



Technical Assistance Report

Project Number: 48076
Project Preparatory Technical Assistance (PPTA)
December 2014

Mongolia: Ensuring Inclusiveness and Service Delivery for Persons with Disabilities

PROJECT PREPARATORY TECHNICAL ASSISTANCE

A. Justification

1. The project preparatory technical assistance (TA) is needed to (i) reach a consensus among stakeholders on a project that will seek to change the concept of disability in Mongolia from a medical to a social approach, (ii) tackle sensitive issues such as reforming social welfare benefits for persons with disabilities (PWD), (iii) collect data on PWD that are not readily available and are needed to plan the project and determine a reliable baseline, (iv) bring in international best practices to improve project design, and (v) carry out assessments and analyses to prepare the report and recommendation of the President.

B. Major Outputs and Activities

2. The TA will carry out a detailed situation and gap analysis for each of the TA outputs (early diagnostic, service delivery, improved accessibility, improved employability and strategic development). Based on the analysis and the participatory process described below, the TA will design an appropriate project design, including rationale; description of outputs; financing and investment plan; detailed costing, procurement plan, consultant selection, and implementation arrangements; safeguards due diligence and mitigation measures; risk and mitigation measures; legal assurances required; and a design and monitoring framework. Technical reports will be produced for each output in line with the terms of reference of the TA consultants. The TA will also develop a project administration manual, an operational manual detailing each project activity, a development coordination matrix, a financial and economic analysis, a financial management and procurement capacity assessment of the Ministry of Population Development and Social Protection (MPDSP), detailed project costing, a gender analysis and plan, an environmental assessment and environmental plan as required, architectural drawings and design, a poverty and social analysis, a summary poverty reduction and social strategy, and a risk assessment and management plan.

3. Using a participatory consultative approach, the TA consultants will work closely with, and report to designated focal points of the executing and implementing agencies, the multisectoral working group, and possible subgroups set up for the preparation of the project. Civil society and international development partners involved in disability issues will be actively involved during TA processing and implementation. A set of participatory and consultative stakeholder workshops will be organized (i) at the beginning of TA implementation to gather initial inputs for the work to be carried out under the TA, and (ii) towards the midterm of TA implementation to report on the work accomplished and agree on an initial project design and monitoring framework. A series of focus group discussions and key informant interviews will be organized with actors in the disability sector, including PWD, community members, and local and central government officials.

4. The major outputs and activities are summarized in Table A4.1.

Table A4.1: Summary of Major Outputs and Activities

Major Activities	Expected Completion Date	Major Outputs	Expected Completion Date
Initial assessment	I April 2015	Inception report	II April 2015
First participatory workshop	II April 2015	Workshop report	III April 2015
Inception mission	II April 2015	Inception MOU	III April 2015
Second participatory workshop	I July 2015	Workshop report	II July 2015

Major Activities	Expected Completion Date	Major Outputs	Expected Completion Date
Midterm review mission	I July 2015	MOU midterm review and midterm report as per TOR	II July 2015
Final review mission/tripartite mission	I August 2015	Draft final report as per TOR	I August 2015

MOU = memorandum of understanding, TOR = terms of reference.

Source: Asian Development Bank.

C. Cost Estimate and Proposed Financing Arrangement

5. The TA is estimated to cost \$1,200,000 equivalent of which \$1,000,000 equivalent will be financed on a grant basis by the Japan Fund for Poverty Reduction, administered by the Asian Development Bank (ADB). The government has agreed to provide \$200,000 counterpart support in kind. The detailed cost estimates are presented in Table A4.2.

Table A4.2: Cost Estimates and Financing Plan
(\$'000)

Item	Total Cost
Japan Fund for Poverty Reduction^a	
1. Consultants	
a. Remuneration and per diem	
i. International consultants (24 person-months)	570.0
ii. National consultants (28 person-months)	90.0
b. International and local travel	75.0
c. Reports and communications	20.0
2. Equipment (computer, printer, etc.) ^b	10.0
3. Workshops, training, seminars, and conferences ^c	60.0
a. Facilitators	5.0
b. Training program	55.0
4. Surveys	60.0
5. Miscellaneous administration and support costs ^d	20.0
6. Representative for contract negotiations	5.0
7. Contingencies	90.0
Total	1,000.0

Notes:

The total cost of the technical assistance (TA) amounts to an equivalent of \$1,200,000, of which proposed contributions from the Japan Fund for Poverty Reduction are presented in the table above. The government will provide counterpart support in the form of office accommodation, remuneration and per diem of counterpart staff, administrative support, and other in-kind contributions. The value of government contribution is estimated to account for 17.0% of the total TA cost.

^a Administered by the Asian Development Bank.

^b Equipment (will be at the disposal of the consultants during TA implementation and turned over to the executing agency upon completion of TA activities).

Type	Quantity	Cost (\$)
Computer	4	4,000
Printer	2	1,000
Photocopier	1	4,000
Small office equipment	Various	1,000

^c Workshops, training, seminars, and conferences; includes translation and interpretation for special events.

Purpose	Venue
Participatory planning 1	Ulaanbaatar
Participatory planning 2	Ulaanbaatar
Decision-makers seminar	Ulaanbaatar
Final workshop	Ulaanbaatar

^d Includes translation and interpretation for special events.

Source: Asian Development Bank.

D. Consulting Services

6. ADB will engage a consulting firm to provide a team of national consultants (28 person-months) and international consultants (24 person-months), who will report to MPDSP and ADB. The entity will be recruited in accordance with ADB's Guidelines on the Use of Consultants (2013, as amended from time to time) using a simplified technical proposal and quality- and cost-based selection with the standard ratio of 80:20.

Table A4.3: Summary of Consulting Services Requirement

Positions	International Person-months	National Person-months
Strategy development specialists	5	5
Experts on service delivery for children with disabilities	5	5
Employment specialists for persons with disabilities	3	4
Disability classification specialists	1	2
Media experts	1	2
Poverty, social, and gender specialists	2	3
Financial and economic specialists	2	3
Procurement specialist	1	
Environmental specialists	1	1
Architects/designers	3	3
Total	24	28

Source: Asian Development Bank.

7. The outline terms of reference for the TA consultants are described in paras. 8–17.

8. **Strategy development specialists** (international, 5 person-months; national, 5 person-months). The international consultant will have a postgraduate degree in social sciences with 10 years of experience in strategy development, rights of PWD, and project development in the area of disability. The national consultant will have a degree in social sciences with 8 years of experience in project development. The consultants will serve as team and deputy team leader respectively to guide, coordinate, and supervise the inputs of each individual consultant in the team and take the responsibility for delivering all the TA outputs. The consultants will also be responsible for the following aspects: early diagnosis, awareness and attitude change, reform of the welfare system, assessment of constraints to providing care to persons with mental disabilities, providing advice on disability-friendly transportation, examining causes of poor enforcement, and suggesting recommendations to strengthen the enforcement mechanism, and a comprehensive disability strategy.

9. **Experts on service delivery for children with disabilities (CWD)** (international, 5 person-months; national, 5 person-months). The international expert will have postgraduate degrees in social sciences with 10 years of experience in working on service delivery for CWD/PWD. The national expert will have a degree in social sciences with 8 years of experience in health or education systems development. The experts will cover the following: interactive parents–children–facilitator models, concept of model rehabilitation and development centers for CWD/PWD, service delivery for social workers, and living arrangements for orphans.

10. **Employment specialists for persons with disabilities** (international, 3 person-months; national, 4 person-months). The international expert will have a graduate degree in economics with 8 years of experience in labor markets and a focus on PWD. The national expert will be a graduate degree in economics or a related field with experience in the labor market and social

sciences. The specialists will be in charge of setting up skills development models for PWD, and work on inclusive business with companies and strengthened job brokerage for PWD.

11. **Disability classification specialists** (international 1 person-month; national, 2 person-months). The international specialist will have a graduate degree in medical sciences or related fields with 5 years working experience with the International Classification of Functioning, Disability and Health. The national specialist will have a degree in economics or social sciences and at least 3 years of experience in identification of PWD. The specialists will assess the current disability classification system, and recommend a road map to introduce the International Classification of Functioning, Disability and Health system based on needs and available resources.

12. **Media experts** (international, 1 person-month; national, 2 person-months). The international media expert will be experienced in media for social sectors and preferably have some experience working on advocacy for PWD. The national expert will have 5 years of experience with Mongolian media and basic experience in the social sector. The experts will prepare a detailed media plan to create awareness and advocate for attitude change towards CWD/PWD. The experts will also develop a short video on disability in Mongolia during TA implementation.

13. **Poverty, social, and gender specialists** (international, 2 person-months; national, 3 person-months). The international specialist will have postgraduate degrees in social sciences or related fields with 8 years of relevant experience. The national specialist will have 5 years of relevant professional experience. The specialists will (i) conduct the poverty and social analysis of the project, in accordance with ADB requirements; (ii) prepare the summary poverty reduction and social strategy; (iii) prepare a gender analysis and gender action plan, in accordance with ADB policies; (iv) verify the C category of the project for resettlement and indigenous peoples safeguards; (v) collect baseline data of basic sex-disaggregated data as required in the DMF; (vi) organize focus group discussions with stakeholders during project preparation to collect their views, suggestions, and expectations regarding proposed reforms, project design, and implementation; and (vii) incorporate findings/recommendations into project design and actions.

14. **Financial and economic specialists** (international, 2 person-months; national, 3 person-months). The international specialist will have a graduate degree in business, finance, or economics and will have 10 years of experience in project financial and economic analysis. The national specialist will have a degree in business, finance, or economics with 5 years of experience in project financial management. The consultants will conduct a financial analysis of the project in order to satisfy ADB's financial due diligence requirements by (i) preparing detailed cost estimates, a financing plan and a financial analysis, in accordance with ADB's *Guidelines for Financial Management and Analysis of Projects (2005)* and *Financial Due Diligence Methodology Note (2009)*; (ii) conducting the economic analysis for the project in accordance with ADB's *Guidelines for Economic Analysis of Projects* and other relevant policies and guidelines; (iii) undertake a financial management capacity assessment of the executing agency for the Project in accordance with ADB's *Guidelines for ADB's FMAQ and Financial Management and Analysis of Projects Guidelines – 2005*¹; and (iv) train staff of MPDSP on financial management and ADB's disbursement procedures.

¹ The specialists will also (i) analyze the design of the funds flow and disbursement mechanisms for the ensuing project, based on the financial management assessment of the executing/implementing agencies; and (ii) identify any further capacity building (financial management and ADB's disbursement procedures) that will be necessary for the project, based on the results of the financial management assessment.

15. **Procurement specialist** (international, 1 person-month). The specialist will have 8 years of experience in international procurement. The consultant will (i) prepare the project procurement plan in cooperation with other consultants designing the project; (ii) undertake a procurement capacity assessment of the executing agency for the project in accordance with ADB's guidelines; (iii) prepare draft mode procurement bidding documents and specifications for contract packages; (iv) prepare consultant recruitment documentation (advertisement, request for proposals, screening and selection, and sample contracts; and (v) conduct procurement training for staff of MPDSP and the Ministry of Health and Ministry of Labor to understand requirements of ADB procurement policies and guidelines.

16. **Environmental specialists** (international, 1 person-month; national, 1 person-month). The international specialist will have 10 years of experience in conducting project environmental assessment, with working experience in projects of multilateral development banks implemented in Mongolia. The national specialist will have at least 8 years of experience in environmental assessment in Mongolia. The consultant will provide guidance and support to the executing agency in ensuring compliance with the Mongolian Law on Environmental Impact Assessment (1998, amended 2002). This will include the preparation of a request for a general environmental impact assessment to the Ministry of Nature, Environment and Green Development. If requested by the ministry, the consultant will help recruit a national accredited firm to conduct a detailed environment impact assessment for the project. The consultant will also help prepare a generic environmental management plan including a grievance redress mechanism for the construction of rehabilitation and development centers for CWD/PWD, to be incorporated into the project administration manual and civil works contracts. The consultant will consult with, and support the other TA experts (the architects/designers; experts on service delivery for CWD; and poverty, gender, and social development specialists) to ensure that (i) rehabilitation and development centers for CWD/PWD are designed and constructed in compliance with universal design requirements, and green and energy-efficient building design principles; and (ii) institutional strengthening of the Ministry of Roads and Transportation under project output 3.2 includes the promotion of disability-friendly and energy-efficient public transportation facilities (bus stations, buses).²

17. **Architects/designers** (international, 3 person-months; national, 3 person-months). The experts will be certified architects/designers with at least 8 years of experience in the establishment of modern rehabilitation and development facilities for CWD/PWD. The experts will conceptualize and design the facilities, ensure compliance with universal design and green building principles, prepare the architectural and engineering drawings, and develop downstream terms of reference (construction company, construction monitoring, equipment procurement).

E. Implementation Arrangements

18. The TA will be implemented over 11 months from 1 January 2015 to 30 November 2015. The MPDSP will be the executing agency for the TA. No project management unit will be established. The government has agreed to provide \$200,000 counterpart support in kind for provision of office accommodation, communication facilities for consultants, remuneration and per diem of counterpart staff and administrative support. The proceeds of the TA will be

² For the latter, the consultant shall liaise with the TA team in charge of Project 1 of the Urban Transport Development Investment Program to ensure that bus stations to be constructed in Project 1 and trolleybuses to be procured in Project 2 and 3, will comply with universal design principles and national pollution control standards. (ADB. 2012. Report and Recommendation of the President to the Board of Directors: *Proposed Multitranchise Financing Facility to Mongolia for the Urban Transport Development Investment Program*. Manila.)

disbursed in accordance with ADB's *TA Disbursement Handbook* (2010, as amended from time to time). The TA equipment will be procured in accordance with ADB's Procurement Guidelines (2013, as amended from time to time) and transferred to the executing agency upon TA completion. The proposed TA processing and implementation schedule is listed in Table A4.4.

Table A4.4: Technical Assistance Processing and Implementation Schedule

Major Milestones	Expected Completion Date
Recruitment of TA firm	IV February 2015
TA consultants fielded	III March 2015
TA inception mission	II April 2015
TA midterm review	I July 2015
TA tripartite meeting and final review	I August 2015
TA physical completion	IV November 2015
TA financial closure	IV February 2016

TA = technical assistance.

Source: Asian Development Bank.