



# Technical Assistance Report

---

Project Number: 51242  
Transaction Technical Assistance (TRTA)  
October 2017

## Republic of the Union of Myanmar: Preparing the Resilient Communities Development Project

This document is being disclosed to the public in accordance with ADB's Public Communications Policy 2011.

Asian Development Bank

## CURRENCY EQUIVALENTS

(as of 10 October 2017)

Currency unit	–	kyat (MK)
MK1.00	=	\$0.000738
\$1	=	MK1,355

## ABBREVIATIONS

ADB	–	Asian Development Bank
CBD	–	community-based development
DRD	–	Department of Rural Development
ERLIP	–	Enhancing Rural Livelihoods and Incomes Project
M&E	–	monitoring and evaluation
PAM	–	project administration manual
TA	–	transaction technical assistance

## NOTE

In this report, "\$" refers to United States dollars.

<b>Vice-President</b>	S. Groff, Operations 2
<b>Director General</b>	R. Subramaniam, Southeast Asia Department (SERD)
<b>Director</b>	J. Zhang, Environment, Natural Resources and Agriculture Division, SERD
<b>Team leaders</b>	P. Ramachandran, Principal Environment Specialist, SERD S. Dina, Natural Resources and Agriculture Specialist, SERD
<b>Team members</b>	S. Ancha, Principal Climate Change Specialist, SERD Y. Ito, Senior Social Development Specialist, Sustainable Development and Climate Change Department (SDCC) L. Leung, Natural Resources and Agriculture Economist, SERD J. Mangahas, Senior Social Sector Specialist, SERD K. Panton, Project Analyst, SERD J. Pedersen, Senior Procurement Specialist, Operations Services and Financial Management Department A. Roy, Senior Disaster Risk Management Specialist (Climate Change Adaptation), SDCC
<b>Peer reviewer</b>	M. Katagami, Principal Natural Resources and Agriculture Specialist, SDCC

In preparing any country program or strategy, financing any project, or by making any designation of or reference to a particular territory or geographic area in this document, the Asian Development Bank does not intend to make any judgments as to the legal or other status of any territory or area.

## CONTENTS

	<b>Page</b>
TRANSACTION TECHNICAL ASSISTANCE AT A GLANCE	
I. THE ENSUING PROJECT	1
II. THE TECHNICAL ASSISTANCE	1
A. Justification	1
B. Outputs and Activities	2
C. Cost and Financing	4
D. Implementation Arrangements	4
E. Governance	5
APPENDIXES	
1. Cost Estimates and Financing Plan	6
2. List of Linked Documents	7



## TRANSACTION TECHNICAL ASSISTANCE AT A GLANCE

1. Basic Data		Project Number: 51242-001	
Project Name	Resilient Communities Development Project	Department /Division	SERD/SEER
Nature of Activity	Project Preparation	Executing Agency	Ministry of Agriculture, Livestock and Irrigation
Modality	Regular		
Country	Republic of the Union of Myanmar		
2. Sector	Subsector(s)	ADB Financing (\$ million)	
✓ Agriculture, natural resources and rural development	Irrigation		0.30
	Rural flood protection		0.30
	Rural market infrastructure		0.30
	Rural water supply services		0.30
	<b>Total</b>		<b>1.20</b>
3. Strategic Agenda	Subcomponents	Climate Change Information	
Inclusive economic growth (IEG)	Pillar 2: Access to economic opportunities, including jobs, made more inclusive	Climate Change impact on the Project	Medium
Environmentally sustainable growth (ESG)	Disaster risk management		
4. Drivers of Change	Components	Gender Equity and Mainstreaming	
Governance and capacity development (GCD)	Civil society participation	Effective gender mainstreaming (EGM)	✓
Private sector development (PSD)	Public sector goods and services essential for private sector development		
5. Poverty and SDG Targeting	Location Impact		
Geographic Targeting	Yes	Rural	High
Household Targeting	No		
SDG Targeting	Yes		
SDG Goals	SDG1, SDG2, SDG13		
6. Risk Categorization	Low		
7. Safeguard Categorization	Safeguard Policy Statement does not apply		
8. Financing			
Modality and Sources		Amount (\$ million)	
<b>ADB</b>		<b>1.20</b>	
Transaction technical assistance: Climate Change Fund		0.20	
Transaction technical assistance: Technical Assistance Special Fund		1.00	
<b>Cofinancing</b>		<b>0.00</b>	
None		0.00	
<b>Counterpart</b>		<b>0.00</b>	
None		0.00	
<b>Total</b>		<b>1.20</b>	

## I. THE ENSUING PROJECT

1. The ensuing project will support government's policy of strengthening community resilience through rural livelihoods and village infrastructure. This will be done by incorporating climate and disaster risk reduction considerations in planning, design and implementation of community projects. The government has requested for \$178.2 million loan and \$16.8 million grant from the Asian Development Bank (ADB) to finance a community based development approach to deliver community infrastructure and livelihood projects to 25 poor townships covering approximately 600,000 households. The project will be aligned with the following impacts under the Rural Development Strategic Framework: (i) incomes of rural households improved; and (ii) resilience of communities to climate and disaster risks strengthened.<sup>1</sup> The ensuing project and transaction technical assistance (TA) is included in the Myanmar Country Operations Business Plan 2018–2020. It is also consistent with the Myanmar National Framework for Community Disaster Resilience: strengthened climate and disaster resilience of community levels through rural livelihoods and village infrastructure.

2. The project will result in improved incomes of rural households.<sup>2</sup> It will have three outputs: (i) climate resilient community infrastructure developed; (ii) resilient livelihood activities for women and poor in project areas implemented; and (iii) institutional and organizational capacity of communities and local governments strengthened. These outputs will result in the following outcome: living conditions and resilience of selected communities improved.

## II. THE TECHNICAL ASSISTANCE

### A. Justification

3. The transaction technical assistance (TA) will help the government prepare the project. Particularly with: (i) assisting loan processing and implementation startup for the ensuing loan to the Republic of the Union of Myanmar; (ii) designing and incorporating resilience strengthening elements in the project; (iii) developing the monitoring and evaluation framework, targeting protocols, grant allocation formula, and baseline studies for the project; and (iv) formulating the capacity building plan and conducting the training of trainers.<sup>3</sup>

### B. Outputs and Activities

4. The TA has three outputs: (i) Output 1 – loan processing and implementation startup expedited; (ii) Output 2 – capacity building plan designed and implemented; and (iii) Output 3 – monitoring and evaluation (M&E) framework and impact study designed. The major outputs and activities are summarized in Table 1.

---

<sup>1</sup> Government of Myanmar. 2014. *Rural Development Strategic Framework*. Nay Pyi Taw.

<sup>2</sup> Government of Myanmar. 2017. *Agricultural Development Strategy*. Nay Pyi Taw.

<sup>3</sup> The TA first appeared in the business opportunities section of ADB's website on 28 July 2017.

**Table 1: Summary of Major Outputs and Activities**

<b>Major Outputs</b>	<b>Delivery Dates</b>	<b>Key Activities with Milestones</b>
<b>1. Loan processing and implementation start up expedited</b>	October 2017 to October 2018	<ul style="list-style-type: none"> <li>1.1 Project financing package prepared</li> <li>1.2 Gender assessment and gender action plan prepared and finalized</li> <li>1.3 Resettlement and Indigenous People's Development framework and plans prepared and finalized</li> <li>1.4 Finance and procurement manuals at community and project levels prepared and finalized</li> <li>1.5 Community finance sub-manual developed and finalized</li> <li>1.6 Project risk assessment and management plan prepared</li> <li>1.7 Project administration manual prepared and finalized</li> <li>1.8 Project roll-out plan developed and finalized</li> <li>1.6 Livelihood component designed</li> <li>1.7 Community infrastructure sub-manual developed and finalized</li> <li>1.8 Community livelihood sub-manual developed and finalized</li> <li>1.9 Livelihood institutional mapping conducted</li> <li>1.10 Market assessment tool developed and sample market assessments in 1 township conducted</li> <li>1.11 Climate change and disaster resilience considerations incorporated in infrastructure and livelihood subproject manuals</li> <li>1.12 Climate change and disaster risk information for target townships generated</li> <li>1.13 Climate change and disaster risk assessment tool incorporated in subproject design manuals</li> <li>1.14 Oversight over other outputs provided</li> <li>1.15 On-demand advisory support to the government provided</li> </ul>
<b>2. Capacity building plan developed and implemented</b>	October 2017 to July 2018	<ul style="list-style-type: none"> <li>2.1 Capacity needs assessment conducted</li> <li>2.2 Training service providers and institutional mapping undertaken</li> <li>2.3 Training design and plan developed</li> <li>2.4 Trainers; training conducted</li> <li>2.5 Hiring and recruitment plan developed</li> <li>2.6 Terms of reference for key project staff developed</li> </ul>
<b>3. Monitoring and evaluation (M&amp;E) framework and impact study designed</b>	March 2018 to October 2018	<ul style="list-style-type: none"> <li>3.1 M&amp;E framework and project reporting templates developed</li> <li>3.2 Baseline study conducted</li> <li>3.3 Impact study designed</li> <li>3.4 Training of project M&amp;E staff conducted</li> </ul>
		<ul style="list-style-type: none"> <li>3.5 Project management information system developed and installed</li> </ul>

Major Outputs	Delivery Dates	Key Activities with Milestones
		3.6 Targeting protocols developed (including subproject criteria and selection criteria for block grants) and project sites selected 3.7 Project economic analysis 3.8 Sector assessment prepared and finalized 3.9 Grant allocation formula developed and confirmed 3.10 Conflict mapping, sensitivity assessments and conflict sensitivity components incorporated in project manuals

M&E = monitoring and evaluation.  
Source: Asian Development Bank.

### C. Cost and Financing

5. The TA is estimated to cost \$1.32 million equivalent, of which \$1.0 million equivalent will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-VI) and \$0.2 million equivalent will be financed on a grant basis from ADB's Climate Change Fund. The key expenditure items are listed in Appendix 1.

6. The government will provide counterpart support in the form of counterpart staff, office accommodation, office supplies, data and information access, facilitation of liaisons with stakeholders and other in-kind contributions. The government was informed that approval of the TA does not commit ADB to finance any ensuing project.

### D. Implementation Arrangements

7. ADB will administer the TA. The Department of Rural Development (DRD) will be the executing agency for the TA. ADB's Southeast Asia Department, Environment, Natural Resources, and Agriculture Division and Myanmar Resident Mission, will act as the focal points and coordinators of consulting inputs and activities. The proposed TA will be implemented over 21 months, from October 2017 to June 2019. The disbursements will be made in accordance with ADB's Technical Assistance Disbursement Handbook (May 2010, as amended from time to time). The implementation schedule is in Table 2.

**Table 2: Implementation Arrangements**

Aspects	Arrangements		
Indicative implementation period	November 2017–August 2019		
Executing agency	Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation		
Consultants	To be selected and engaged by ADB		
	Individual Consultant Selection	18 person-months	\$310,000
	QCBS	74 person-months	\$845,000
Procurement	Equipment to be procured by consultants		
	Shopping	1 contract	\$7,000
Disbursement	The TA resources will be disbursed following ADB's <i>Technical Assistance Disbursement Handbook</i> (2010, as amended from time to time).		
Asset turnover or disposal	Consultants will hand over the computers, printers, fax machine,		



Aspects	Arrangements
arrangement upon TA completion	photocopier, other office equipment procured to the executing agency of the ensuing project, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation

Source: Asian Development Bank.

8. **Consulting services.** The TA will require a total of 92 person-months of consulting services (45 person-months of international and 47 person-months of national experts). ADB will engage a consulting firm and individual consultants in accordance with ADB Procurement Policy (2017, as amended from time to time) and associated Project Administration Instructions. ADB will engage a consulting firm using quality- and cost-based selection method at a ratio of 90:10 based on a full technical proposal. International experts including community development specialist and project implementation specialist will be engaged as individual consultants to ensure startup support for both the TA and the ensuing project. The consulting firm will procure goods comprising of office equipment. The indicative expertise and corresponding person-months are in Table 3.

**Table 3: Summary of Indicative Consulting Services Requirement**

Positions <sup>4</sup>	Person-Months	
	International	National
<b>Output 1: Loan processing and implementation start up expedited</b>		
Community Development Specialist	5	-
Project Implementation Specialist	5	
Climate Resilient Community Infrastructure Specialist	4	10
Agriculture Economist	2	-
Climate Resilient Rural Livelihood Specialist/Team Leader	5	8
Financial Management Specialist	4	4
Procurement Specialist	4	4
Social Safeguard/Resettlement Specialist	2	-
Gender and Social Development Specialist	2	3
Climate Change Specialist	4	-
<b>Subtotal 1</b>	<b>37</b>	<b>29</b>
<b>Output 2: Training plan developed and implemented</b>		
Capacity Building Specialist	4	8
<b>Subtotal 2</b>	<b>4</b>	<b>8</b>
<b>Output 3: Monitoring and evaluation framework and impact study designed</b>		
Monitoring and Evaluation Specialist	2	8
<b>Subtotal 3</b>	<b>2</b>	<b>8</b>
<b>Unallocated</b>	<b>2</b>	<b>2</b>
<b>TOTAL</b>	<b>45</b>	<b>47</b>

## E. Governance

9. The TA will support assessment of financial management capacity, procurement capacity, and risk assessment and management plan of the executing agency. Based on the assessments, corresponding mitigating measures to address the gaps and risks will be agreed and included in the separate documents that will form part of the loan documents.

<sup>4</sup> The Climate Change Fund (CCF) will cover: 4 person-months of the Climate Change Specialist, 2 person-months of the Climate Resilient Community Infrastructure Specialist and 1.5 person-months of the Climate Resilient Rural Livelihood Specialist.

**APPENDIX 1: COST ESTIMATES AND FINANCING PLAN**  
(\$'000)

Item	Asian Development Bank <sup>a</sup>	Climate Change Fund <sup>b</sup>	Total
1. Consultants			
a. Remuneration and per diem			
i. International consultants	657	124	781
ii. National consultants	138		138
b. Out-of-pocket expenditures			
i. International and local travel	53	49	102
ii. Reports and communications	4	1	5
iii. Equipment <sup>c</sup>	2	5	7
2. Workshops, trainings, public consultations <sup>d</sup>	48		48
3. Surveys	50		50
4. Miscellaneous administration and support	12		12
5. Contingencies	36	21	57
<b>Total</b>	<b>1,000</b>	<b>200</b>	<b>1,200</b>

Note: The technical assistance (TA) is estimated to cost \$1.32 million, of which contributions from the Asian Development Bank are presented in the table above. The government will provide counterpart support in the form of: counterpart staff, office accommodation, office supplies, data and information access, facilitation of liaisons with stakeholders, and other in-kind contributions. The value of government contribution is estimated to account for 10% of the total TA cost.

<sup>a</sup> Financed by the Asian Development Bank's Technical Assistance Special Fund (TASF-6).

<sup>b</sup> Established by the Asian Development Bank.

<sup>c</sup> Computers, printers, fax machine, photocopier, other office equipment.

<sup>d</sup> Workshops and conferences include tripartite progress review meetings and policy/institutional capacity building workshops. Includes participants' travel and related logistical costs, fees and related costs for external resource persons. Fees for resource persons and facilitators, who are government officials will be covered by the government. This category includes local transport and vehicle hire for field activities such as surveys, consultations, meetings. (For additional guidance, please refer to BPMSD and SPD memo on the Use of Bank Resources: Regional Technical Assistance and Technical Assistance vs. Internal Administrative Expense Budget).

Source: Asian Development Bank estimates.

**APPENDIX 2: LIST OF LINKED DOCUMENTS**

1. Terms of Reference for Consultants

## TERMS OF REFERENCE FOR CONSULTANTS

### A. Introduction

1. The terms of reference for consultants describe the main tasks under this technical assistance (TA). The TA has three outputs (i) Output 1 – loan processing and implementation startup expedited; (ii) Output 2 – capacity building plan designed and implemented; and (iii) Output 3 - monitoring and evaluation (M&E) framework and impact study designed. The TA will require 45 person-months of international and 47 person-months of national consulting services. The selection and engagement of consultants will follow the Guidelines on the Use of Consultants (2013, as amended from time to time) of the Asian Development Bank (ADB). ADB will engage a consulting firm using quality- and cost-based selection method at a ratio of 90:10 based on a full technical proposal. International experts including community development specialist and project implementation specialist will be engaged as individual consultants.

### B. Output 1: Loan processing and implementation start up expedited

2. **Climate Resilient Rural Livelihood Specialist/Team Leader (international: 5 person-months, intermittent; national: 8 person-months).** The international specialist should have a postgraduate degree in rural livelihoods-related studies; preferably with at least 8 years of international experience in designing and implementing adaptation measures in the context of livelihoods. Familiarity with rural livelihoods and climate change-related issues of Myanmar will be an advantage. The national specialist shall have a degree in management, finance, agribusiness or similar fields with at least 7 years of experience working on livelihood generation projects.

3. The team leader will provide support to the executing agency in leading TA activity implementation to arrive at a detailed design for a full investment project, in line with the government's policy and strategies and ADB requirements, including scope, targeting, cost estimates, financing plan, implementation arrangements, monitoring, evaluation and reporting, economic, financial, social and environmental analysis, sector and thematic assessments, due diligence and risk and mitigation measures. This includes, but is not limited to, performance targets and indicators; external assistance to the sector and lessons learned; design and monitoring framework; project outputs and description; detailed project cost estimates; implementation arrangements and schedule; indicative procurement packaging and draft procurement plans; staffing; terms of reference for consulting services; project impacts benefits and risks; and project performance monitoring system; preparation of a project administration manual (PAM) and sub-manuals on infrastructure, livelihood and community finance; inputs to the Report and Recommendation to the President for the ensuing project; review outputs of the consulting team and ensure timely achievement of all milestone activities; prepare regular monthly reports discussing the progress of project preparation to be submitted to ADB and the government; develop a project roll out plan for the project; and complete any other tasks as may be reasonably requested by ADB or the government. The specialist will be responsible for (i) assessing potential climate change impact on livelihoods of rural population living in the proposed geographical area where the project will be implemented; (ii) developing recommendations on resilient livelihood measures (household and community level) that can be supported directly under the proposed project; (iii) providing recommendations on the enabling environment required to implement the proposed resilient livelihood measures taking also into consideration the high proportion of poor landless, including availability of weather and climate information; access to affordable finance; linkages with input suppliers and market; (iv) undertaking training for villagers and government staff on resilient livelihoods measures; and (v)

contributing to the methodology for community-level risk assessment (from livelihood perspective).

4. The international and national specialists shall: (i) review past and ongoing community livelihood and related projects in Myanmar, including the livelihood subcomponent of Enhancing Rural Livelihood and Income Project (ERLIP) and identify lessons that can contribute to the scaling up, including types of support (grants versus loans), organizational and implementation arrangements, technical assistance required, additional analytical work on markets, skills and jobs, tools that can contribute to sustainable livelihoods of target areas and such other areas that can enhance the proposed scale up; (ii) undertake a mapping of resource and service providers and develop a directory of potential partners and resource institutions that can support the livelihood component of the project; (iii) develop the detailed design of the livelihood subcomponent, including value-chain linkages and prepare manuals and templates for use by the project; (iv) develop tools and templates in the conduct of market and value chain assessments, community proposals, and simplified proposal evaluation formats and tools to be used by the project; (v) provide inputs in the preparation of training design and manuals, in coordination with the training specialist; (vi) assist in the preparation of an investment project, including performance targets and indicators design and monitoring framework; project outputs description; detailed project cost estimates; implementation arrangements and schedule; staffing; terms of reference for consulting services; (vii) provide inputs in the preparation of a PAM; (viii) lead the preparation of a community livelihood sub-manual; (ix) provide inputs to periodic reports; and (x) complete any other tasks as may be reasonably requested by ADB or the government.

**5. Community Development Specialist (international, 5 person-months, intermittent).** The specialist shall have a postgraduate degree in economics, engineering, rural development, public administration, or equivalent, preferably with 15 years of international experience in community development and social development. The specialist should have experience leading and implementing similar projects in developing countries, preferably in Asia. Experience in community-based development, rural development or community-based disaster risk management projects/community-based adaptation in Myanmar is an advantage.

6. The specialist shall: (i) review the design, implementation progress and lessons learned from the ongoing ERLIP and other similar projects in Myanmar such as the National Community Driven Development Project; (ii) identify specific actions, activities and investments for scaling-up, including in the current design, management strategy, especially in livelihood; (iii) provide inputs to key stakeholder workshops to support project preparation; (iv) assist ADB in preparing a project document for an investment project in close consultation with other consultants and government, including inputs in the preparation of a PAM and sub-manuals on infrastructure, livelihood and community finance; and (v) complete any other tasks as may be reasonably requested by ADB or the government.

**7. Climate Change Specialist (international: 4 person-months, intermittent).** The specialist should have a postgraduate degree in climate science or a closely related discipline preferably with at least 10 years of international experience in climate modeling and/or applied climatological research, climate change impacts and vulnerability assessment, climate risk management, and disaster risk management. The specialist should have experience implementing similar projects in developing countries, preferably in Asia. Familiarity with climate change-related issues of Myanmar will be required.

8. The specialist will be responsible for: (i) developing the methodology for undertaking the climate risk and vulnerability assessment; (ii) undertaking the climate risk and vulnerability assessments including collecting, reviewing and summarizing relevant scientific data for project location, developing median and more extreme scenarios for the key climatic parameters and associated climate-related hazards (using the most current and credible climate projections available), and in consultation with infrastructure specialist and livelihood specialist identify the likely impacts of climate change on tentative project area; (iii) work closely with the TA team to inform the selection of 25 townships (from climate change perspective); and (iv) develop a methodology for community-level risk assessment to be undertaken as part of wider social preparation process of the project. The specialist will also: (i) support the team leader by providing climate change and disaster risk information which can guide the geographical targeting process, formulation of resource allocation criteria, and design of contingency budget line for the project to act as vehicle for post-disaster recovery in the aftermath of large scale disaster; (ii) in collaboration with the team leader, community infrastructure specialist and livelihood specialist, develop tools to be used for targeting purposes for townships selection and during social preparation and community planning to raise awareness of climate change and disaster risks affecting/will affect communities and proposed subproject, such as interpreting climate change and natural hazards-related information, developing community-led risk mapping; (iii) in collaboration with the training specialists, develop modules in the training design integrating climate change and disaster risk considerations; (iv) support the project in developing community, village tract and township level plans that integrate climate change and disaster risk considerations; (v) assist in the preparation of an investment project, including performance targets and indicators design and monitoring framework; project outputs description; detailed project cost estimates for subprojects that have primary purpose as strengthening resilience as well as cost estimates (additional costs) for integrating additional features to strengthen resilience of wider development project; implementation arrangements and schedule; staffing; terms of reference for consulting services; (vi) assist the project implementation expert in the preparation of a PAM; (vii) integrate climate change and disaster risk considerations in the sub-manuals on infrastructure and livelihoods; (viii) support the consultant team leader in the submission of periodic reports; and (ix) complete any other tasks as may be reasonably requested by ADB or the government.

9. **Agriculture Economist (international, 2 person-months).** The specialist shall have an advanced degree in economics, finance, or in a related discipline. He/she should have at least 10 years of experience in preparing economic and financial analyses, designing of agriculture or community-based projects costing, budgeting and financial management of donor-financed and government-implemented development projects in several countries. Experience in Myanmar would be an advantage.

10. The specialist shall: (i) in collaboration with the team leader, prepare the detailed sector assessment and thematic reports for the proposed project; (ii) prepare the project cost estimates and financing plan based on ADB formats, in collaboration with the Financial Management Specialist; (iii) prepare the economic and financial analyses for the proposed project following the 10 key areas of economic analysis and in accordance with ADB revised guidelines on economic analysis for investment projects. Conduct of distribution and sensitivity analysis should also be included since this is a highly poverty oriented project; (iv) prepare financial sustainability analysis for the proposed project; (v) provide inputs to the Financial Management and Procurement Specialists in preparing the project financial and procurement plans; (vi) prepare detailed project cost estimates, in form and substance agreeable to ADB; (vii) provide inputs in the preparation of a PAM; (viii) support the consultant team leader in the

submission of periodic reports; and (ix) complete any other tasks as may be reasonably requested by ADB or the government.

**11. Climate Resilient Community Infrastructure Specialist (international: 4 person-months, intermittent).** The specialist should have a postgraduate degree in structural/civil engineering; preferably with at least 8 years of international experience in designing and implementing adaptation measures in the context of community infrastructure. Familiarity with community infrastructure and climate change-related issues of Myanmar will be an advantage. Working under the supervision of the team leader, the consultant will be responsible for (i) assessing potential climate change impact on community infrastructure typically supported through community-based development (CBD) projects in Myanmar; (ii) developing recommendations on climate proofing community infrastructure (design considerations, costing, operations and maintenance etc.) and revising the infrastructure subproject manual of the project including technical specifications and standard designs; (iii) providing recommendations on community infrastructure which may not be currently included in the menu of eligible investments under CBD projects but will be critical for strengthening resilience; (iv) undertaking training for villagers and government staff on resilient infrastructure; and (v) contributing to the methodology for community-level risk assessment (from infrastructure perspective). The specialist shall also (i) review existing community infrastructure designs and undertake and assessment of quality, cost and climate change and disaster resilience of the ERLIP subprojects and similar projects in Myanmar; (ii) develop a community infrastructure manual for use of the project; (iii) develop proposal templates and simplified economic and disaster resilient analysis tools for use in the project selection and prioritization stage of the proposed project; (iv) in collaboration with the training specialist, develop a training module and manual on design and implementation of community infrastructure projects; (v) provide inputs in the preparation and completion of the PAM; (vi) preparation of the community infrastructure sub-manual; (vii) prepare an institutional map of potential resource and service partners for training of villagers in various skills in construction; (viii) as part of the project manual prepare community procurement procedures and templates, and (ix) complete any other tasks as may be reasonably requested by ADB or government.

**12. Community Infrastructure Specialist /Deputy Team Leader (national: 10 person-months).** The national specialist shall have a degree in engineering, architecture or design and shall have at least 7 years of experience working on small-scale community infrastructure projects. The Deputy Team Leader will (i) provide support in the preparation of a PAM and sub-manuals on infrastructure, livelihood and community finance, and assessments on government and communities capacity on operations and maintenance of community infrastructure; (ii) provide inputs to the Report and Recommendation to the President for the ensuing project; (iii) review outputs of the consulting team and ensure timely achievement of all milestone activities; (iv) prepare regular monthly reports discussing the progress of project preparation to be submitted to ADB and the government; (v) develop a project roll out plan for the project, and (vi) complete any other tasks as may be reasonably requested by ADB or the government.

**13.** The specialist shall (i) review existing community infrastructure designs and undertake and assessment of quality, cost and climate change and disaster resilience of the ERLIP subprojects and similar projects in Myanmar; (ii) develop a community infrastructure manual for use of the project; (iii) develop proposal templates and simplified economic and disaster resilient analysis tools for use in the project selection and prioritization stage of the proposed project; (iv) in collaboration with the training specialist, develop a training module and manual on design and implementation of community infrastructure projects; (v) provide inputs in the preparation and completion of the PAM; (vi) prepare the community infrastructure sub-manual; (vii) prepare

an institutional map of potential resource and service partners for training of villagers in various skills in construction; (viii) as part of the project manual, prepare community procurement procedures and templates, and (ix) complete any other tasks as may be reasonably requested by ADB or government.

**14. Financial Management Specialist. (international: 4 person-months; national: 4 person-months).** The international specialist should have a degree in finance and management with at least 10 years of experience in community development or livelihood project financial management, project implementation and operations. The national specialist will have a bachelor's degree in accounting, audit or economics and will have at least 7 years of experience in finance, accounting and management. Experience with donor-funded projects would be an advantage. The specialists should preferably possess a professional accountancy/finance qualification such as a chartered accountant, certified public accountant, or equivalent. Both specialists are required to be familiar with the financial guidelines and related procedures of ADB and the government.

15. The specialists will (i) conduct financial management assessment of the executing agency and the project, looking into governance, integrity and risks, in accordance with ADB guidelines; (ii) recommend mitigation measures to help safeguard risk exposures; (iii) prepare financial and funds flow for community grants, project management and administration budget line items, training and other relevant cost items of the project; (iv) prepare a financing plan for the project and describe the flow of funds and disbursement procedures; (v) provide inputs to the PAM; (vi) lead in the preparation of a community finance sub-manual, (vii) review available project implementation/implementation-related documents of ERLIP and other CBD projects in Myanmar (Project Appraisal Document of World Bank Loan, Operations Manuals, Impact Evaluation Study, audit reports, etc.) and extract relevant and useful learning from these projects; (viii) with the capacity building specialist, (a) review the current staffing and staffing policies and structures of the EA and assess the requirements in terms of number and qualifications of staff and map required staff and positions to determine recruitment needs; (b) review and recommend options as well as the cost of staffing, re-structuring and hiring or contracting out services of consultants and staff and develop terms of reference for the staff and project consultants at township and national levels; (ix) undertake an overall governance and risk assessment of the project, the EA and develop specific actions for management of risks, including capacity development recommendations; (x) analyze information on country and project level governance and capacity; (xi) review structures, personnel management, budget, and staff for project implementation and identify human and other resource constraints; and (xii) complete any other tasks as may reasonably be requested by ADB or DRD.

**16. Social Safeguard/Resettlement Specialist (international: 2 person-months, intermittent).** The specialist shall have at least a master's degree in social sciences, sociology, anthropology, or other relevant disciplines for the assignment, with 10 years working experience in indigenous peoples, human settlement and safeguards in developing countries. Experience in Myanmar is an advantage. The specialist must be familiar with ADB's safeguards policies and procedures.

17. The specialist shall: (i) design socioeconomic surveys and social impact assessments at community level to be undertaken by project staff and volunteers; (ii) prepare screening checklist and procedure for the conduct of consultations specially for areas populated by ethnic groups; (iii) prepare and finalize the indigenous peoples planning framework and the resettlement framework, in case there are land acquisition and resettlement impacts, including indigenous peoples and involuntary impact categorization; (iv) prepare due diligence report



based on initial list of subprojects, including on land acquisition and resettlement as required under the ADB guidelines; (v) coordinate with project team to ensure that mitigation measures are integrated into the project design features; (vi) assess the capacity of the executing agency to screen impacts, prepare and implement resettlement frameworks; (vii) recommend appropriate capacity development activities to develop or enhance safeguards knowledge and skills of executing agency; (viii) provide inputs on social dimension and safeguard component on all project documents in the completion of the PAM; (ix) support the consultant team leader in the submission of periodic reports; and (x) complete any other tasks as may be reasonably requested by ADB or the government.

**18. Gender and Social Development Specialist (international 2 person-months, national: 3 person-months).** The international specialist shall have a postgraduate degree in gender, anthropology, international development, environmental management, social development, sociology, or related fields with at least 10 years of relevant professional experience in the field of social development, community development, social protection, or gender and development. The national specialist shall have at least a bachelor's degree in social sciences, sociology, anthropology, or other relevant disciplines for the assignment. S/he shall have at least 7 years of experience in social development and/or gender development. Familiarity with ADB policies on social safeguards, gender development, and core labor standards is required. Working experience in agriculture and natural resource sector in Myanmar is highly preferred.

19. The specialists are responsible for the following: (i) prepare and finalize the poverty, social and gender assessments in accordance with ADB's Guidelines; (ii) prepare and finalize a social and poverty analysis report that adheres to ADB requirements; (iii) prepare and finalize a summary poverty reduction and social strategy, including any action or mitigation plans or other measures as appropriate; (iv) prepare and finalize a gender analysis and action plan based on ADB's *Policy*; (v) conduct a social development and gender assessment, core labor standards assessment, particularly on child and forced labor and equal pay for equal work and conduct field surveys and/or focus group discussions to inform the social development and gender assessments; (vi) provide inputs to the Project Implementation Specialist; (vii) provide inputs on social dimension and safeguard component on all project documents in the completion of the PAM; (viii) support the consultant team leader in the submission of periodic reports; and (ix) complete any other tasks as may be reasonably requested by ADB or the government.

**20. Procurement Specialist (international: 4 person-months, national: 4 person-months).** A bachelor's degree in civil engineering or related field with 5 years of experience. Experience of procurements for ADB financed projects is desired. The expert will (i) carry out procurement risk assessment, including a procurement capacity assessment; (ii) prepare procurement plan including packaging of works, services, and goods with estimated cost and time schedule; (iii) prepare requests for proposals and bidding documents for procurement of works and goods; (iv) provide inputs in the preparation of a PAM; and (v) assist the executing agency in the recruitment of consultants and procurement of goods and works contracts.

**21. Project Implementation Specialist (international: 5 person-months).** The international specialist should have a degree in finance and management with at least 10 years of experience in community development or livelihood project financial management, project implementation and operations. The specialist is required to be familiar with procurement guidelines and related procedures of ADB and the government. The specialist will (i) look into governance, integrity and risks, in accordance with ADB guidelines; (ii) recommend mitigation measures to help safeguard risk exposures; (iii) review available project

implementation/implementation-related documents of ERLIP and other CBD projects in Myanmar (Project Appraisal Document of World Bank Loan, Operations Manuals, Impact Evaluation Study, audit reports, etc.) and extract relevant and useful learning from these projects; (iv) review and revise the procurement capacity and financial management assessments in accordance with ADB guidelines and requirements; (v) undertake an overall governance and risk assessment of the project, the executing agency and develop specific actions for management of risks, including capacity development recommendations; (vi) analyze information on country and project level governance and capacity; (vii) assess the management capacity of the executing agency for the proposed project and provide recommendations for risk management and capacity development and other support needed for project implementation; (viii) develop a risk management action plan for managing risks; (ix) prepare relevant sections for the PAM; and (x) complete any other tasks as may reasonably be requested by ADB or DRD.

### **C. Output 2: Capacity building plan developed and training implemented**

**22. Capacity building Specialist (international: 4 person-months; national: 8 person-months).** The international specialist shall have a post-graduate degree in human resource management, education, public administration or relevant fields with at least 10 years of experience in conducting training for project staff of community-based development projects. The national specialist shall have at least a bachelor's degree in human resource management, education, public administration or similar fields. He/she shall have least 7 years of experience in providing training or capacity building support to the public sector or communities.

23. The specialists shall be responsible for the following: (i) a capacity and training needs assessment report on the implementing partners and target townships and village tracts, based on the requirements of the project; (ii) design of the training program, manuals and training aids to support the project; (iii) conduct of a pilot trainer's training for the initial batch of townships to be covered by the project; (iv) revised training design and manuals as necessary after the pilot training course; (v) institutional mapping of possible resource institutions and partners in the provision of continuing training; (vi) provide inputs in the preparation of a PAM; (vii) support to the consultant team leader in the submission of periodic reports and oversight of output 2; (viii) a human resource development plan, describing the project staffing and skills needs throughout the project life, identifying skills gaps and how to fill them and developing the terms of reference for the various positions and expertise required by the project; (ix) a recruitment plan supporting the project roll-out schedule, in consultation with ADB and the government; (x) pre-and in-service training plan and materials for the staff to be hired; (xi) oversight support to the hiring and deployment of project staff; and (xii) any other tasks as may be reasonably requested by ADB or the government.

### **D. Output 3: Monitoring and evaluation framework and impact assessment study designed**

**24. Monitoring and Evaluation Specialist (international: 2 person-months; national: 8 person-months).** The international specialist shall have post graduate degree in economics or statistics, with 10 years of experience in monitoring and evaluation and undertaking impact evaluation studies and surveys using randomized control trials or semi-experimental methods for community-based development projects or similar projects in several countries. The national specialist shall have at least a master's degree in economics, or statistics, with 7 years working experience for agriculture and rural development or community development in Myanmar. Familiarity with statistical analysis software programs is preferred for both specialists.

25. They are responsible for, but not limited to, the following: (i) prepare options for a township targeting using available poverty estimates and data from the government and other agencies in Myanmar; (ii) recommend townships where the project will be implemented, upon consultation with ADB and the government; (iii) develop and recommend a M&E framework for the project, including reporting templates for use by project staff; (iv) design a baseline study to generate information in support of the M&E framework; (v) prepare terms of reference for impact evaluation studies to be undertaken at project mid-term and end term; (vi) recommend other impact or special studies and prepare terms of reference to measure impact of the project at selected stages of project; (vii) prepare a training design and train national project staff or staff of the government in the use of the M&E framework; (viii) oversee the implementation of a baseline study for the project; (ix) prepare the detailed sector assessment and thematic reports for the proposed project; (x) provide inputs in the preparation of a PAM; (xi) support the consultant team leader in the submission of periodic reports; and (xii) complete any other tasks as may be reasonably requested by ADB or the government.

26. **Unallocated (international: 2 person-months, national: 2 person-months).** For market infrastructure assessments, community facilitation and additional M&E support or other expertise identified during TA implementation.