

Terms of Reference for Consultant/NGO/CSO/Organisation to Implement Strengthening the Transition of Vulnerable Communities Affected by the Malolos-Clark Railway Project

1. ADB and DOTr are seeking advisory support from a firm to deliver the technical assistance. The consultant team may comprise a single firm or nongovernment organization, or a group, partnership, or consortium of firms and organizations who can deliver the multidisciplinary advisory services required to implement the elements of the technical assistance program. They must draw on expertise from the fields of sustainable livelihoods, financial inclusion, coaching, data management, advocacy, and related areas. The technical assistance will build on the Graduation Approach expertise gained throughout the world, test the approach in an urban resettlement setting, and develop best practices and lessons learned for resettlement innovation.

2. The objective of the assignment is to apply the Graduation Approach to assist Project Affected People relocated under the ADB and JICA financed Malolos–Clark Railway Project (MCRP) to develop sustainable livelihoods. The assignment will work in support of the MCRP’s Resettlement Action Plan and Livelihood Restoration and Improvement Plan which are aimed at mitigating the affects of displacement by the project. The Malolos–Clark Railway Project will support the construction of two sections totaling 53.2 kilometers (km) of the North-South Commuter Railway (NSCR) connecting the regional center of Clark in Central Luzon with Metro Manila and Calamba, Laguna. Advance procurement action is ongoing for the MCRP and all ADB-financed civil works contract are in advance stage of bidding, however, no contracts have been awarded as of 26 June 2019.

A. Duration and Location of Assignment

3. The assignment will be based in Manila, the Philippines. The project will cover the eight cities/municipalities of Manila, Malolos, Calumpit, Apalit, Sto. Tomas, Angeles, San Fernando, and Mabalacat. ADB and DOTr expect that the successful team will begin work in December 2019. The first 6 months of the project will be the inception phase followed by 18 months for the implementation period of the technical assistance.

B. Scope of Services

4. The consulting team will report to ADB and DOTr and will perform the following tasks:
- (i) Identify the project beneficiaries with the DOTr RAP teams, using data disaggregated by sex, age, disability, and other social factors relevant to a person’s vulnerability and/or sustainability;
 - (ii) Develop technical documents including the technical assistance operations manual, field guides, and monitoring manual;
 - (iii) Develop the terms of reference (TOR) for the field facilitators, and recruit at least 50 field facilitators who will be based in the eight cities/municipalities and implement the technical assistance at the community level;
 - (iv) Develop and manage the gender-sensitive and socially-inclusive capacity building activities for the technical assistance project, including the development of training modules for staff and project beneficiaries, the delivery of training, coaching, mentoring and field immersion, and the preparation of information education and communication (IEC) materials for beneficiary level trainings.

- (v) Define the best monitoring systems, and design/tailor to the needs of the project, procure appropriate equipment (e.g. tablets, smartphones), and provide technical guidance to the field staff on the use of the technology for implementation and monitoring purposes; and
- (vi) Undertake process documentation in order to report on progress and to develop knowledge products and events that will harness the lessons learned from the project, provide recommendations for scaling up. Regular progress reporting is detailed in section F. Knowledge products and events will include those listed in Output 3, and as required. All these knowledge products shall be informed by data disaggregated by sex, age, and other social factors relevant to vulnerability; include a sound gender analysis; and use gender-sensitive language and imagery.

C. Outputs

1) Output 1: Financial Resilience and Stability of Participants Improved

5. The technical assistance is envisioned to assist participants to define the optimum livelihood for their individual contexts. The technical assistance will leverage on existing asset transfer and livelihoods training programs provided through the RAP/LRIP, by the DSWD, the Department of Labor and Employment (DOLE), the Department of Trade and Industry (DTI), and the Technical Education and Skills Development Authority (TESDA). Mentors will facilitate participants to more effectively access assistance. Through weekly household and business visits, mentors will monitor participants progress, including comprehension of trainings received and implementation of livelihoods best practices. Throughout the technical assistance the mentors will also provide additional coaching and support to embellish the learnings of the participants.

6. Responsibilities include but are not limited to:

a. Mentors.

- (i) Hire at least 50 mentors with experience of working in government programs such as in DSWD, DOLE or DoH. Strong preference is for trained and experience social workers. However, candidates with strong relevant work experience in social welfare or community development related fields with training or experience in skills such as nursing, health promotion, entrepreneurship, social work, or other related fields could also be considered. It is important to note that the technical assistance mentors are not meant to be technical experts. They should be somewhat knowledgeable on technical elements and invested in a household's success to the extent that they are vigilant about connecting them to the right resources if a client's needs are beyond the mentor's technical expertise. There should be no less than 40% or more than 60% of either male or female mentors to be hired, to promote gender balance.
- (ii) Train 50 mentors on gender-sensitive delivery of the following programs.

b. Technical training.

- (i) Develop gender-sensitive customized technical training associated with the 5-8 livelihood options. The technical training should impart skills on how to manage a chosen livelihood, basic skills on how to successfully run a business, including

business planning, cash flow and risk management, expansion and diversification of household income;

- (ii) Work in close cooperation with the LGUs (PESO) to identify and match apprenticeship and on-the-job training opportunities for women and men; and
- (iii) Develop links to extension support services provided through the RAP/LRIP, other livelihood support initiatives (offered through municipalities, NGOs or government agencies) and to markets to support the expansion of enterprises.

c. Financial Inclusion

7. Instilling the importance of savings in participants is a core component of the Graduation Approach.

- (i) Partner with the RAP established trainings and/or develop new trainings on money management practices to promote community financial inclusion, savings and financial literacy.
- (ii) Mentors will facilitate participants to establish and manage community-based credit and savings facilities and/or conduct due diligence in identifying and establishing links with financial institutions for savings mobilization.

d. Social Empowerment and Integration

8. The urban poor and informal settlers are often excluded from society because they live in deprived areas where poor housing, inadequate social services, weak political voice and lack of opportunity combine to create an experience of marginalization. Further in resettlement sites, similar outcomes have been observed due to loss of social cohesion. Economic gains acquired through a Graduation Approach program do not necessarily translate into social gains without a concentrated effort to link the poor to the broader community, raise their voice and capacities, build resilience and facilitate social integration.

- (i) Provide gender-sensitive and socially-inclusive capacity building and psycho-social support to participants to build self-confidence and belief to self-advocate and be resilient.
- (ii) Facilitate community organizing, mobilization and development activities, as well as participatory governance, with an emphasis on women and youth inclusion.
- (iii) Ensure participants' linkage to and inclusion in: various community development projects and initiatives, provided through the RAP/LRIP and government; RAP/LRIP and government services; community organisations and committees.

e. Life skills coaching

9. Through this coaching, participants develop a vision of their future out of poverty. The close camaraderie and trust-based relationship that beneficiaries build with field facilitators from this regular contact is a key driver of Graduation Approach outcomes.

- (i) Develop structure for establishing household needs and goals;
- (ii) Conduct regular coaching sessions at participants' homes or businesses. These sessions (also called home visits) are to impart a combination of encouragement, education, skills and confidence, and enable participants to access resources; and

- (iii) Develop sessions on topics including but not limited to: household budgeting, gender equality (including men's involvement in gender equality), parenting, disaster risk reduction, and other subjects that influence behavioral change.

f. Health promotion

10. Health promotion plays a leading role in trainings. Participants' abilities to lift themselves out of poverty are intrinsically linked to their health and that of their household members, and their health status, in turn, are determined by their gender or age or other status in the household and community. Graduation Approaches often integrate health care knowledge and access to ensure and sustain improved health habits and participant productivity. The RAP ensures delivery of community health centers and other health care delivery infrastructure.

- (i) Develop and deliver trainings on nutrition, sexual and reproductive health, sanitation and more, as defined by the rapid health impact assessment conducted in Output 2;
- (ii) Engage qualified health professional capable of conducting public health training; and
- (iii) Create links to RAP/LRIP and government services and support.

g. Monitoring and evaluation

- (i) Undertake program level monitoring through the system and indicators defined in Output 2; and
- (ii) Mentors are responsible to act as accountability mechanisms directly monitoring participants and feeding data through their tablets which will track participants' progress towards graduation in real time.

2) Output 2: Urban Resettlement Baseline and Monitoring System Established

11. **Online Monitoring System.** The technical assistance will adapt the Graduation Approach's program level monitoring system to the project's context and develop an online monitoring system, and an online data management system, to support the monitoring activities within the Graduation Approach program. In the technical assistance it is envisioned that the expert team will design the tools to be utilized with the understanding that the system must be adaptable and iterative for ease of use on similar future projects. The system will include:

- (i) **Online surveys:** Surveys will collect data on performance indicators and targets related to household socio-economic performance, such as household income, household consumption, productive hours, and enrollment in financial savings schemes. Surveys and other modes of data collection shall ensure that gender-based causes of vulnerability and barriers to sustainability are surfaced, recorded, and analyzed.
- (ii) **Online (cloud-based) business intelligence and data analytics tool:** This will be fully integrated with the survey data and provide simplified evaluation through dashboards, rapid interactive reports, and visualizations.

12. Responsibilities include but are not limited to:

- (i) Define the best survey platform to utilize;

- (ii) Adapt the survey tools to the Graduation Approach monitoring methodology and the technical assistance's specific monitoring needs;
- (iii) Develop indicators to be used to establish baseline and measure the progress of program participants against the baseline as the program progresses through weekly monitoring;
- (iv) Define the best platform to build the business intelligence and data analytics tool (BIDAT);
- (v) Build a BIDAT that will provide a full overview of the technical assistance's most critical data.

13. Further responsibilities include but are not limited to:

a. **Training to government counterparts**

- (i) Training materials will be designed on use of: (a) the Graduation Approach methodology for monitoring and evaluation, and (b) the online system. Trainings include a financial management plan to maintain any online monitoring system costs, for example for data storage; and
- (ii) Deliver trainings directly to government to assist their carry-through of the online system to future infrastructure resettlement projects.

b. **Baselines and targets**

- (i) Undertake a detailed review of the baseline study to confirm indicative targets. Based thereon, the agency is to define detailed indicators for Output 1. When involving people, data should be disaggregated by sex, age and other relevant social factors; and
- (ii) Undertake rapid health impact assessment, including an assessment on the gender determinants of health.

3) Output 3: Urban Resettlement Knowledge Products Produced.

14. The technical assistance aims to build on the lessons learned internationally and to adapt the model to an urban resettlement setting. Application of and learning from this technical assistance will help collate best practices and lessons learned which will enhance mitigation of negative resettlement impacts on future large scale infrastructure projects. Knowledge products shall be informed by data disaggregated by sex, age, and other social factors relevant to vulnerability; include a gender analysis of these data; and use gender-sensitive language and imagery. These will include:

a. **Visual Training Tools**

15. Visual training tools will be developed to train government and NGOs to effectively implement the Graduation Approach in future urban resettlement projects. These will be based on the lessons learned in this project.

- (i) **Communication and advocacy materials.** Produce printed and online materials such as reports, pamphlets to be disseminated and used during workshops/seminars in preparation for the technical assistance.

- (ii) **Framework.** The Graduation Approach has not yet been tested in settings of resettlement.
- Coordinate production of a framework on how to implement the Graduation Approach in resettlement settings in order to contribute to the global bodies of knowledge on the Graduation Approach and sustainable livelihoods in resettlement.
- (iii) **Workshops.** Design and deliver a ‘Graduation in Urban Resettlement Workshop’ which will help to share and further explore the challenges of implementation in urban resettlement.
- Design and deliver a Graduation forum examining again Graduation in Urban Resettlement, and present the findings and best practices of the technical assistance.
- (iv) **Independent Evaluation.** For an independent evaluation of the project, successful NGO/firm to engage an external evaluation expert based on terms of reference provided by ADB and DOTr to undertake an assessment of the effectiveness of the TA project activities at the completion of the project’s activities:
- The expert will facilitate the conduct of a mid-term review and conduct an evaluation at the completion of the project’s activities.
 - The external evaluation will be conducted in collaboration with the implementation team, government counterparts of program beneficiaries.
 - The external evaluation results will be used to report on the effectiveness of the program and lessons learned to be incorporated in to the knowledge products.

D. Detailed Reporting Requirements and Deliverables of the Assignment

16. The successful team will deliver the following:

1) Reports

Report No.	Description	Estimated Submission Date
1	Inception report and overall work plan	Within 1 month of the commencement date (the overall work plan will be updated as required based on project progress)
2	Quarterly progress reports with required annexes (see the Deliverables table below)	15 days after the end of each calendar quarter
3	Draft final report, which shall include (i) materials from a forum delivered to an ADB and development partner audience and (ii) a draft Graduation Approach in urban resettlement settings framework (12 pages)	One month before closing date
4	Final report that details the process and outcomes, summarizes lessons from the technical assistance, and recommends how DOTr could scale up the Graduation Approach in resettlement, and includes	By the closing date

	(i) the final Graduation Approach in urban resettlement settings framework and (ii) the final visual training tools	
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2) Deliverables

Deliverable:	Description	Deadline
1	<p>Output 1:</p> <ul style="list-style-type: none"> (i) Design workshop carried out (by end month 1) (ii) A project implementation manual that adapts the Graduation Approach to urban resettlement settings; a field guide for the field workers; and a monitoring manual produced (by end month 2); (iii) 50 mentors recruited and trained, details shared with ADB (by end month 3); <p>Output 2:</p> <ul style="list-style-type: none"> (i) Design workshop carried out (by end month 1) (ii) Baseline survey designed (by end month 1); (iii) Details of online monitoring and evaluation system design defined (by end month 1) (iv) M&E survey designed and established online (by end month 2); <p>Output 3:</p> <ul style="list-style-type: none"> (i) Design workshop carried out (by end month 1) (ii) Initial advocacy and communication materials published for local communities' engagement (month 3). 	Q1 report of project timeline
2	<p>Output 1:</p> <ul style="list-style-type: none"> (i) The final verified list of 1,200 HHs and details of targeted support to them defined (by end month 5) (ii) Life skills and financial management modules developed (by end month 5); (iii) Mentors trained on modules (by end month 6); <p>Output 2:</p> <ul style="list-style-type: none"> (i) Socio-economic baseline database established (by end month 4); (ii) Output 1 indicators defined (by end month 4); (iii) Online business intelligence and data analytics tool developed (by end month 6) <p>Output 3:</p> <ul style="list-style-type: none"> (i) Advocacy and communication materials published for local communities' engagement (month 6). 	Q2 report of project timeline
3	<p>Output 1:</p> <p>-</p>	Final report

	<p>Output 2:</p> <ul style="list-style-type: none"> (i) Training materials on online data management system developed (month 10). (ii) 2 trainings on online data management system delivered (month 12). (iii) 3 trainings on online data management system delivered (month 15). <p>Output 3:</p> <ul style="list-style-type: none"> (i) Advocacy and communication materials published suitable for conferences and local communities (month 10 through 24); (ii) Graduation in Urban Resettlement Workshop (month 20); (iii) Graduation Approach in urban resettlement settings framework designed (month 23); (iv) Graduation forum – Graduation in Urban Resettlement, findings & best practices (month 24); (v) Visual Training Tools (month 16) 	
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E. Key Timelines and Milestones

- (i) Quarterly reports due 15 days after the end of each calendar quarter to DOTr and ADB that summarize the main accomplishments of the project and any challenges or issues;
- (ii) By the end of month 6, all preparations complete to begin implementation: beneficiary selection complete, municipalities identified, staff training, online monitoring system established, and project documentation complete;
- (iii) By the end of month 6, at least 50 mentors hired, trained, and ready to start work;
- (iv) By the end of month 6, an updated work plan, to be agreed with the ADB and DOTr.
- (v) By the end of month 24, a draft final report that details the project’s implementation and evaluation.
- (vi) By the end of month 26, a final report that reflects comments received from ADB and DOTr.

F. Key Expertise Required

17. Proposing entities will determine the number and the nature of experts they will require to achieve the objectives of the contract, and the duration (in person months) of their inputs, in accordance with their proposed approach and methodology. However, ADB requires the following key positions to be included in the proposal: (i) a Sustainable Livelihoods Specialist who will act as Team Leader, (ii) a Technical Coordinator, (iii) Monitoring and Evaluation Expert, (iv) Business Intelligence Expert, (v) a Gender and Social Development Specialist; and (v) Field Manager.

18. **Team Leader Sustainable Livelihoods Specialist (international, full-time, 24 months).** As team leader the consultant will have overall responsibility for delivering the three outputs outlined. S/he will have overall responsibility for delivering the following tasks according to agreed deadlines:

- (i) Assist in the overall organization of the technical assistance;
- (ii) Guide, supervise, and coordinate the work of all team members; and

- (iii) Take overall responsibility for preparing reports and consolidating reports prepared by all team members.
- (iv) S/he will support implementation and enhancement of RAP and LRIP and the PAPs resettlement outcomes:
- (v) Provide key expertise on the Graduation Approach to government agencies and the implementing team.
- (vi) Oversee the team's development of technical documents such as technical assistance guidelines, operations manual, field guides, training modules and staff terms of reference.
- (vii) Lead capacity building including training, coaching and mentoring, field immersion and development of information education materials (IEC) for both staff and DOTr.
- (viii) Coordinate with the various technical assistance stakeholders, address any contract implementation issues that may arise, and ensure the timely delivery of contract outputs;
- (ix) Ensure the delivery of Graduation Approach outcomes and its supporting elements including but not limited to: baseline survey design and delivery, identification of livelihoods opportunities relevant to PAPs, identification of Graduation Approach interventions required by the PAPs such as the life-skills training and community development initiatives to be implemented.

19. In addition to the required key expert, the proposing entities should also include in their technical proposal all other "non-key experts" required in accordance with their proposed approach and methodology. The proposing entity must also determine and indicate the number of person-months for which each key and non-key expert will be required.

20. **Qualifications required:** At least 5 years or more of experience in designing/implementing and monitoring livelihood activities and experience in implementing economic inclusion and/or cash+, and /or the Graduation Approach. At least 10 years' experience working in urban development programs/projects (experience in urban settings of displacement or resettlement are highly desirable). Demonstrated ability to supervise a team of multidisciplinary experts. In-depth knowledge of performance metrics. Excellent communication and leadership skills. Organizational and time-management skills. Decision-making skills. Advanced university degree in international or community development, anthropology, sociology, political science, business management or other related field. Degree or professional qualifications in management desired; Excellent written and spoken English language and communication skills.

21. **The Technical Coordinator/Deputy Team Leader. (national, full-time, 24 months).** Support the management and implementation of the technical assistance engagement in the Philippines, including but not limited to:

- (i) Program design, rapid livelihoods assessments, implementation oversight and management, support in training, and input on monitoring, documentation and knowledge management for the pilot;
- (ii) Oversee all administrative aspects of the technical assistance and day-to-day management,
- (iii) Report to DOTr to ensure full coordination with the RAP and LRIP and the other agencies partnering in that work;
- (iv) Design and monitor partner-level agreements, and monitoring their implementation through the establishment of constructive relationships with those partners;

- (v) Oversee the production of engagement-related documentation, reporting and communication functions as necessary;
- (vi) Develop key knowledge products and disseminate pilot experiences for donor and government audiences, and to share with stakeholders and external audiences.

22. **Qualifications required:** Demonstrated experience of at least 3 years working on resettlement projects. At least 5 years livelihoods development experience working with poor populations. At least 5 years field experience in the Philippines. Extensive project management experience. Experience with curricula development, training and facilitation preferred. University degree in development, human rights, social work, sociology, political-science, or other relevant subjects. (Master's degree in social sciences, international development, evaluation or another related field preferred). Exceptional ability to communicate via written products, oral communications, presentation and public speaking skills. Strong, developed leadership ability, and effective project and staff management skills required. Able to absorb large volumes of information quickly in fluid situations, highly organized and analytical thinker. Creative problem-solver, and adept at working with teams to deliver on client requests. Proficiency in English required, proficiency in Filipino or other local languages, preferred.

23. **Monitoring and Evaluation Expert (international - or national with experience in various developing countries for a total of at least 3 years - intermittent inputs, 14 months).** Oversee and support the design and implementation of the online monitoring system:

- (i) Design the surveys and assessments to ensure effective and efficient data collection;
- (ii) Work in close coordination with the Business Intelligence Expert to establish the best online monitoring tools to use for the surveys and the business intelligence and data analytics tool;
- (iii) Work in close coordination with the relevant government agencies to understand the survey and monitoring and evaluation gaps or bottlenecks in resettlement in the Philippines;
- (iv) Design and deliver trainings for government on survey design and monitoring and evaluation utilizing the online monitoring system;
- (v) Design and deliver learning and best practices reports and documents for broad dissemination among the Graduation Approach and resettlement communities of practice.

24. **Qualifications required:** At least 8 years' experience designing and implementing Computer Assisted Personal Surveys (CAPI). Experience working in settings of resettlement, displacement, humanitarian crises, or development. At least 10 years' experience working in monitoring and evaluation (experience in the Philippines is highly desirable). Advanced degree in monitoring and evaluation or a relevant field.

25. **Business Intelligence Expert (Internatinoal, intermittent, 8 months).** Responsible for the production of the online monitoring system, the expert has the responsibility to:

- (i) Work in close coordination with the Monitoring and Evaluation Expert to establish the best online monitoring tools to use for the surveys and the business intelligence and data analytics tool;
- (ii) Work in close coordination with DOTr to understand the monitoring needs and gaps, their capabilities and what will best suit their needs long term;

- (iii) Design and build a user friendly, reporting infrastructure that provides real-time, simple to understand data to support internal decision making and technical assistance success;
- (iv) Design and implement accessible, high-impact visualizations that clearly communicate results, elucidate patterns, promote accountability, generate actionable insights, and facilitate decision making;
- (v) Automate report building for the management team and government counterparts;
- (vi) Deliver concise and meaningful reporting to cross functional teams;
- (vii) Lead, plan and execute business intelligence projects to meet technical assistance objectives;
- (viii) Produce technical and user documentation on how to use and maintain the system for government staff and deliver trainings.

26. **Qualifications required:** At least 7 years high level experience designing and producing complex, robust, business intelligence and data analytics tools. 6 years of hands on experience in Reporting tools with at least 3 end to end implementations. Experience on high level government sector projects desired. Minimum of 2 years' experience with a Dashboard Tool like Microsoft BI; Minimum of 3 years' of hand-on experience in SQL. Strong experience in understanding of data users expectations. Experienced in creating technical design documents from the functional specification documents. Capability to provide high level and detailed estimates; Proven track record in designing and delivering complex reporting solutions for large organizations; Demonstrable experience of managing and supervising a team; Extensive experience of a number of business intelligence platforms (particularly Microsoft BI experience highly desirable); Ability to translate complex analytical results into actionable initiatives and reports; Extensive understanding of data privacy law and the implications thereof on data analytics; Advanced degree in programming, IT project management, Computer Science, Math and Statistics, Engineering, or any other relevant field; Strong excel skills (ability to build models, etc.); Knowledge and experience using SQL and/or statistical programming languages (e.g. Python, R, SAS) is an asset; Excellent skills of communications.

27. **Gender and Social Development Specialist (National, 8 months intermittent).** Responsible for ensuring that the gender- and social inclusion dimensions of this TA are effectively implemented, monitored, and reported on. Particularly, s/he will work in close coordination with the Team Leader / Livelihoods Specialist and the Monitoring and Evaluation Expert:

- (i) Provide the gender expertise to the team including identifying the gender issues relevant for consideration by the TA, recommending relevant gender-sensitive indicators that should be included in data gathering, and analyzing the data gathered using gender lens.
- (ii) Recommend gender-sensitive and socially-inclusive interventions under the social protection support, livelihoods support, financial inclusion activities for the participants, and social empowerment through capacity building and training in life-skills activities. Provide technical expertise on the creation of gender-sensitive knowledge products.
- (iii) Implement, monitor and report in accordance with ADB requirements, the gender and social inclusion elements of this TA.

28. **Qualifications required:** The 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 resettlement and livelihood projects in Asia and the Pacific. Experience in conducting primary

gender research is needed, and she/he should be familiar with gender analysis tools and methodologies in this field.

29. **Field Manager (National, full-time, 20 months).** Plays a key role in the implementation of the technical assistance, quality assurance, and monitoring of activities' implementation. She/he is also involved in local representation and advocacy, capacity development and relationship building with local partners and humanitarian actors involved in the technical assistance, with the aim of building alliances, networks and collaborations at the local level:

- (i) Responsible for the successful, timely and high-quality implementation, monitoring and overall supervision of the technical assistance at the resettlement sites;
- (ii) Ensures results-based management;
- (iii) Ensures good coordination and communication amongst the team members implementing different activities, local stakeholders, and the participants;
- (iv) Responsible for defining and implementing realistic and consistent work plans established in consultation with the technical assistance mentors;
- (v) With the guidance of the Technical Coordinator, oversees the supervision of the 50 mentors;
- (vi) Liaises with local level government partners and CSOs involved in the resettlement, encouraging their involvement, and ensuring sharing of information and transparency;
- (vii) Ensuring crosscutting issues (gender, protection, HIV/Aids and accountability) are incorporated into technical assistance implementation.

30. **Qualifications required:** At least 6 years' experience of Field Management in the Philippines on livelihoods, resettlement or poverty reduction projects; At least 5 years' experience of resettlement work; Proven knowledge and technical skills on livelihoods and poverty reduction (experience of the Graduation Approach is highly desirable); Demonstrable knowledge and experience in results-based project program management and team management; Experience in the development and execution of projects or programs related to livelihoods and poverty reduction; Strong ability to engage in dialogue and bring together local actors to influence working together; Knowledge and experience in integrating different government and development programs; Proven numeracy and financial management skills; Demonstrable understanding of and commitment to gender equity issues; Adaptable and flexible; Ability to take initiative and make decisions in fast moving environments.

G. Independent Evaluation Expert (International, full-time, 2 months)

31. The consulting entity will engage an external evaluation expert to facilitate the project's mid term review and to undertake the evaluation at the completion of the project's activities. S/he is not to be involved in the project's implementation nor be associated with the consulting entity. The expert will have sound experience in relevant fields including social impact assessment and design, review and evaluation of community development programs. The TOR will be provided by ADB. Key responsibilities of the expert will include:

- (i) Facilitate the conduct of a mid-term review. The mid term review itself will be undertaken by the NGO/consulting entity in collaboration with DOTr and implementation partners, such as LGUs and government agencies providing livelihood assistance. The role of the independent evaluation expert will be to advise the NGO/consulting entity on means of measuring success/progress against expected outcomes, facilitate discussions in a mid-term review workshop, including on actions or approaches requiring change in the project. The independent evaluation expert will provide advice on the preparation of a mid-term review report. The expert

will submit a separate mid-term review report on the process and outcomes of the mid-term review, and recommendations;

(ii) Undertake an evaluation of the program at the completion of the projects activities. The evaluation will be conducted in collaboration with the implementation team, government counterparts of program beneficiaries. The independent evaluation results will be used to report on the effectiveness of the program and lessons learned to be incorporated in to the knowledge products. The final evaluation report will be prepared in consultation with the NGO/consulting entity and will be submitted to ADB and DOTr.

H. Proposal Preparation

32. Proposing entities are requested to prepare a detailed description of how they propose to deliver on the outputs of the contract in the section of their proposal called “Approach and Methodology.” In this narrative, entities should be explicit in explaining how they will achieve the outputs, and include any information on any existing activities upon which they may build, as well as the details of staff that will comprise the project team. Entities must describe their experience in the Philippines.

33. Only one curriculum vitae (CV) must be submitted for each key and non-key expert included in the proposal. Only the CVs of key experts will be scored as part of the technical evaluation of proposals. The CVs of non-key experts will not be scored, however ADB will review and individually approve or reject each CV for each non-key expert position in the proposal. The proposal should *not* include CVs for the technical assistance mentors, which will be recruited during implementation. The overall composition of the team, the credentials of non-key experts, and the design of the team as a whole – including the appropriateness of the level of inputs (home, field, total) – will be taken into account in the evaluation of Quality of Approach and Work Plan and Personnel Schedule criteria.

34. All positions under the contract, both key and non-key experts, must be included and budgeted for in the financial proposal in accordance with the person-month allocation required for each as defined by the proposing organization.

I. Terms of the Assignment and Implementation Arrangements

35. The Department of Transportation (DOTr) is the executing and implementing agency. The ADB will engage an NGO experienced in implementation of the Graduation Approach.¹

¹ At least 3 INGOs are currently implementing graduation projects in the Philippines and many other INGOs working in the Philippines have experience implementing the approach in other countries.