Urban Transport Investment Program (\$300 million) and Urban Services Improvement Investment Program (\$500 million) will close in July 2020 and March 2021, respectively. They consist of 13 active loans and grants. The TA facility will cover continued support for active and soon-to-be completed projects, including safeguards monitoring, assessment and solutions for future project engagement.

³ Terms of Reference for Consultants (accessible from the list of linked documents in Appendix 4).

final electronic version of all source files under self-explanatory file names and directory structure (including data collected, spreadsheets and models etc.). Comments will be received from ADB Project Officer within 10 working days. The reports shall be revised and submitted within two (2) weeks after receiving comments. Printed PowerPoint presentations that will be distributed during workshops shall be produced in both English and Georgian. The consulting firm is expected to procure translation services in relation to workshop delivery and outputs.

6. The consultants will organize and participate in meetings and workshops with ADB, executing agencies (EAs), implementing agencies (IA) and stakeholder groups to foster quality project design and to develop local capacity. Workshops shall be held to present the results of major project deliverables (i.e. inception, interim and draft final reports accepted by ADB) but the TRTA team is encouraged to conduct additional focus group discussions, interviews and stakeholder sessions as required and to document the need for such additional workshops in its proposal.

E. Capacity Development and Knowledge Transfer

7. On-the-job trainings of IAs and key stakeholders will form an essential part of the consultants' activities. The consultants will organize and conduct community, city and national level workshops, focus group discussions and stakeholder consultations to share progress, knowledge and lessons-learned using optimal information and knowledge dissemination methods.

II. INDICATIVE TERMS OF REFERENCE FOR CONSULTING FIRM FOR PREPARING INTEGRATED SOLUTIONS FOR LIVABLE CITIES

8. ADB will engage an international consulting firm (firm) following a quality- and cost-based selection (90:10) to prepare ensuing projects indicated in COBP (footnote 1). The firm will carry out the services at the agreed price under a framework contract. For each project, the firm would be required to prepare a proposal that will be agreed with ADB, which will include the approach and methodology, technical and financial proposal, including team composition, curriculum vitae (CVs) of experts, workplan, and number of person-months of required consultant's inputs. ADB will issue a Task Order to the firm describing scope of services, the expertise required, and cost of the services.

9. The firm will ensure and make the minimum required consultants' expertise available for standard due diligence services, such as financial management, economic and financial including tariff analysis, poverty and social analysis, gender analysis, safeguards (environment, involuntary resettlement and indigenous peoples), policy, regulation, institutional and utility (municipal/community as applicable) assessment, and procurement/contract management risk assessment, public relations and communications development/facilitation as well as sector expertise required for each of the ensuing project. This includes regional and urban planning, water supply and sanitation, urban transport, solid waste management, institutional and governance, climate change, public-private partnership (PPP), information, communications and technology (ICT), and urban design, among others. Policy matrix may form part of the consulting services depending on the ADB financing modality used for ensuing projects. Table 1 summarized indicative required scope of due diligence.

Table 1: Indicative Required Scope of Due Diligence

Due Diligence Outputs	To be undertaken by
Development coordination	Staff
Sector assessment	F-TRTA, Staff
Technical assessment including collection of baseline data	F-TRTA
Project administration manual	F-TRTA, Staff
Risk assessment and management plan	F-TRTA, Staff
Project procurement risk assessment and strategic procurement planning	F-TRTA, Staff
Integrity due diligence and/or AML/CFT checklists	Staff
Economic analysis	F-TRTA, Staff
Financial management assessment, financial evaluation and financial analysis	F-TRTA, Staff
Gender analysis, collection of baseline data and action plan	F-TRTA, Staff
Safeguard screening and categorization results	Staff
Initial poverty and social analysis	Staff
Summary poverty reduction and social strategy	F-TRTA, Staff
Safeguard documents (environment, involuntary resettlement, indigenous peoples)	F-TRTA, Staff

AML = anti-money laundering, CFT = combating financing of terrorism, F-TRTA = transaction technical assistance facility.

Note: Staff refers to ADB staff. Different ADB financing modality may be used for each ensuing project.

Source: Asian Development Bank estimates.

A. Required Key Tasks of Consultants

10. The terms of reference for the firm services (firm) will include, but not be limited to, the following:

11. **Institutional arrangements.** The firm will: (i) undertake technical, procurement and management capacity assessment of the executing agency, project cities and other key relevant institutions; (ii) propose measures to develop capacity, if required, of the organizations assessed; (iii) propose an effective and workable institutional arrangement for the ensuing projects, including mechanisms to enhance coordination and coherence among different organizations at the national and city levels; and (iv) propose appropriate modality for investment as well as operation and maintenance (O&M) of the facilities to be built with due consideration to the possibility of private sector participation (PSP) or PPP.

12. **Financial arrangements.** The firm will: (i) review and assess current fiscal transfer level and mechanism from the government to city/town/community level; (ii) undertake a financial management assessment of the executing agency and implementing agency; (iii) undertake an assessment of the financial position, performance and financial projections for the next 20 years of the state owned enterprises; and (iv) propose an appropriate financial arrangements from the government to state owned enterprises or to the project cities, including cost sharing arrangement and conditions of relending and subloans, if any. ADB's Financial Management and Analysis of Projects (2005) and ADB's Financial Management Assessment Questionnaire should be utilized.

13. **Project feasibility study.** The firm will carry out the following:

- (i) Review and analyze past and existing studies relevant to all the subprojects to be supported by the ensuing projects. Collect and review current good practices, problems, bottlenecks, and impediments to improvement on a sub-sector level including tourism infrastructure, which may include such issues as mobility, urban transport and road, water availability, quality, non-revenue water, tariff level, cost-recovery, 3R (reduce, reuse, and recycle) for waste management, water pollution, waterlogging, operation and maintenance of urban facilities, and PPP. Undertake sector and subsector analyses for all relevant subsectors and prepare a summary

- of assistance from development partners outlining existing and proposed interventions in relevant subsectors.
- (ii) For each candidate subproject, prepare feasibility studies, including preliminary engineering designs, cost estimates and financing plan, economic and financial analysis, arrangements for O&M and arrangement for PPP, if applicable. Outputs of the socioeconomic surveys, including willingness-to-pay surveys for water supply subprojects, will be incorporated in the design of subprojects.⁴ Wherever applicable, identify several options, evaluate pros and cons of each option taking into account investment and O&M requirements, and propose the most viable option.
 - (iii) Conduct economic analyses of subprojects, including estimation of economic internal rate of returns (EIRRs), in accordance with ADB's guidelines, including Guidelines for the Economic Analysis of Projects (2017) and Guidelines for the Economic Analysis of Water Supply Projects (1998).⁵ Undertake financial analyses of sub-projects, including estimation of financial internal rate of returns (FIRRs), in accordance with ADB's Guidelines, including Financial Management and Analysis
 - (iv) Prepare environmental and social safeguard documents in accordance with ADB's Safeguard Policy Statement (2009) and the country's legal requirements. Assess government policies, experiences, institutions, and the legal framework for environmental assessment and involuntary resettlement to address any gaps with ADB's policy. First develop (a) environmental review and assessment framework, (b) resettlement framework, and (c) indigenous peoples framework, if applicable, to facilitate agreement of key policy requirements with the government and project municipalities. Then draft (d) environmental impact assessment and/or initial environmental examination, (e) resettlement plan, and (f) indigenous peoples plan, as appropriate. Items (c) and (f) may be combined with items (b) and (e) respectively, if potential impacts on indigenous peoples are confined to impacts related to land acquisition and resettlement.
 - (v) Assess, in designing subprojects, (a) how greenhouse gas emissions will be reduced through such measures as organic composting for solid waste and use of energy-efficient equipment for water supply and sewerage; and (b) how climate change risks will be mitigated. Disaster and climate change risk screening tool will be prepared based on the risk assessment. Assess the possibility for applying clean development mechanism (CDM) for subprojects leading to emission reduction.
 - (vi) Review current urban planning mechanisms and investment proposals in the project cities in light of better medium- to long-term urban planning and enforcement of necessary regulations and bylaws. Ensure that the location of proposed infrastructure is consistent with the integrated urban action plan of the cities and propose measures to improve planned and organized development.

14. **Design and monitoring framework (DMF).** The firm will develop a DMF outlining impact, outcome, outputs, assumptions, risks, and key activities with clear links to performance targets and indicators for ensuing projects. The firm will estimate the contribution of the project to output aggregates of the ADB Results Framework (2008).

⁴ Socioeconomic surveys will be led by the national social development and gender specialist, under the guidance of the international social development consultant.

⁵ ADB. 1998. *Economic Analysis of Water Supply Projects*. Manila; and ADB. 2017. *Guidelines for the Economic Analysis of the Projects*. Manila.

15. **Risk assessment.** The firm will undertake risk assessment covering the areas of public financial management, procurement, and corruption pertaining to the project and propose a risk management plan.

16. **Project procurement risk assessment and strategic procurement planning.** The firm will conduct procurement-related risk assessment and prepare strategic procurement planning for subprojects according to ADB New Procurement Framework implemented in 2017.

17. **Scope of consulting services during project implementation.** The firm will: (i) assess the requirements of consulting services during project implementation (which may include services to be provided by nongovernment organizations); (ii) propose outline scope of services, required expertise (international and national) and inputs; and (iii) incorporate the proposal in the overall project cost estimates.

18. **Cost estimates and financing plan.** The firm will prepare the detailed implementation schedule, item-wise and total cost estimates using the ADB-standard price and physical contingencies, and detailed financing and disbursement plans.

19. **Communications, stakeholder consultations and consensus building.** To ensure enhanced ownership and stakeholder participation from planning and design stages, the consultants will carry out public consultations in ensuing project coverage area. The firm will prepare an overarching communications strategy for ensuing projects. Stakeholder consultation at national, municipal, city, and town level will be conducted throughout the project, including (i) initial data collection phase and assessment; (ii) early stages of design to identify needs, options and priorities; (iii) discussions with wider stakeholder including benefiting communities and reaching of a common agreement; (iv) disclosure and agreement on final designs; and (v) environmental and social safeguards public consultation.

20. The firm shall organize a series of stakeholder consultation workshops and develop and implement communications strategy to facilitate processing and implementation of ensuing projects. A detailed field study shall be done for data and information collection. The firm shall collect all necessary technical, social, economic data information required for the feasibility study. Based on such data and information, feasibility study of the identified programs and projects shall be carried. The feasibility study shall include the following: technical feasibility, social feasibility, economic feasibility, financial feasibility, environment feasibility, and institutional feasibility.

21. **Policy and urban management reform.** The firm will provide policy, institutional and reform recommendations, roadmap, time-bound actions to support the sector(s) concerned. In addition, the firm will strengthen knowledge-sharing and capacity building of city and water utilities by bringing together an experienced and efficient mentor (city or utility) and relevant recipient or other innovative arrangement(s) to help improve its services.

22. **Engineering survey and data analysis.** The firm shall conduct engineering survey, data collection, data analysis, design, drawing, cost estimate and work out for all alternate analysis. The outcome of the analysis will be shared with the stakeholders through organizing a consultation meeting at selected city level. The consultant shall document stakeholder consultations and meeting with stakeholders. The Interim detailed project report (DPR) shall be submitted and presented to relevant stakeholder and to EA/IA for comments and feedbacks. The Final Feasibility Study Report with DPR shall be submitted to ADB and EA with incorporation of all the comments and feedback from IA, EA and other stakeholder.

23. **Other important matters.** The firm will: (i) for water and wastewater management needs, explore sustainable business/operations model, including PPP and PSP; (ii) assess and review the cross-cutting themes such as community development and local governance; and (iii) review past and ongoing similar projects financed by ADB and other development partners and reflect lessons in the project design. The consultants will closely review and build upon existing reports, in particular, the consultants' reports produced under the Cities Development Initiative for Asia (CDIA) and ADB's reports on Urban Services Infrastructure Improvement Program and Sustainable Urban Transport Investment Program to avoid any duplication of work and ensure maximum coherence.

B. Consulting Services Requirements

24. The firm will assist the Urban Development and Water Division of the Central and West Asia Department (CWUW) to achieve each TA outputs by providing consultants' inputs through a Task Order issued by ADB. The consultant service is grouped by three ensuing projects and require international experts' inputs of 60-person months (pm) and national experts' inputs of 72 pm (Table 2).⁶ The firm consulting services are either classified as core and noncore (indicative). The number of ensuing investment projects to be studied and prepared would be at least three (3) with an estimated investment amount of \$300 million and may be expanded based on the TA budget availability. The indicative list of the ensuing investment⁷ to be supported by the TRTA facility under this output is the COBP for Georgia.

Table 2: Indicative Key List of Consulting Services Requirements

International	Person-Months	National	Person-Months
Regional and Urban Planner (Team Leader)	4	Infrastructure Engineer	24
Water Supply and Sanitation Expert (Team Leader)	2	Social Safeguard (Resettlement) Specialist	12
Urban Transport Specialist	3	Social, Gender, and Community Engagement Specialist	12
Solid Waste Management Specialist	2	Environment Safeguard Specialist	12
Environment Engineer	3	Project management/coordinator	12
Economist	3	Subtotal	72
Financial Management Specialist	3		
Environment Specialist	4		
Resettlement Specialist	6		
Social Development (Gender) Specialist	4		
Procurement and Contract Management Specialist	5		
Public-Private Partnership Specialist	3		
Urban Governance and Institutional Specialist	5		
Information, Communication, and Technology Specialist	4		
Public Relations and Communications Specialist	2		
Unallocated (cost engineer, urban design, etc.)	7		
Subtotal	60		

Note: these consultants' inputs are fungible across projects.

⁶ Unallocated consulting inputs of 20 pm of international specialist.

⁷ ADB.2018. *Country Partnership Strategy*. Manila

Source: Asian Development Bank estimates.

C. Indicative Qualification and Terms of Reference for Key Team Members

25. Tasks of each expert will include, but not be limited to, the following:

26. **Regional and Urban Planner/Team Leader** should have at least a master's degree in urban planning, urban development, engineering, architecture, or other related discipline with at least 12 years of experience in regional and urban planning, urban renewal and rehabilitation, policy and management, infrastructure need assessments, institutional analysis, program and project development, preferably with experience in ADB and/or donor funded projects. The international regional and urban planner will lead the preparation and design of Livable City Investment Program (MFF, Tranche 1 and Tranche 2). He/she shall have demonstrated ability to supervise a team of experts, interface with the team, work with multiple stakeholders (including government, private, and development partner agencies), and ensure the timely delivery of contract outputs. He/she will lead the formulation of analytical methodological and strategic approaches for anticipated outputs and coordinate with consultants and ADB's Georgia Team to perform core task mentioned above.

27. **Water Supply and Sanitation Expert/Team Leader** should have at least 12 years of international experiences in designing and managing water supply and sanitation projects, including in Central and West Asia Region, and a postgraduate degree in water supply or sanitary engineering. International water supply and sanitation expert will lead the preparation and design of Water Supply and Sanitation phase 2 project and provide inputs to water supply and sanitation component, if any under the Livable City Investment Program. He/she shall have demonstrated ability to supervise a team of experts, interface with the team, work with multiple stakeholders (including government, private, and development partner agencies), and ensure the timely delivery of contract outputs.

28. **Urban Transport Specialist** shall possess a university degree in transport engineering, civil engineering, or a related field. The specialist will possess at least seven (7) years of experience with sustainable urban transport projects, especially in regard to feasibility study, civil works design for public transport systems and the determination of infrastructure costing for transport systems. The specialist will be mainly responsible for: (i) conceptual design of urban transport subprojects; (ii) development of cost estimation for the project's capital investment requirements, and (iv) integration of local costing information into the cost model. The consultant will lead the feasibility study urban transport subproject and cost estimates.

29. **Solid Waste Management Specialist** should have a degree in waste engineering or other related discipline and at least 5 years of international experience in designing integrated solid waste management projects and managing broad range of solid waste management projects from promotion of 3R (reduce, reuse, and recycle) to composting and landfill. Waste to energy will also be explored.

30. **Environment Engineer** should have a master's degree in civil engineering, or other related discipline and 10 years of experience in infrastructure gap analysis and design. The Environment Engineer will support the team leader and other consultants to achieve all outputs related with engineering. He/she would be competent to cover all the spectrum of the infrastructure needed for urban and regional development and water supply and sanitation subsector. He/she will also provide inputs to undertake the relevant and lead to conduct technical feasibility study, technical design concept, technical due diligence of proposed infrastructure and

facilities, provide inputs to urban space design, review available engineering design standards and design reports. The Engineer will:

- (i) undertake an assessment of existing infrastructure and urban services of the prioritized city and cluster of cities including asset inventory, coverage and utility performance assessment;
- (ii) conceptual analysis of utility impacts on urban transport corridor (water, sanitation, electricity, communications);
- (iii) identify key infrastructure need to support urban and economic growth;
- (iv) define short- and medium-term infrastructure goals, measures and investments
- (v) recommend integrated infrastructure solution and package for investment to support urban linkage and urban cluster region development;
- (vi) review engineering design standards of governments and capacity to translate designs in to the infrastructure;
- (vii) develop feasibility level designs for the selected infrastructure and facilities;
- (viii) propose an operation and maintenance improvement plan to address sustainability issue;
- (ix) provide inputs in developing capacity building and institutional framework for the identified investments; and
- (x) review overall proposed investments and operation cost and work with the finance specialist on financial sustainability of the investment.

31. **Economist** should at least have a university degree in economics, business and management, or other related discipline with 10 years of experience working in economic analysis of projects. The Economist shall be responsible for economic feasibility and will focus on the following:

- (i) review the urban and socioeconomic development plans of the selected urban areas, describe the macroeconomic and sectoral context within which the TA will be implemented;
- (ii) undertake an economic evaluation of the proposed investments to estimate the economic benefits and assess the co-benefits of the multi-sector interventions;
- (iii) prioritize investments using a multicriteria economic analysis to establish a valuation methodology to capture co-benefits from multisector urban projects in collaboration with ADB Economic Research and Regional Cooperation Department;
- (iv) conduct economic analysis in accordance with ADB's Guidelines for Economic Analysis of Projects relevant policies and guidelines (at least cost and alternative analysis, demand analysis, and sustainability analysis will be taken as a part of the economic analysis);
- (v) work with the social, gender and community engagement specialist to design of the socioeconomic survey including a willingness-to-pay survey for urban services component to be integrated in the overall initial survey tool and assess affordability and willingness-to-pay of the population of prioritized city or cities cluster;
- (vi) determine synergies between the urban/regional infrastructure and other municipal services for the tourism and agriculture development and the benefits of the urban infrastructure and environmental improvements;
- (vii) assess economic risks of the proposed investment program and project and recommend mitigation measures including policy actions; and
- (viii) draft relevant sections of RRP including appendixes.

32. **Financial Management Specialist** will have a university degree finance, accounts, management or a related field, and will have an internationally recognized professional

accountancy qualification (CA, CPA or equivalent qualification). The specialist will have at least 10 years of experience, including in financial due diligence (FDD). Consultant will collect and review the available assessment reports on the EA/IA's financial management systems. The overall output will be financial management assessment and recommend mitigating measures, including capacity-development activities for inclusion in the policy matrix. The Consultant will conduct Financial Due Diligence (FDD) in accordance with ADB's requirements. Relevant guidance is available at <http://www.adb.org/projects/operations/financial-management-resources>. The FDD includes:

- (i) conducting a financial management assessment of the executing and implementing agencies, including (a) assessing whether previous financial management assessments have been conducted by ADB or other agencies and, if so, reviewing the results and ascertaining whether these can be used as input, (b) assessing capacity for planning and budgeting, management and financial accounting, reporting, auditing, internal controls, and information systems, (c) reviewing proposed disbursement and funds-flow arrangements, and (d) concluding on the financial management risk rating and identifying and confirming measures for addressing identified deficiencies;
- (ii) preparing financial projections and conducting financial analyses of the implementing agency and incremental recurrent costs analysis for executing agency, to determine financial sustainability, and reviewing proposed cost-recovery and tariff policies, including affordability;
- (iii) supporting the preparation and agreement of cost estimates and a financing plan, which are based on verifiable data and are sufficient to support program implementation; and
- (iv) conducting financial evaluations (financial cost-benefit analyses) including sensitivity analyses of program components that have a cost-recovery objective; where significant risks are identified to program financial sustainability or viability.

33. **Environment Specialist** should have a university degree in environment management, engineering or a related field with at least seven years of relevant experience in conducting environmental impact assessments and in the preparation of environmental impact reports, including specific experience with the environmental assessment procedures of the Asian Development Bank.

- (i) Consult with team leader to confirm the project location, design and activities;
- (ii) Perform scoping activities to identify potential environmental impacts, and identify potential impacts from the project to and from the environment;
- (iii) Assess institutional arrangement to implement proposed mitigation measures;
- (iv) Assist EA/IA prepare initial environment examination (IEE) report and/or environment management plan (EMP);
- (v) Consult with concerned ministries/agencies for compliance with national standards and conduct public consultations with affected people (materials in local language) and create a grievance mechanism in coordination with the team;
- (vi) Ensure the environmental assessment reports conform to ADB Safeguard Policy Statement (2009).

34. **Resettlement Specialist** should have a university degree in social science, human science, anthropology, land management, or a related field. The specialist will possess at least seven (10) years of experience in analyzing and assessing social impacts related to infrastructure projects, including specific experience with social safeguards works, laws, frameworks, and plans for land acquisition and resettlement. The specialist will also possess specific experience with the land acquisition and resettlement procedures of ADB. He/she will assist the government and

project cities in undertaking meaningful consultations with project affected people for drafting the safeguard documents.

- (i) work closely with the national resettlement specialist and the TRTA team on social safeguards with respect to resettlement issues;
- (ii) provide guidance on socioeconomic survey, census survey and social impact assessment;
- (iii) conduct stakeholders' consultation and analysis;
- (iv) prepare analysis of survey results;
- (v) provide inputs on social dimension and safeguard component on all project documents;
- (vi) prepare and finalize the resettlement plan, summary of poverty reduction and social strategy, indigenous peoples impact categorization, and involuntary resettlement impact categorization;
- (vii) prepare involuntary resettlement categorization checklist;
- (viii) prepare due diligence report on land acquisition and resettlement;
- (ix) for subprojects involving land acquisition and resettlement, prepare a land acquisition and resettlement plan, disclosure and grievance procedures;
- (x) coordinate with project team to ensure that mitigation measures are integrated into the project design features;
- (xi) ensure that resettlement-related information is well considered and included in the program communication plan;
- (xii) assess the capacity of executing agency to screen impacts, prepare and implement resettlement plans;
- (xiii) recommend appropriate capacity development activities to develop or enhance safeguards knowledge and skills of executing agency; and
- (xiv) provide final checking and inputs for the submission of the project LARP to ADB.

35. **Social Development (Gender) Specialist** should have at least a graduate degree in social science, anthropology, or human ecology (MSC degree or higher preferred) or other related discipline with 7 years of experience in development project. The specialist will lead in preparing poverty and social analysis using ADB's Handbook on Social Analysis (2007) and ADB's Handbook for Incorporation of Social Dimensions in Projects (1994); and gender action plan. The specialist will (i) conduct gender analysis and (ii) collect ex-disaggregated baseline data for any gender targets/indicators to be included in the design and monitoring framework of the ensuing program and project. The specialist will also conduct an institutional gender gap analysis by collecting staff sex disaggregated data at all levels of related institutions.

- (i) Provide guidance on socioeconomic survey, census survey and social impact assessment, ensuring the sex-disaggregation of data;
- (ii) Prepare questionnaire and conduct stakeholder consultation, focus group discussions, informant interviews and use other methodologies as needed;
- (iii) Prepare analysis of survey results, which should include a gender analysis;
- (iv) Prepare and finalize the resettlement plan, summary of poverty reduction and social strategy, social development action plan, gender action plan, indigenous peoples impact categorization, and involuntary resettlement impact categorization and plans;
- (v) Screen and categorize the project in terms of involuntary resettlement and indigenous peoples by using the categorization checklists;
- (vi) Prepare due diligence report on land acquisition and resettlement;
- (vii) for subprojects involving land acquisition and resettlement, prepare a land acquisition and resettlement plan, disclosure and grievance procedures;

- (viii) Coordinate with the team to ensure that mitigation measures are integrated into the project design;
- (ix) Provide technical guidance to the national gender and social development consultant in the collection of sex-disaggregated baseline data and the conduct of gender analysis and identify gender targets/indicators to be included in the DMF and gender action plan;
- (x) Ensure that resettlement and gender-related information are well considered and included in the project/stakeholder communication plan;
- (xi) Assess the capacity of EA/IA to screen impacts, prepare and implement safeguards including gender and recommend capacity development programs to develop or enhance safeguards knowledge and skills of EA/IA;
- (xii) Provide inputs on social dimensions, gender, and safeguard component on all project documents, and make arrangements for monitoring and evaluation of safeguards and gender related activities;
- (xiii) Recommend KPIs and monitoring mechanisms on social development and gender;
- (xiv) Ensure the quality of the PSGA, SPRSS, and GAP by guiding and/or refining the outputs of the national gender and social development consultant;
- (xv) Assist in drafting the relevant sections of RRP and linked documents and provide relevant reports as needed.

36. **Procurement and Contract Management Specialist** should hold preferably a graduate degree in a relevant discipline, i.e., procurement, engineering, law, management or business, with more than 10 years of experience in procurement. Experience in ADB procurements or other multilateral development bank-funded projects and acquaintance with Georgia procurement procedures will be a strong advantage. The specialist will report to TL. He/she will, among others:

- (i) Conduct strategic project procurement planning for the project using appropriate tools provided in ADB's Guidance Notes-Strategic Procurement Planning . Tasks include but not limited to conduct the necessary procurement-related risk assessments work out the risk management plan; conduct market analysis ;
- (ii) Based on assessments and analyses, analyze the options on procurement strategy and prepare project procurement packaging and scheduling;
- (iii) Prepare the report for the strategic procurement plan, including but not limited to the proposal on procurement method, bidding procedures, specifications, review requirements, standard bidding document and contract form to be used, evaluation method, key performance indicators and contract management approach;
- (iv) Prepare the procurement plan using ADB' s procurement plan template;
- (v) Support EA/IAs on preparing the draft bidding document whenever it is required.
- (vi) prepare the capacity building program to strengthen EA/IA's capacity in undertaking procurement;

37. **Public-Private Partnership Specialist** will have (i) at least a master's degree in Business Administration or related discipline, (ii) more than 10 years of similar PPP project experience, (iii) fluency in written and spoken English, and (iv) the ability to deliver high quality written outputs. This specialist will prepare suitable PPP contractual arrangement with supporting analyses and justification for Georgia WSS sector and ensure firm EA/IA buy-in and commitment with workable and agreed KPIs that balances interests, incentives and risks of the parties involved. The specialist will work with the team for smooth coordination and quality outputs. The specialist will support EA/IA develop, design and prepare a workable PPP arrangement.

- (i) Assess PPP feasibility of the sector and IA in Georgia, including PPP demands, revenue generation potential, role of the private sector, risks and mitigation measures;
- (ii) Identify in coordination with team, a time-bound road-map and action plan for the implementation of the preferred option including approval of amendments to legislations, preparation of all transaction documents, selection of private sector operator, and sourcing and approval of investment financing;
- (iii) Recommend the preferred PPP for IA in project areas and describe the institutional arrangements relating to: (a) asset ownership, asset management, and the operations of the services; (b) form of agreement between the various parties; (c) responsibility for the financing of the development of the assets; (d) responsibility for monitoring operator's performance; (e) revenue and/or risk sharing arrangement, and (f) responsibility for tariff monitoring;
- (iv) Conduct trainings, workshops, and roadshow(s) to the management and relevant staff of IA, and key government officials on PPP with focus on identifying, quantifying and managing PPP risks, and ensuring maximum private interests and uptake;
- (v) Work closely with organization development specialist to assess institutional and organizational capacities, efficiency and governance (including but not limited to budget, financial and HR management) of project areas and propose optimal PPP arrangement;
- (vi) Work with financial management and analysis specialist to develop financial models for financial projections and PPP transaction structuring, and assist EA/IA to obtain necessary government clearances;
- (vii) Work with team to arrange and implement information campaigns and public deliberations on PPP;
- (viii) Produce a comprehensive feasibility study to enable the government to determine PPP related project costs, affordability limits, risks and their costs, optimal value for money methods of delivery;
- (ix) Provide the necessary technical, legal and financial (in close liaison with PPP financial, legal experts and the government) advisory support for preparation of a PPP agreement, government's internal approval, administration of the bidding process, and bid evaluation;
- (x) Prepare a concept of the performance-based PPP contract and establish main contract and remuneration principles, including, but not be limited to: (a) scope of responsibility, works, procurement, and technology transfer; (b) definition of performance indicators; (c) split of fixed and performance-based fee; and (d) evaluation method and criteria;
- (xi) Discuss and agree the concept, and particularly the evaluation method and criteria with ADB and IA;
- (xii) Prepare draft versions of the following documents: (a) procurement notice, (b) request for prequalification and prequalification criteria; (c) Requests for Proposals (RFPs), and (d) main contract(s) document acceptable to ADB.

38. **Urban Governance and Institutional Specialist** will have at least a master's degree in governance science, or related fields, and work experience and demonstrated expertise in WSS and urban development with at least 10 years' experience in undertaking similar projects. The consultant will have demonstrated ability in urban governance, institutional, organizational and human resources (HR) capacity assessment and in developing strategies for institutional and organizational change.

- (i) review the law, regulatory framework in WSS and urban development to improve structure and management of utility/municipality/city and assess its development;
- (ii) carry out interviews and evaluate the management and operational capability of IA and other parties concerned;
- (iii) identify weaknesses within the management, administration, planning and maintenance units/groups and propose measures and means to improve the institutional and capacity in areas identified as insufficient or weak with the purpose to ensure effective and sustainable implementation of the investment program;
- (iv) propose mechanisms aimed to foster improved coordination among various organizations and stakeholders involved in urban development and WSS;
- (v) assess the management capacity of EAs/IAs including identify needs for improvement taking into account the improvements of wastewater management;
- (vi) propose capacity building programs addressed to both: (a) management, and (b) operational staff of IAs;
- (vii) work in coordination with the team to identify needs for technical capacity building that will have to be provided to IAs personnel in charge of operation and maintenance through on-the-job training during construction or specifically tailored training inland or abroad, to secure sustainable operation and management of the project investments in the long term;
- (viii) propose institutional capacity building programs.

39. **Information, Communication, and Technology Specialist** should at least 10 year(s) of working experience in ICT and smart technologies related field, and preferably 1–4 years of experience specializing in water utilities information systems. He/she will, among others:

- (i) review the current ICT infrastructure and environment of IA and project areas, including fixed and mobile telecommunication networks, sensors, CCTVs and city government's data/control centers;
- (ii) do a gap analysis identifying key issues in realizing a smart city vision in project areas based on a benchmark study with at least two international best practices, and ensure interoperability;
- (iii) review and analyze the current ICT practices and capacity based on data, surveys, and interviews;
- (iv) recommend multiple options with cost estimates using different technology and operation and maintenance models;
- (v) work with others to develop a target model of a smart system with appropriate smart technologies and ICT solutions covering asset and O&M management, NRW analysis, smart metering, billing, accounting and financial management, decision support system, etc.;
- (vi) develop a road map and a 5-year action plan to implement the smart system including delivery of workshops/trainings on smart systems in coordination with TL;
- (vii) prepare specifications and quantities and work with procurement specialist to prepare bidding documents for smart systems;

40. **Public Relations and Communications Specialist** will have post-graduate qualifications in social science, anthropology, communications, with a minimum of 8 years of experience in similar projects with excellent writing and presentation skills in English. Relevant experience in Central Asia and knowledge of the local language is desirable.

- (i) Review of past communication campaigns;

- (ii) Review end-user behaviors on water use, collection and conservation, solid waste disposal and management, and health and sanitation habits, users' willingness to pay and payment practices;
- (iii) Design and manage public communication programs for public awareness, consultation and changes in consumer/public behaviors;
- (iv) Apply effective communication tools and techniques, including analysis and use of research data and recommend capacity building programs on communication management and consumer behavior management and consumer services management;
- (v) Develop and roll out a communications strategy to promote the adoption of improved individual and community behavior on water usage and conservation, tariffs, metering, and sanitation in project areas;
- (vi) Develop a public relations and communications strategy for better coordination and firm buy-in of key stakeholders including development partner/donor coordination and financing.

III. INDICATIVE SERVICES OF INDIVIDUAL CONSULTANTS FOR IMPLEMENTATION AND CAPACITY DEVELOPMENT

41. A small pool of frequently used expertise, to be established under the TRTA facility to enable ADB to proactively and timely respond urgent request of EA/IA, project management and trouble shoot implementation issues including issues related to safeguard compliance, construction progress, public consultation and procurement.

42. ADB will administer the TA resources. Based on firm consultants, EA/IA and/or ADB assessment, capacity requirements for adequate project implementation in engineering, planning, project management, and other essential disciplines will be estimated. Firm consultants will cover project implementation and capacity development services, identify prioritized list of activities to expedite project implementation, recommend and implement actions including critical, specialized areas of expertise/skills for ensuing project. Other ad hoc, critical needs beyond the scope of firm consultant services and work, i.e., requirements for active/completed projects that may not be accommodated because of constraints on time, cost and scope of services, will be covered by individual consultant services.

43. Key individual consultants' services envisaged are environment and social assessment and monitoring, program/project implementation, and other critical, specialized services. They may be engaged to review feasibility study reports and monitor procurement, contract management, policy, safeguards compliance. The qualification and terms of reference will be developed and posted on the ADB Consultant Services Recruitment Notice (CSRN) at a later date based on requirement.