



# Memorandum

Economic Research and Regional Cooperation Department  
Development Economics and Indicators Division

10 October 2017

## FOR APPROVAL

To: Joseph Zveglic, Jr.   
Officer-in-Charge, ERCD

From: Rana Hasan   
Director, ERDI

Subject: **C-TA0012-REG: TA Cluster Subproject 3 – Developing Impact Evaluation Methodologies, Approaches, and Capacities in Selected Developing Member Countries (DMCs)**  
**—Request for Approval of TA Cluster Subproject Implementation**

*Y.J.*

## A. INTRODUCTION

1. On 14 January 2013, the Asian Development Bank (ADB) approved the provision of a Technical Assistance Cluster for Developing Impact Evaluation Methodologies, Approaches, and Capacities in Selected Developing Member Countries (C-TA0012) in an aggregate amount not exceeding \$4.5 million equivalent.<sup>1</sup> C-TA0012 is financed by ADB, on a grant basis, from ADB's TA funding program (TASF). The TA comprises three subprojects with an allocation of \$1.5 million each. Subproject 1 and subproject 2 were approved on 25 February 2013 and 28 October 2015, respectively. Target completion date of C-TA0012 is on 31 March 2019. To ensure that funds are available for anticipated impact evaluation projects currently being planned, this memo seeks the Chief Economist's approval for the third subproject.

## B. STATUS OF SUBPROJECT 1 AND SUBPROJECT 2

2. Subproject 1 (TA 8332) has supported eight impact evaluation studies, of which three have been completed, four are ongoing and one was terminated. As of 04 September 2017, subproject 1 has completed contract awards of \$1,364,969 or 91.0% of the total funding, and disbursement of \$954,590 or 63.6% of total funding. Subproject 2 (TA 8993) is financing a total of 6 studies with allocated amounts of \$ 1,066,820, of which one has been completed while the rest are at various stages of implementation. The TA has also supported development of the Impact Evaluation portal and six seminars of impact evaluation studies with prominent experts as resource persons. As of 04 September 2017, subproject 2 has completed contract awards of \$572,930 or 38.2% of the total funding, and disbursement of \$154,543 or 10.3% of total funding. The approval memos for Subproject 1 and Subproject 2 are in Attachment 1, respectively while the breakdown of subproject commitments, contract awards, and disbursements is in Attachment 2.

<sup>1</sup> See TA report at <http://www.adb.org/projects/documents/developing-impact-evaluation-methodologies-approaches-capacities-selected-dmc-tar>

## **C. PROPOSED TA CLUSTER SUBPROJECT 3**

3. As most of the funds of subprojects 1 and 2 have been committed and there is expected to be significant demand for funding to support additional impact evaluation studies, we propose to start implementing subproject 3 with a total amount of \$1.5 million in line with the TA design. A list of indicative projects that may request impact evaluation funding from subproject 3 is in Attachment 3.

### **1. Impact, Outcome and Outputs**

4. The impact will be improved development effectiveness of ADB-designed projects responsive to the development needs of DMCs. The outcome will be that impact evaluation is mainstreamed<sup>2</sup> in ADB operations through each subproject resulting in well-designed and monitored ADB projects in DMCs. Key outputs of Subproject 3 will include (i) impact evaluation studies adopting appropriate methodology with effective technical support conducted, (ii) impact evaluation awareness-raising seminars and capacity building workshops for ADB staff and DMC officials, and (iii) reports and dissemination workshops on lessons learned from review of methodologies and conduct of pilot studies. The Design and Monitoring Framework is in Attachment 4.

### **2. Methodology and Key Activities**

5. Subproject 3 will comprise two main components: (a) the conduct of five or more impact evaluation studies applying various methodologies and survey instruments; and (b) the development of impact evaluation methodologies, approaches, and capacities.

6. Under component (a), the subproject will continue to fund impact evaluation studies initiated by the regional departments with five or more studies aimed. In principle, \$200,000 will be allocated to each region for conduct of impact evaluation studies under the subproject. The interventions to be evaluated include ADB lending and non-lending projects, and DMCs' programs and projects to which ADB has related operational activity, or where the intervention proposed for study relates to ongoing or future areas of support identified in country operations business plans or country partnership strategies.

7. Component (b) of the subproject will support the following activities to enhance DMCs and ADB's capacity for conducting innovative impact evaluations, evidence-based policy dialogue and management of knowledge generated from the impact evaluation studies: (i) reviewing impact evaluation methodologies and improvements in techniques and tools for sector- and theme-specific studies and assisting preparation of impact evaluation proposals; (ii) conducting one to three pilot studies that apply the best practice application of impact evaluation methodology to inform current and/or future ADB operations. The pilot studies intend to reinforce mainstreaming of best practice impact evaluation in sectors that have received relatively little evaluation coverage to date. The projects should have significant involvement of ADB staff in designing and guiding, and executing the pilot studies; (iii) conducting impact evaluation awareness raising and capacity building for DMC stakeholders and ADB staff; (iv) maintaining a central impact evaluation data portal containing information on project baseline, mid-line, and end-line surveys (e.g., reports, questionnaires, metadata—details on sampling methodology, interviewer manuals, field data);

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<sup>2</sup> Impact evaluation is mainstreamed in ADB operations when it is integrated in the process of designing projects in DMCs based on gained experiences from actual conduct of impact evaluation studies adopting appropriate methodology, knowledge-sharing workshops and conferences, and capacity building activities.

and (v) conducting knowledge-sharing activities (i.e. regional conferences where impact evaluation studies conducted will be presented; and workshops and seminars where experts will be invited to share methods, practices, and lessons on impact evaluation) and publishing and disseminating impact evaluation studies (publishing impact evaluation studies for distribution to ADB and government counterparts, and uploading studies to the ADB website).

### **3. Cost and Financing**

8. Subproject 3 is estimated to cost \$1,500,000, to be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF 6). Details of the cost estimates and financing plan are in Attachment 5.

9. The proposed subproject has been registered with OSFMD Registration No. ERCD-C-07/2017. An updated status of commitments of TA funds is in Attachment 6.

### **4. Implementation Arrangements**

10. The subproject will commence on 1 November 2017 and will be completed on 31 March 2019. Except for the statement on the completion date of C-TA0012 and the total required person-months, the implementation arrangements described for subproject 1 (paras. 8 to 13 in the memo in Attachment 1a) will continue to apply in general. Consultant packages for each impact evaluation study will comprise both firms and individuals, as appropriate. About 53 person-months of international and 66 person-months of national consulting services will be required for Subproject 3. Individual consultants will be recruited using individual consultants selection (ICS) method while recruitment of firms will employ consultants' qualifications selection (CQS) method. Lump sum payments/output-based contracts will be considered as much as possible for consulting services. Consultants will be engaged by ADB in accordance with ADB's *Guidelines on the Use of Consultants* (2013, as amended from time to time). The outline terms of reference for the consultants are in Attachment 7. Disbursements will be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time).

11. Based on the experience in implementing the first two subprojects, the following specifications and/or clarifications are provided.

- (i) As with subprojects 1 and 2, to strike a balance between allocating the TA funds equally across regions and ensuring funds are used on a timely basis, an indicative allocation of \$200,000 for each regional department will be applied in component (a). Each regional department will have until 30 June 2018 (8 months) to receive approval of an IE study proposal from the Impact Evaluation Committee<sup>3</sup> (IEC) within its allocation. Beginning 1 July 2018, the IEC will consider proposals on a "first come first serve" basis regardless whether the department submitting the proposal has used its indicative allocation. In addition, if the study fails to move ahead by making its first contract award within six months after approval of the proposal, the IEC can cancel the funding commitment and re-allocate the funds to other studies. The regional department whose IE study is cancelled due to non-disbursement may re-submit proposals for review in lieu of the cancelled study.

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<sup>3</sup> The Impact Evaluation Committee (IEC) was established on 20 February 2013, comprising five regional departments (CWRD, EARD, PARD, SARD, and SERD) and SPD, OSFMD, SDCC and ERCD with voting power, and IED and PSOD with observer functions. Each department has one principal and one alternate representatives in the IEC. The main responsibilities of the IEC include: (a) providing overall guidance and oversight for Cluster TA 0012; and (b) reviewing and approving project proposals and budgets to be considered for impact evaluation from Cluster TA 0012.

- (ii) Regional departments can propose to evaluate programs and projects in DMCs that are not directly supported by ADB with funding under component (a), given DMC's endorsement and proper justifications subject to IEC review.
- (iii) The pilot study under component (b) will be proposed by ERCD staff with endorsement from the regional department whose DMC will be the site of the proposed evaluation. The proposal will require the review and approval of the approving authority.<sup>4</sup> The proposal will be considered on a "first come first serve" basis and not counted toward the regional allocation under component (a). Under component (b), consultants will also be engaged to assist in developing proposals, maintaining the Impact Evaluation Portal, and coordinating various activities under the TA.

#### **D. RECOMMENDATION**

12. Relevant department/offices have been consulted and comments received were incorporated as appropriate (Attachment 8).

13. Pursuant to para. 36 of Staff Instruction on Business Processes for KSTA, the Chief Economist's approval is requested for the implementation of the proposed C-TA Subproject 3 for Developing Impact Evaluation Methodologies, Approaches, and Capacities in Selected Developing Member Countries in an amount not exceeding the equivalent of US\$1,500,000 on a grant basis from ADB's TA funding program (TASF 6).

14. Such approval will be reported to the Board in the Quarterly Summary Report on TA Cluster Subprojects.

Attachments: (1a) Approval memo for subproject 1  
(1b) Approval memo for subproject 2  
(2) Commitments, contract awards, and disbursements for subprojects 1 and 2  
(3) Indicative projects for impact evaluation funding under Subproject 3  
(4) Design and monitoring framework (validated on-line)  
(5) Cost estimates and financing plan  
(6) TA registration and status of fund commitment  
(7) Outline Terms of reference  
(8) Comments matrix

cc: The Secretary; General Counsel; Controller; Directors General, CWRD/EARD/IED/OSFMD/PARD/SARD/SDCC/SERD/SPD; Deputy Chief Economist, Director, OSP2; Senior Advisor to the VP, VPKM; D. Pham, CTIS-TA; Project File

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<sup>4</sup> Activities that require funding below US\$ 100,000 will be approved by the Chief Economist, ERCD, while those US\$ 100,000 and above will undergo the review and approval of the Impact Evaluation Committee (IEC).

**Evaluation Studies and Activities with Committed Funding from Subprojects 1 and 2**  
(\$, as of 04 September 2017)

<b>Study / Item</b>	<b>Commitment / Expenditure</b>	<b>Status</b>
<b>Subproject 1 (TA 8332)</b>		
<b>IE Studies</b>	<b>950,321</b>	
1. PAK - Transport for Employment in Lahore, Pakistan	198,950	ongoing
2. MON - Pilot Models to Improve School Dormitory Environment and Services	100,000	ongoing
3. PNG - Road Access on Poverty and Other Social Welfare Indicators in Rural Highlands Communities	174,300	ongoing
4. IND - Enhancing Energy-based Livelihoods for Women Micro-entrepreneurs	197,750	completed
5. NEP - Raising Incomes of Small and Medium Farmers (baseline)	35,571	completed
6. SRI - Endline Survey and IE of Eastern and North Central Provincial Road Project	30,000	completed
7. PHI - Employment Facilitation for Inclusive Growth	169,300	ongoing
8. VIE - Harnessing Climate Change Mitigation Initiatives to Benefit Women in Vietnam	44,450	terminated
<b>Conference and Training</b>	<b>277,215</b>	
Conference and Training 2014	218,763	
Conference and Training 2015	58,452	
<b>IE Guidebook</b>	<b>218,421</b>	
<b>Total</b>	<b>1,445,957</b>	
<b>Subproject 2 (TA 8993)</b>		
<b>IE Studies</b>	<b>1,066,820</b>	
1. PRC - Ningxia Poverty Reduction Rural Road Development (baseline)	176,000	completed
2. PRC - TVET Sector Reforms in the Guangxi Zhuang Autonomous Region	120,000	ongoing
3. PNG - Financial Literacy Program	250,000	ongoing
4. IND - Rural Road Investment Program in the States of Chhattisgarh and Madhya Pradesh	200,000	ongoing
5. PHI - DSWD Graduation Program	220,820	ongoing
6. IND- Enhancing Roof-top Solar Power Business Using Digital Technology	100,000	ongoing
<b>Seminars</b>	<b>2,500</b>	
<b>TA Administration (Consultant)</b>	<b>17,240</b>	
<b>Total</b>	<b>1,086,560</b>	

**Contract Awards and Disbursement of Subprojects 1 and 2**

(\$, as of 04 September 2017)

<b>Category</b>	<b>Allocation</b>	<b>Contracts</b>	<b>Disbursed (Contracts)</b>	<b>Undisbursed (Contracts)</b>	<b>Uncommitted (TA)</b>	<b>Undisbursed (TA)</b>
<b>Subproject 1 (TA 8332)</b>						
Consultants	800,000	888,295	628,889	259,406	(88,295)	171,110
Equipment	15,000	15,000	0	15,000	0	15,000
Training/Seminar	290,000	241,195	227,813	13,382	48,806	62,188
Studies	270,000	205,454	95,526	109,928	64,546	174,474
Miscellaneous	35,000	2,500	2,362	138	32,500	32,638
Contingency	90,000	12,525	0	12,525	77,475	90,000
<b>Total</b>	<b>1,500,000</b>	<b>1,364,969</b>	<b>954,590</b>	<b>410,379</b>	<b>135,032</b>	<b>545,410</b>
<b>Subproject 2 (TA 8993)</b>						
Consultants	830,000	439,423	113,905	325,518	390,577	716,095
Equipment	15,000	4,000	2,345	1,655	11,000	12,655
Training/Seminar	80,000	2,500	2,050	450	77,500	77,950
Studies	400,000	122,160	36,243	85,917	277,840	363,757
Miscellaneous	100,000	0	0	0	100,000	100,000
Contingency	75,000	4,847	0	4,847	70,153	75,000
<b>Total</b>	<b>1,500,000</b>	<b>572,930</b>	<b>154,543</b>	<b>418,387</b>	<b>927,070</b>	<b>1,345,457</b>

### Indicative Impact Evaluation Projects for Funding under Subproject 3<sup>a</sup>

Country Name	Project Title	Expected Time for IE to begin	Estimated Funding Needs (\$)
PRC (EARD)	Xinjiang Regional Cooperation and Integration Promotion Investment Baseline Survey	March 2018	150,000
BHU (SARD)	Urban Infrastructure Development Project	October 2017	200,000
BAN (SARD)	Skills for Employment Investment Program	September 2018	150,000
BAN (SARD)	Irrigation Management Improvement Project	January 2018	200,000
NEP (SARD)	Raising Incomes of Small and Medium Farmers Project	February 2018	120,000
PHI (SERD)	PHI Microfinance NGO Impact Evaluation	January 2018	200,000
PAK (ERCD)	Punjab Basmati Rice Value Chain (endline)	September 2018	120,000
<b>Total</b>			<b>1,140,000</b>

a. The list is indicative. Actual funding will be decided by the Impact Evaluation Committee based on review of the proposal submitted.

## DESIGN AND MONITORING FRAMEWORK

Impact the TA is Aligned with			
The impact will be improved development effectiveness of ADB-designed projects responsive to the development needs of the DMCs.			
Results Chain	Performance Indicators with Targets and Baselines	Data Sources and Reporting	Risks
<b>Outcome</b> Impact evaluation is mainstreamed in ADB operations through each subproject resulting in well-designed and monitored ADB projects in the DMCs.	By 2019, a. Impact evaluation is incorporated in the design of at least 5 new projects in ADB with increased DMC involvement (baseline: N/A)	a. Reports and recommendations of the President, TA performance and completion reports, Project Completion reports, other operational documents, BTORs	Initially, staff may have difficulty in incorporating impact evaluation in project designs, which may impact on full acceptance of impact evaluation.  There is always cost associated with incorporating impact evaluation in project designs. Inadequate funding may not allow rigorous impact evaluation.
<b>Outputs</b> 1. Impact evaluation studies adopting appropriate methodology with effective technical support conducted	1a. Five or more impact evaluation studies conducted (baseline: N/A)	1a. TA performance and completion reports, Project Completion reports	Availability of data to conduct proper groundwork to help design and implement the impact evaluation study.
2. Impact Evaluation awareness-raising seminars and capacity building workshops for ADB staff and DMC officials	2a. Four to five seminars/workshops for knowledge sharing and/or capacity building on impact evaluation conducted (baseline: N/A)	2a. TA performance and completion reports, Project Completion reports	Availability of participants in workshops and seminars with regards to work load.
3. Reports and dissemination workshops on lessons learned from review of methodologies and conduct of pilot studies	3a. One to three pilot studies conducted (baseline: N/A)  3b. Data portal continuously updated and improved (baseline: N/A)	3a. Report(s) on the pilot study/ies  3b. Improved/updated data portal	



**Key Activities with Milestones****Output 1: Impact evaluation studies adopting appropriate methodology with effective technical support conducted**

- 1.1 Screening and selection of projects for impact evaluation studies; obtaining of no-objection from concerned DMC governments (November 2017–December 2018)
- 1.2 Engagement of consultants (December 2017–Jan 2019)
- 1.3 Conduct of impact evaluation studies (December 2017–March 2019)

**Output 2: Impact evaluation awareness-raising seminars and capacity building workshops for ADB staff and DMC officials conducted**

- 2.1 Conduct of workshop for knowledge sharing and/or capacity building on impact evaluation by March 2019

**Output 3: Reports and dissemination workshops on lessons learned from review of methodologies and conduct of pilot studies**

- 3.1 Selection and conduct of pilot study (November 2017–March 2019)
- 3.2 Improvement and updating of impact evaluation data portal (November 2017–March 2019)

**Inputs**

ADB: \$1,500,000 (TASF 6)

**Assumptions for Partner Financing**

Not applicable.

ADB = Asian Development Bank, BTORs = Back-to-Office Reports, DMCs = Developing Member Countries, N/A = not applicable, TA = technical assistance, TASF 6 = Technical Assistance Special Fund 6.  
Source: ADB.

**COST ESTIMATES AND FINANCING PLAN<sup>a</sup>**

(\$'000)

<b>Item</b>	<b>Total</b>
<b>Asian Development Bank<sup>b</sup></b>	
1. Consultants	
a. Remuneration and per diem	
i. International consultants <sup>c</sup>	500
ii. National consultants <sup>c</sup>	230
b. International and local travel	110
c. Reports and communication	15
2. Equipment <sup>d</sup>	5
3. Workshop, training, seminars, and conferences <sup>e</sup>	80
4. Data and surveys <sup>f</sup>	450
5. Miscellaneous administration and support costs	35
6. Contingencies	75
<b>Total</b>	<b>1,500</b>

<sup>a</sup> The cost estimates and financing plan are indicative as resource allocation across items is driven by resource needs of each proposed activity and will be determined by the Impact Evaluation Committee.

<sup>b</sup> Financed by the Technical Assistance Special Fund (TASF 6) of the Asian Development Bank (ADB).

<sup>c</sup> Also includes remuneration and per diem for research assistants.

<sup>d</sup> Includes information technology equipment and software. Procurement of equipment by ADB will be in accordance with ADB's *Procurement Guidelines* (2015, as amended from time to time). Upon technical assistance completion, any procured equipment will either remain ADB property or will be disposed of in accordance with PAI 5.09.

<sup>e</sup> Includes travel and per diem for workshop participants, costs for external resource persons and peer reviewers for workshops and related activities, and travel of ADB staff as resource persons.

<sup>f</sup> Includes the conduct of surveys or purchase of data.

Source: Asian Development Bank estimates.



Asian Development Bank

Date **7 September 2017**

To: **Manmohan Parkash**  
Advisor, OSFMD and Head, Operations Management Unit, OSOM

From: **Yi Jiang**  
Senior Economist, ERDI

Subject: **Registration of TA for TASF Fund Commitment in 2017**

Please register the commitment of funds in the 2017 TASF for the following project:

Country: <b>Regional</b>		Project No.: <b>46185-004</b>	
		Cluster subproject? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Project Name: <b>Developing Impact Evaluation Methodologies, Approaches, and Capacities in Selected Developing Member Countries (Subproject 3)</b>			
Product Name: <b>Developing Impact Evaluation Methodologies, Approaches, and Capacities in Selected Developing Member Countries (Subproject 3)</b>			
Type of TA: <input type="checkbox"/> TRTA <input checked="" type="checkbox"/> KSTA			
Amount to be committed from 2017 TASF Budget:		Date of concept paper approval: <b>28-Aug-2012</b>	
<b>USD</b>	<b>1,500,000</b>	<input type="checkbox"/> TASF-Others <input type="checkbox"/> TASF-V <input checked="" type="checkbox"/> TASF-6 <input type="checkbox"/> TASF-IV	
To be charged against the planning figure of operational group:			
<input type="checkbox"/> OPR <input type="checkbox"/> OG1 <input type="checkbox"/> OG2 <input checked="" type="checkbox"/> KM & SD <input type="checkbox"/> PS & CO <input type="checkbox"/> FR <input type="checkbox"/> AC <input type="checkbox"/> IED			

**For OSFMD Use:**

**Registration No. ERCD-C-07/2017**

The above technical proposal has been entered in the Registry of Commitment of Funds against the 2017 TA program.

**Manmohan Parkash**  
Advisor, OSFMD and Head, Operations Management  
Unit, OSOM

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS FOR SUBPROJECT 3

1. The consultancy listed below is indicative as resource allocation across items is driven by resource needs of each proposed activity and will be determined by the Impact Evaluation Committee.

2. **Impact evaluation/Survey specialists** (international, 8 consultants, 40.0 person-months, intermittent). The international impact evaluation specialists should have a graduate degree in economics, or other relevant field; sufficient expertise and experience in impact evaluation of public interventions; and a good understanding of the project sector in developing member countries (DMCs) of the Asian Development Bank (ADB). They will design the evaluation, guide and oversee its implementation, and produce high-quality deliverables. Specifically, the specialists will

- (i) conduct a desk review of project documents and coordinate with the project team in designing and implementing the evaluation;
- (ii) conduct a literature review with assistance from the national impact evaluation specialists;
- (iii) identify and access existing data sources with assistance from the national specialists;
- (iv) design an evaluation framework and develop an action plan for implementation;
- (v) prepare an inception report that includes a description of the intervention to be evaluated, evaluation questions, evaluation design, implementation plan, and other information requested by the project team;
- (vi) design survey instruments and guide the national specialists and survey team in the conduct of surveys;
- (vii) conduct empirical analysis of the impacts of the project;
- (viii) prepare a final report with details of the impact evaluation study, highlighting lessons learned and recommendations for future operations; and
- (ix) assist in disseminating the evaluation findings through academic publications, policy briefs, and/or seminars and workshops.

3. **Impact evaluation/Survey specialists** (national, 8 consultants, 40.0 person-months, intermittent). The national impact evaluation specialists should have at least a bachelor's degree in economics, statistics, or other relevant field; sufficient expertise and experience in survey design and implementation; and good knowledge of the project sector and of impact evaluation methodologies and application. Guided by the international impact evaluation specialists, they will assist in survey design, implement the surveys, and assist in data analysis and report preparation. Specifically, the specialists will

- (i) assist the international specialists in literature review and in identifying and accessing existing data sources;
- (ii) assist the international specialists in developing the impact evaluation framework and action plan;
- (iii) conduct pretests of survey instruments and assist the international specialists in improving the survey design;
- (iv) guide the survey team and implement surveys for data collection;
- (v) coordinate between the international specialists, project team, and executing agencies;
- (vi) assist the international specialists in data analysis and report preparation; and
- (vii) participate in and contribute to the dissemination activities.

4. **Impact evaluation advisors** (international, 3 consultants, 5.0 person-months, intermittent). The impact evaluation advisor should have a graduate degree in economics, statistics, or other relevant field; and have more than 10 years of experience and a well-established reputation in impact evaluation research and practice. The advisor will mainly provide technical guidance and assistance to develop solid impact evaluation proposals. Specifically, the advisor will

- (i) review available information about ADB existing and pipeline projects;
- (ii) provide technical guidance and assistance to ADB staff and/or the DMC stakeholders to develop solid impact evaluation proposals;
- (iii) conduct field investigation, if needed, to help design the impact evaluation;
- (iv) review and provide constructive feedback on impact evaluation reports as requested;
- (v) participate in the workshop for knowledge sharing and/or capacity building on impact evaluation as requested; and
- (vi) conduct other related tasks as requested.

5. **Resource persons** (international, 15 experts, 3.0 person-months, intermittent). Resource persons will be engaged to participate as presenters or discussants in workshops, seminars, training events, and conferences. The resource person should have (i) a graduate degree in economics, or other relevant field; (ii) expert knowledge, and (iii) extensive experience and an excellent publication record on the special report topic.

6. **Copy editor** (international, 5 consultants, 5.0 person-months, intermittent). The copy editor will ensure that the outputs under this TA adhere to ADB style and usage, and conform to high publication standards. The consultant should have expertise in copy editing and desktop publishing, and preferably have extensive experience in similar assignments involving preparation of economic publications.

7. **Project coordinator** (national, 1 consultant, 10.0 person-months, intermittent). The project coordinator should have at least a bachelor's degree in any field; and have sufficient experience in managing research projects and coordinating among multiple stakeholders. Specifically, the program coordinator will

- (i) follow up and update the TA project team and the Impact Evaluation Committee with progress of the evaluation studies;
- (ii) prepare periodic reports on project progress as requested;
- (iii) establish and maintain an impact evaluation data portal containing project-related information such as questionnaires, interviewer manuals, survey data and evaluation reports;
- (iv) support knowledge sharing activities; and
- (v) coordinate conference and other events related to the project.

8. **Research assistants/Data analysts/Database specialists** (national, 8 consultants, 16.0 person-months, intermittent). The consultant should at least have a bachelor's degree in economics, statistics, or other relevant field; must be familiar with the impact evaluation literature; and/or have experience in database management and/or data processing and analysis. Under the guidance of the impact evaluation specialists, the consultant will

- (i) collect, clean, and analyze data;
- (ii) assist in preparing presentations, reports, and other publications; and
- (iii) provide inputs to the study website.

Subproject 3 of C-TA0012 REG Developing Impact Evaluation Methodologies,  
Approaches, and Capacities in Selected DMCs

**Interdepartmental Comments on the Draft Memo for Approval of  
TA Cluster Subproject 3 Implementation**

Comments	Responses/Actions Taken
<b>CTLA, Ma. Victoria C. Harder, Senior Financial Control Officer (03 Oct 2017)</b>	
<p><b>Fundamental comments</b></p> <p>1. CTLA-TA has no fundamental comments.</p> <p><b>Advisory comments</b></p> <p>2. Implementation Arrangements, para. 4 – Suggest to include a sentence or footnote that lump sum payments/output-based contracts for consulting services will be considered in line with MTR Action Plan Nos. 2.9.2. and 2.10.2.</p>	<p>1. Thank you.</p> <p>2. A sentence on this was added in para. 10.</p>
<b>OGC, Aysha Qadir, Principal Counsel (02 Oct 2017)</b>	
<p>Thank you for forwarding the draft memo seeking approval of TA cluster subproject implementation, for OGC's review. Our comments on the draft memo are as under:</p> <p><b>Fundamental comments</b></p> <p>3. <u>Basis of approval authority</u>: Please note that in view of the recent TA reform, a new Operations Manual (OM) on Technical Assistance and related (i) Staff Instruction on Business Processes for Knowledge and Support Technical Assistance (KSTA) and (ii) Staff Instruction on Business Processes for Transaction Technical Assistance (TRTA) were issued in March this year. In this regard, please confirm whether the proposed Subproject 3 is classified as KSTA as indicated in Attachment 6 (Registration of TA for TASF Fund Commitment in 2017) of the Subproject 3 approval memo. If so, the Staff Instruction on Business Processes for KSTA will govern the processing of Subproject 3 and the reference to "para. 27 of OM Section D12/OP" in paragraph 13 of the Subproject 3 approval memo should be corrected to "para. 36 of the Staff Instruction on Business Processes for Knowledge and Support Technical Assistance".</p> <p><b>Advisory comments</b></p> <p>4. <u>Paragraph 1</u>: Please state the current completion date of the TA cluster.</p>	<p>3. Para. 13 revised accordingly. Thank you.</p> <p>4. TA cluster completion date now stated in para. 1.</p>

Comments	Responses/Actions Taken
<p>5. <u>Paragraph 2</u></p> <p>(i) Please delete the letter “U” in the allocated amount stated in the fifth line of paragraph 2.</p> <p>(ii) Last sentence of paragraph 2 may read as follows: “The approval memos for Subproject 1 and Subproject 2 approval are found in Attachment 1 ...”</p> <p>6. <u>Paragraph 6</u>: Should the reference to “country business operational programs” in the last sentence of para. 6 refer to “country operations business plans” instead?</p> <p>7. <u>Paragraph 8</u>: In paragraph 8, “Technical Assistance Special Fund (TASF-VI)” to read “Technical Assistance Special Fund (TASF 6)”.</p> <p>8. <u>Paragraph 10</u>:</p> <p>(i) Paragraph 10 states that the implementation arrangements described for Subproject 2 (paras. 10 to 11 of the Subproject 2 approval memo, which refers to paras. 8 to 13 of the Subproject 1 approval memo) will continue to apply. Instead of cross-referencing the Subproject 2 approval memo and for clarity, we suggest setting out in full in the current approval memo the implementation arrangements for Subproject 3.</p> <p>(ii) Please describe the required consultant inputs.</p> <p>9. <u>Footnote 4</u>: This footnote states that activities that require funding below \$100,000 will be approved by the Chief Economist, ERCD, while those above \$100,000 will undergo the review and approval of the Impact Evaluation Committee. Please clarify who will be the approving authority for activities that require funding of exactly \$100,000.</p> <p>10. <u>Paragraph 13</u>: With respect to the reference to “TASF-VI” in the last line of paragraph 13, please refer to our comment in Item 5 of our advisory comments above.</p> <p>11. <u>Attachment 3 (Indicative Subproject 3 projects for funding)</u>: We note that 4 SARD projects totaling \$670,000 are proposed for funding under Subproject 3. Please confirm whether this is fine</p>	<p>5.</p> <p>(i) Done.</p> <p>(ii) Done</p> <p>6. Yes. Corrected as suggested. Thank you.</p> <p>7. Done</p> <p>8.</p> <p>(i) Cross-referencing retained but explicit mention was made of particular clauses and statements that no longer apply.</p> <p>(ii) Done.</p> <p>9. Footnote corrected to read: “... <i>while those \$100,000 <u>and</u> above will ...</i>”.</p> <p>10. All references in the document to TASF-VI is now changed to “TASF-6”.</p> <p>11. As mentioned in the footnote of Attachment 3, the list is merely indicative and that actual funding will be decided by the IEC Para. 11.i further states that each RD will</p>

Comments	Responses/Actions Taken
<p>as we understand in paragraph 6 and paragraph 11 (i) of the memo that \$200,000 will be allocated to each regional department with respect to the conduct of impact evaluation studies.</p> <p>12. <u>Attachments 4 (DMF) and 5 (Cost Estimates and Financing Plan)</u>: With respect to the references to "TASF-VI" in Attachments 4 and 5, please refer to our comment in Item 5 of our advisory comments above.</p> <p>13. <u>Attachment 7 (Outline TOR for Consultants)</u>:</p> <p>(i) Please consider indicating the required educational qualification for all the proposed consultants.</p> <p>(ii) The title of the proposed consultant under paragraph 6 refers to "Research associates" whereas the description of such consultant refers to "research assistants". Please reconcile.</p>	<p>have until 30 June 2018 to receive approval of an IE study. Thereafter, proposals will be considered on a "first come first served" basis. Thus, an RD may receive funding of more than \$200,000 only after the cutoff date (30 Jun 2018).</p> <p>12. All references in the document to TASF-VI is now changed to "TASF-6".</p> <p>13.</p> <p>(i) Indicated where appropriate.</p> <p>(ii) Thank you for pointing this out. Title of proposed consultant is changed to "Research assistants".</p>
<b>OSFMD, Fan Minhong, Procurement Specialist 1</b> (29 Sept 2017)	
<p><b>Fundamental comments</b></p> <p>OSFMD <u>requests</u> that the following comments be adequately addressed.</p> <p>14. Para. 10, Para. 11, It only states consultants will be used.</p> <p><i>Requested revisions or actions:</i> Please include a paragraph to describe the consultant recruitment by Specifying (i) how many consultants will be required (ii) recruitment method (iii) area of expertise required.</p> <p>15. On cost estimate, we are unable to make comments on the appropriateness of the cost since no details on consultants are given.</p> <p><i>Requested revisions or actions:</i> Please improve your Memo by including the needed information as per Para. 35 (ii) Staff Instructions on Business Process for Knowledge and Support Technical Assistance on 3 March 2017.</p> <p>16. Attachment 7 (Outline of TOR for Consultants), "As needed" seems not appropriate</p>	<p>14. The total person-months of required consulting services as well as the recruitment method are now mentioned in para. 10. Area of expertise however will depend on the sector of IE study that will be approved, e.g., transport, energy, finance, etc.</p> <p>15. Details are now given, including the no. of consultants, the person-months required, and type (national or international, full time or intermittent) for each consultant listed in Attachment 7.</p> <p>16. Thank you. Attachment 7 now includes details (no. of consultants, person-months</p>



Comments	Responses/Actions Taken
<p><i>Requested revisions or actions:</i> At this stage, you are supposed to have a tentative plan (as it could be treated as at TA Report Stage) Please refer to Staff Instructions on Business Process for Knowledge and Support Technical Assistance on 3 March 2017 and the Template for KSTA Report, i.e., the person-months should be indicated. Please improve.</p> <p><b>Advisory comments</b></p> <p>OSFMD provides the following comments for consideration:</p> <p>17. We note that subproject 3 generally follows subject 1 and subject 2 structure, however we found the paragraphs are not well linked and there are some inconsistencies. e.g.,</p> <p>Para. 4 states that the Subproject will have four outputs, however Para. 5 states that the Subject will have two main components. Further outputs you described in Para. 4 are not consistent with what were listed in DMF.</p> <p>We would suggest you could refine it.</p>	<p>required, whether national or international, whether full time or intermittent) for each consultant identified.</p> <p>17. Key outputs in para. 4 are revised and made consistent with what is listed in the DMF. The main components mentioned in para. 5 were merely a broad grouping of activities to be conducted. If you read on further, you will see that paras. 6 and 7 link the project's outputs mentioned in para. 4 to the main components in para 5.</p>
<b>OSFM, Srinivasan Janardanam, Principal Financial Management Specialist</b>	
18. OSFM has reviewed the draft TA from a financial due diligence perspective and has no substantive comments to offer.	18. Thank you.
<b>IMPACT EVALUATION COMMITTEE</b>	
<b>EARD, Robert M. Schoellhammer, Advisor</b>	
19. EARD supports this 3rd subproject and has no comment on the memo	19. Thank you.
<b>SDCC, Tania Rajadel, Education Specialist</b>	
20. We have gone through the memo and have no comments, beyond expressing our continued support for increasing impact evaluation initiatives at ADB, and across all sectors	20. Thank you.