

TERMS OF REFERENCE FORCONSULTANTS

A. Consulting Services

1. The outline terms of reference (TOR) for the technical assistance (TA) shall include, but not be limited to the following:

2. **Procurement and Contract Specialist (international, 3 person-months; national: 15 person-months)**. Support the executing agency and the Asian Development Bank (ADB) to:

- (i) Undertake procurement activities including the executing agency's procurement capacity assessment in line with Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers (2017, as amended from time to time);
- (ii) Assist the executing agency in the procedures for obtaining ADB no-objection on evaluation of proposals, finalization of contracts, and the processes for contractor mobilization; and
- (iii) Train the executing agency staff on ADB procurement requirements, procedures and on contract management.

3. Qualification: relevant Bachelors' degree with preferably 10 or more years' work experience in international bidding and procurement of large-scale and complex contracts; excellent analytical skills and working experience in ADB developing member countries; prior experience of ADB projects in the Philippines is a preference.

4. **Transport Economist (international, 2 person-months)**. Undertake, but not be limited to, the following tasks:

- (i) Gather in-depth information to update the traffic forecast;
- (ii) Review macroeconomic and sector contexts, conduct demand analysis, identify project rationale and alternatives;
- (iii) Identify and compare project costs and benefits, assess project sustainability, conduct sensitivity and risk analysis, and identify indicators for project performance monitoring system; and
- (iv) Coordinate with other experts in order to produce a cohesive joint report for processing the project for ADB financing.

5. Qualification: Bachelor's degree in economics or equivalent with broad-based work experience (a minimum of 10 years of relevant professional experience) recognized as an expert in transport economics; proven analytical skills and working experience in ADB developing member countries; Philippine experience would be preferred.

6. **Environment Safeguards Specialist (international, 2 person-months; national, 5 person-months)**. An international environment safeguards specialist and a national environment safeguards specialist will provide support to environmental assessment review and preparation of required safeguards instruments. The purpose of the assignment is to provide due diligence and technical support to ensure that the safeguards documents are prepared in accordance with the ADB Safeguard Policy Statement (2009) and that the processes follow best international practices. The experts will also ensure that processes to receive required clearances and permits from other government agencies will be followed and that required documents will be prepared in a timely way in accordance with the accelerated project schedule. The consultant will further

ensure that as baseline is taken for all identified sensitive environmental parameters and that impact assessment is performed using quantitative analysis tools as much as possible.

7. The specialist will work under the direction of ADB's Safeguards Specialist (Environment) and in collaboration with the Japan International Cooperation Agency (JICA) technical design team and the Department of Transportation (DOTr) environmental staff.

8. Qualification: relevant education background to conduct environmental impact assessment with at least 10 years of relevant experience for the international specialist and at least 5 years for the national specialist. Familiar with ADB's policy on environment. Philippine experience would be preferred.

9. **Noise and Vibrations Specialist (international, 1.5 person-month).** Conduct and/or review noise and vibration modelling along the proposed alignment. The objective is to determine the expected level of noise that will be caused by the construction and operation of the rail system and formulate mitigation measures. The services shall include, but not be limited to the following:

- (i) Assess options for mitigation methods in close coordination with the design team and the executing agency;
- (ii) Provide information on international best practice on active and passive noise and vibration mitigation methods on the railway system and in affected structures;
- (iii) Conduct noise and vibration baseline studies, model and establish a baseline in the area;
- (iv) Establish acceptable vibration levels for the project area;
- (v) Ensure compliance with the standards contained in the World Bank Environmental, Health, and Safety Guidelines,¹ or national standards, whichever is more stringent;
- (vi) Undertake noise modeling and perform vibration calculations/ assessments for the operation stage and construction stage;
- (vii) Integrate the noise modeling results and the vibration assessment findings in the environmental impact assessment (EIA), work closely with the EIA team/consultant;
- (viii) Recommend mitigation measures for vibration impacts, prepare monitoring protocol and cost estimate for the mitigations exercise;
- (ix) Recommend mitigation measures for noise impacts, design various mitigation options and prepare cost estimates for each. Prepare a noise monitoring protocol; and
- (x) Work closely with the design engineer.

10. Qualification: relevant education background to conduct noise modelling with at least 5 years of relevant experience with railway projects.

11. **Social Safeguards Specialist for Resettlement Plan Implementation (international, 6 person-months; national, 15 person-months).** An international social safeguards specialist and a national social safeguards specialist will provide support to resettlement planning and preparation of required safeguards instruments. The purpose of the assignment is to provide due diligence and technical support to ensure that the safeguards documents are prepared in accordance with ADB's Safeguards Policy Statement requirements and that the processes follow best international practices. The specialists will monitor the implementation of the resettlement

¹ https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines

plan on site and support the executing agency in reporting of the progress of the implementation and in updating the resettlement plan, if required. The specialists will work under the direction of ADB's Senior Social Development Specialist and in collaboration with the JICA technical team and DOTr resettlement staff.

12. Social Safeguards Specialist for Livelihood Skills Development Program Implementation (international, 6 person-months; national, 15 person-months). An international social safeguards specialist and a national social safeguards specialist are required to provide support to implement the proposed grant for livelihood skills development program. The experts will support selection of training programs, monitor quality of the trainings and support the executing agency in reporting on the skills development program. The specialists will work in close collaboration with the social development specialist (Gender) to ensure the livelihood skills development program is gender responsive and targets vulnerable women and female-headed households among the project-affected people and the poor in the project communities adequately. The specialists will work under the direction of ADB's Senior Social Development Specialist and in collaboration with the ADB Social Development Specialist (Gender) and JICA technical team and DOTr resettlement staff.

13. Social Development Specialist (Gender) (national, 15 person-months). Undertake but will not be limited to:

a. Detailed regular tasks on Gender Action Plan (GAP) Implementation, Monitoring and Reporting:

- (i) Review the ADB documents on gender mainstreaming, including the Policy on Gender and Development (1998), Operations Manual C2 on Gender and Development in ADB Operations (2010), Guidelines for Gender Mainstreaming Categories (2011), Gender Tip Sheet No.3 on Implementing Gender Action Plans: Roles and Responsibilities; Tip Sheet No. 4 on Project Reviews: Monitoring and Reporting on Gender Action Plan(2013), and Gender Tipsheet No. 5 on Gender-Inclusive Results in Project Completion Reports (2013); and the relevant Philippines laws and policies on gender mainstreaming, including the Harmonized Gender and Development Guidelines (HGDG) and its checklist for Project Implementation and Management, and Project Monitoring and Evaluation;
- (ii) Orient the executing agency and implementing agency and partner agencies on the GAP and design and monitoring framework (DMF) gender-specific targets and activities partners' roles and responsibilities; and expected deliverables;
- (iii) Build the capacity of the project management unit to implement, monitor and report on GAP accomplishments – both at process and outcome levels;
- (iv) Ensure that sex-disaggregated data and gender specific indicators included in the GAP and DMF are incorporated in the project performance and monitoring system; and that GAP implementation is incorporated in the over-all project workplans and budget;
- (v) Review contracts and agreements under the project to ensure compliance with GAP requirements; and monitor compliance of partners with gender-specific provisions of the agreement;
- (vi) Conduct regular field visits to support and monitor GAP implementation, collect qualitative and quantitative data showing progress on GAP targets and indicators and outcomes. Qualitative data include human interest

stories of project beneficiaries showing the project's contribution to gender equality and women's empowerment;

- (vii) Support implementation of all actions in the GAP and gender-specific measures in the DMF;
- (viii) Prepare GAP progress reports (in accordance with required format) and ensure their inclusion in periodic progress reports. Maintain relevant records substantiating reported progress. Submit the GAP implementation status reports at least semi-annually to ADB, whether or not a mission had been fielded. Refer to the ADB Gender Tip Sheet no. 4 on GAP monitoring and reporting;
- (ix) Initiate and consult with the implementing agency and ADB on adjustments and/or amendments to the GAP and/or the gender-specific indicators of the DMF, if warranted by the circumstances surrounding the project;
- (x) Provide support for ADB review mission teams to ensure that GAP implementation is being adequately assessed and reported on;
- (xi) Act as the main focal point/contact for all gender-related activities between the project, implementing agency, the ADB country office, nongovernment organizations, and other consultants;
- (xii) Work closely with DOTr and partner agencies to ensure gender-sensitivity and responsiveness of program implementation plans;
- (xiii) Liaise with community women's and women's groups to maximize opportunities for women's involvement in consultations and benefits under the project, and ensure that related targets for women are met;
- (xiv) Lead in the conceptualization and planning of appropriate gender knowledge product among others, to assess and identify challenges, opportunities, progress indicators, and situation analysis of women and vulnerable sectors and the benefits resulting from improved transportation in the area; and
- (xv) Assist the implementing agency in preparing the project completion report (PCR) by drafting the Gender Appendix and by providing gender inputs to the main text and relevant appendices of the PCR.

b. Specific tasks related to GAP implementation:

- (i) Support implementation of the livelihood skills development program (under output 2 of the project/grant component) and particularly provide technical guidance and support for the specific gender actions included in this program.
- (ii) Provide technical inputs and guidance for mainstreaming gender and social inclusion considerations in activities related to project support to institutional strengthening when and where relevant (e.g. policy framework development, capacity-building, etc.).
- (iii) Any other specific tasks related to successful GAP implementation as required.

c. General Tasks for Due Diligence of Other Projects:

- (i) Review ADB documents on the requirements for gender mainstreaming, including the Policy on Gender and Development, Operations Manual C2 on Gender and Development in ADB Operations, Guidelines for Gender Mainstreaming Categories, Gender Tipsheet No.1 on Understanding and Applying Gender Mainstreaming Categories (2013), and Gender Tipsheet

- No. 2 on Preparing a Project Gender Action Plan (2013); and the relevant Philippines laws and policies on gender mainstreaming.
- (ii) Conduct a detailed gender analysis related to the proposed project and prepare the draft and final reports (maximum 25 pages excluding annexes), guided by ADB's Gender and Transport Toolkit (2013) and the Philippines HGDC and Checklist for Infrastructure Projects (2016). The intended gender category of the project is 'Effective Gender Mainstreaming'.
 - (iii) Based on the gender analysis, integrate gender design features in the project DMF, and develop a GAP that mirror the DMF outputs and includes gender-inclusive design features, gender targets and indicators, time lines, assigned responsibilities, implementation arrangements, and cost estimates for implementation.
 - (iv) Prepare the Summary Poverty Reduction and Social Strategy; provide gender inputs in all relevant project documents (report and recommendation of the president, sector assessment, project administration manual, loan agreements, environmental assessment and review framework, and resettlement framework); and prepare the TOR for the Social Development and Gender Specialist for GAP implementation support.
 - (v) Provide technical guidance to transaction TA due diligence team, ADB and government, as needed, and perform other tasks reasonably related to the above-tasks as requested by the Project Officer.

14. **Qualification.** The gender specialist should have a master's degree in gender studies, social sciences or equivalent and at least 8 years of relevant professional experience in social development, gender or related areas. She/he should have formal training in gender analysis and gender planning, and demonstrated experience, skills, and expertise in gender mainstreaming in infrastructure projects, especially in the transport sector in Asia and the Pacific (preferably with Philippines experience). Experience in conducting primary gender research is needed, and she/he should be familiar with gender analysis tools and methodologies in the transport sector.

15. **Communications Specialist (international, 3 person-months; national, 12 person-months).** Undertake, but will not be limited to, the following tasks:

- (i) Develop in close cooperation with DOTr, JICA, and ADB a communications strategy for communication with project affected persons, other stakeholders and the wider public for the proposed project;
- (ii) Support DOTr in setting-up appropriate communication tools including a project website; and
- (iii) Prepare advice on implementing and managing communication tools and other channels for communications with stakeholders.

16. **Qualification:** Bachelor's degree with professional work experience of preferably 10 years or more in communications, including for a large-scale infrastructure project; Working experience or knowledge of ADB's operations will be desirable; Must have proven analytical skills and working experience in ADB developing member countries; Philippine/regional project experience would be preferred.

17. **Railway Policy Specialist (international, 3 person-months).** Undertake, but will not be limited to, the following tasks:

- (iv) Work closely together with other experts and DOTr;
- (v) Prepare recommendation on the institutional arrangements for policy setting body, regulator (safety regulator/tariff regulator), project implementation body, asset owner, operation/maintenance provider, etc.; and
- (vi) Prepare advice on railway sector regulatory framework for technical aspects, safety, tariff, etc.

18. Qualification: Bachelor's degree with professional work experience of preferably 10 years or more in railway policy area; Working experience or knowledge of ADB's operations will be desirable; Must have proven analytical skills and working experience in ADB developing member countries; Philippine/regional project experience would be preferred.

19. **Railway Network Planner (international, 2.5 person-months, national 5 person-months).** Undertake, but will not be limited to, the following tasks:

- (i) Work closely together with other experts and DOTr; and
- (ii) Prepare analysis on railway networking plan especially for Metro Manila, Mega Manila, and Greater Capital Region, and advisory on integrated railway plan and multimodal arrangements in line with urban planning and anticipated demand.

20. Qualification: Bachelor's degree with professional work experience of preferably 10 years or more in railway network planning; Working experience or knowledge of ADB's operations will be desirable; Must have proven analytical skills and working experience in ADB developing member countries; Philippine/regional project experience would be preferred.

21. **Railway Network Modeler (national, 4 person-months).** Undertake, but will not be limited to, the following tasks:

- (i) Work closely together with other experts and DOTr; and
- (ii) Prepare network model especially for Mega Manila and the Greater Capital Region to assess the demand level based on the options of investment planning of railways and improved multimodality.

22. Qualification: Bachelor's degree with professional work experience of preferably 5 years or more in railway network modeling; Working experience or knowledge of ADB's operations will be desirable; Must have proven analytical skills and working experience in ADB developing member countries; Philippine/regional project experience would be preferred.

23. **Railway Sector Specialist (national, 6 person-months).** Assist international experts in gathering in-depth information and preparing recommendations; and coordinate with DOTr and other agencies for interview and meetings.

24. Qualification: Bachelor's degree in the relevant area; familiar with Philippine railway practices and five or more years' railway project experience; ADB project experience is an added advantage.

B. Summary of Consulting Services Inputs

Table: Summary of Consulting Services Requirement

| Positions | Person-Months Required |
|---|-------------------------------|
| International | |
| Procurement and Contract Specialist | 3.0 |
| Transport Economist | 2.0 |
| Environment Safeguards Specialist | 2.0 |
| Noise and Vibration Specialist | 1.5 |
| Social Safeguards Specialist (Resettlement Plan implementation) | 6.0 |
| Social Safeguards Specialist (Livelihood and skills development program implementation) | 6.0 |
| Communications Specialist | 3.0 |
| Railway Policy Specialist | 3.0 |
| Railway Network Planner | 2.5 |
| Subtotal | 29.0 |
| National | |
| Procurement and Contract Specialist | 15.0 |
| Environment Safeguards Specialist | 5.0 |
| Social Development Specialist (Gender) | 15.0 |
| Social Safeguards Specialist (Resettlement Plan implementation) | 15.0 |
| Social Safeguards Specialist (Livelihood and skills development program implementation) | 15.0 |
| Communications Specialist | 12.0 |
| Railway Sector Specialist | 6.0 |
| Railway Network Planner | 5.0 |
| Railway Network Modeler | 4.0 |
| Subtotal | 92.0 |
| Total | 121.0 |

Source: Asian Development Bank estimates.