

PROJECT PREPARATORY TECHNICAL ASSISTANCE

A. Justification

1. The project preparatory technical assistance (PPTA) will support the finalization of design of the proposed Health Human Resources Sector Development Program Phase 2 (HHRSDP-2) in close consultation with Ministry of Health (MOH) and other stakeholders. The PPTA will study the technical, financial and economic viability of the proposed project and the required policy actions. Due diligence will be undertaken and documented to ensure compliance of the proposed project with ADB policies and requirements. It will produce draft Report and Recommendation of the President (RRP) and its linked documents.

B. Major Outputs and Activities

2. The PPTA will (i) prepare a comprehensive health sector analysis and road map; (ii) determine the technical, financial and economic feasibility of the proposed project; (iii) develop design and monitoring framework; (iv) determine project cost estimates and financing plan; (v) assess financial management, procurement, and implementation capacity of executing agency and identify risks and mitigation measures; (vi) assess potential impacts on environment, involuntary resettlement and indigenous peoples and analyze gender issues; (vii) conduct economic and financial analysis, and (viii) determine implementation arrangements. Based on these, the PPTA will prepare an RRP and linked documents, including a project administration manual that will guide overall implementation of the proposed project.

3. The major outputs and activities are summarized in Table A5.1.

Table A5.1: Summary of Major Outputs and Activities

Major Activities	Expected Completion Date	Major Outputs	Expected Completion Date
A. Inception			
1. Recruit and mobilize consultants	March 2016	Contract with firm	March 2016
2. Prepare detailed work plan	April 2016	Work Plan	April 2016
3. Prepare inception report	April 2016	Inception Report	May 2016
B. Midterm			
4. Prepare sector analysis and road map	May 2016	Sector analysis and road map	June 2016
5. Conduct detailed construction design, survey, and feasibility studies	July 2016	Feasibility study report	September 2016
6. Develop initial design and monitoring framework (DMF)	September 2016	DMF	October 2016
7. Conduct workshop	October 2016	Midterm report	November 2016
C. Final			
8. Conduct and document due diligence on the project	December 2016	Draft Report and Recommendation of the President (RRP) and linked documents	February 2017
9. Prepare cost estimates, financing plan	January 2017		
10. Prepare detailed implementation plan arrangements and procurement plan	February 2017		
11. Prepare project administration manual (PAM)	March 2017	PAM	April 2017

Major Activities	Expected Completion Date	Major Outputs	Expected Completion Date
12. Conduct workshop to present project design	April 2017	Workshop report	April 2017
13. Finalize project documents	May 2017	Final RRP and linked documents	May 2017
14. Prepare final report	June 2017	Final report	June 2017

Source: Asian Development Bank

C. Cost Estimate and Proposed Financing Arrangement

4. The PPTA cost is estimated to be \$800,000 equivalent which will be financed on a grant basis by ADB's Technical Assistance Special Fund-V. The government will provide counterpart support in the form of office space, counterpart staff, and other in-kind contribution. The detailed cost estimate is presented in Table A5.2.

Table A5.2: Cost Estimates and Financing Plan
(\$'000)

Item	Total Cost
Asian Development Bank^a	
1. Consultants	
a. Remuneration and per diem	
i. International consultants (19 person-months)	278.9
ii. National consultants (79 person-months)	327.1
b. International and local travel	57.4
c. Reports and communications	5.0
2. Workshops, training, seminars, and conferences ^b	50.0
3. Surveys	50.0
4. Miscellaneous administration and support costs ^c	10.0
5. Representative for contract negotiations ^d	4.0
6. Contingencies	17.7
Total	800.0

^a Financed by the Asian Development Bank's Technical Assistance Special Fund-V.

^b Includes costs for a series of workshops, midterm review workshops, tripartite conference and other consultation meetings with stakeholders in Viet Nam.

^c Includes expenses for translation of documents in Vietnamese and English interpretation of discussions during workshops, seminars, conferences and consultation meetings.

^d In accordance with the project administration instructions on recruiting consulting firms for TA assignments, the user division, in consultation with OSFMD, will decide on the mode of negotiation. Negotiations are usually conducted by correspondence when the assignment budgets are equal to or less than \$600,000. ADB. 2010. Specific Requirements for Recruiting Consultants by ADB. *Project Administration Instructions*. PAI 2.04. Manila.

Source: Asian Development Bank

D. Consulting Services

5. Consultants will be engaged through an international consulting firm, including 19 person-months of international consultant inputs and 79 national consultant inputs in accordance with ADB's Guidelines on the Use of Consultants (March 2013, as amended from time to time). The quality-and cost-based selection, using simplified technical proposal procedures, will be followed. Individual consultants will be recruited either by the consulting firm or by ADB following ADB's Individual Consultant Selection. Inputs by the consulting firm may be augmented by a small number of resource persons as needed, to be recruited by ADB in accordance with ADB procedures. The outline terms of reference for the project preparatory TA consultants are described in paras. 6 to 13.

Table A5.3: Summary of Consulting Services Requirement

Positions	Person-Months Required	Positions	Person-Months Required
International		National	
Health Systems Development Expert - Team Leader (TL)	4	Health Systems Development Specialist (Deputy TL)	6
Health Economist and Policy Expert	3	Health Economist and Policy Specialist	6
Health Education Expert	3	Health Education Specialist	6
Health Infrastructure Expert	2	Health Infrastructure Specialist	3
Social Development Expert	2	Social Development Specialist	3
Safeguards Expert (Env)	1	Safeguards Specialist (Env)	1
Financial Management Expert	2	Financial Management Specialist	6
Procurement Expert	2	Procurement Specialist	6
		Engineer	6
		Local Coordinator	18
		Administrative Assistant	18

Source: Asian Development Bank.

6. **Health Systems Development Expert and Team Leader** (international, 4 person person-months)/ **Health System Development Specialist and Deputy Team Leader** (national, 6 person-months). The consultants will be responsible for overall coordination, implementation, management, and report preparation for the PPTA. They will lead consultations and analytical work for strengthening the health systems including HHR. The consultants will lead the drafting of RRP, linked documents, and other deliverables with inputs from other consultants, and ensure timely submission of these to ADB. They expert will have (i) at least 15 years of experience in public health including at least 5 years in health sector reform in Asia preferably in Viet Nam, and as a team leader or deputy team leader; and (ii) a post-graduate degree in public health, health management, health economics, or a related field.

7. **Health Economist and Policy Expert** (international, 3 person-months)/ **Health Economist and Policy Specialist** (national, 6 person-months). The consultants will be responsible for identifying and developing the needed policy actions to support achievement of the intended outcome and undertaking financial and economic due diligence on the program. They will have (i) at least 15 years of experience in economic and policy analysis, and planning for strengthening HHR and institutions, and (ii) a post-graduate degree in health economics, public health, health management, or a related field.

8. **Health Education Expert** (international, 3 person-months) and **Health Education Specialist** (national, 6 person-months). The consultants will be responsible for undertaking required analytical work and providing advice on enhancing education and training of health professionals, particularly on the establishment of mechanisms to support the achievement of international standards. They will have (i) at least 15 years of experience in HHR development and strengthening of health education and training, and (ii) a post-graduate degree in public health, human resource development, health economics, or a related field.

9. **Health Infrastructure Expert** (international, 2 person-months) and **Health Infrastructure Specialist** (national, 3 person-months). The consultants will work on the development of policy measures aimed at improving quality of health educational infrastructure and facilities based on international standards and the associated monitoring and evaluation systems to support such measures, including the preparation of detailed design. They will have

at least 10 years of work experience particularly in health infrastructure design at international standards, and a degree in engineering or a relevant field.

10. **Social Development Expert** (international, 2 person-months), **Safeguards Expert (Environment)** (international, 1 person-month), **Social Development Specialist** (national, 3 person months), and **Safeguards Specialist (Environment)** (national, 1 person months). The consultants will review government's poverty reduction policy and strategy and conduct poverty, social analysis and gender analysis of the proposed project, including safeguards due diligence. The consultants will have at least 10 years of experience either in poverty and social analysis, gender mainstreaming in projects, or safeguards.

11. **Financial Management Expert** (international, 2 person-months) and **Financial Management Specialist** (national, 6 person-months)/ **Procurement Expert** (international, 2 person months) and **Procurement Specialist** (national, 6 person-months), The consultants will conduct due diligence on the proposed project to assess risks, financial management and procurement capacity of the EA, and assist in preparing program and project documentation on costing, fund flow arrangement, procurement plan and other financial due diligence in accordance with ADB policies and guidelines. The financial management consultants should have professional accountancy qualification (CPA or CA) and the procurement consultants will have postgraduate degree in business administration, public administration, or a related field. They will have at least 10 years of experience in project development.

12. **Engineer** (national, 6 person-months). The consultant will prepare a detailed project outline, land survey, and a study to support the technical, financial, and economic viability analysis of the project. The consultant will have at least 5 years of experience in conducting feasibility studies and project development.

13. **Local Coordinator** and **Administrative Assistant** (national, 18 person-months each). The consultants will facilitate coordination between government, consultants, and ADB; and support day-to-day and major activities of the PPTA. The consultants will have at least 5 years of relevant work experience with government or foreign-assisted projects.

E. Implementation Arrangements

14. ADB will be the executing agency for the PPTA. The ADB's Technical Assistance Disbursement Handbook (2010 as amended time to time) will guide the disbursement of funds. The PPTA will be implemented for 18 months from 1 January 2016 to 30 June 2017. Consultants will closely work with MOH, HHRSDP Project Management Unit, and other stakeholders. The government was advised that approval of the PPTA does not commit ADB to financing the proposed program.

15. The proposed PPTA processing and implementation schedule is listed in Table A5.4.

Table A5.4: Technical Assistance Processing and Implementation Schedule

Major Milestones	Expected Completion Date
Vice President's clearance of project concept including PPTA	November 2015
Mobilization of PPTA consultants	March 2016
PPTA inception	April 2016

PPTA = project preparatory technical assistance
Source: Asian Development Bank