

TERMS OF REFERENCE FOR CONSULTANTS

1. The proposed knowledge and support technical assistance (TA) will continue support to capacity building of the central banks and financial regulators of the Association of Southeast Asian Nations (ASEAN) to realize financial integration under the ASEAN Economic Community. Particularly, it will provide capacity-building programs to Cambodia, the Lao People's Democratic Republic, Myanmar, and Viet Nam (CLMV) in coordination with the South East Asian Central Banks Research and Training Centre (SEACEN) and through regional knowledge sharing with peer ASEAN central banks. The capacity building programs will be developed under close guidance by the Steering Committee for Capacity Building Initiatives to Support ASEAN Financial Integration (SCCB) and the ASEAN Senior Level Committee on Financial Integration (SLC). The capacity building support includes Brunei Darussalam as a part of regional capacity building contents developments, but the travel expenses of Brunei Darussalam will not be covered by ADB.

2. **Capacity development expert** (international, 5 person-months, intermittent, lump-sum engagement). The expert will work closely with central banks in Brunei Darussalam, Cambodia, Laos, Myanmar, and Viet Nam (BCLMV) to determine their capacity building training priorities and to support execution of the learning programs. In particular, the expert will perform the following tasks:

- (i) plan, design, and lead capacity building courses for BCLMV
 - a. based on the annual capacity building plan created by BCLMV and coordination with ASEAN central bank working committees and SEACEN, set possible schedules of training courses, study visits, and workshops for BCLMV
 - b. design capacity building courses, seminars, and workshops which are tasked by ADB to develop
 - c. as a course director, organize and lead capacity building courses for BCLMV
 - d. as a subject matter expert, deliver lectures for BCLMV
- (ii) assist BCLMV to prepare the annual capacity building plan
 - a. discuss capacity building needs with BCLMV and identify necessary courses for BCLMV
 - b. coordinate with SEACEN and ASEAN working committees to find resource persons for capacity building courses.
 - c. assist BCLMV in preparing their plans
- (iii) support execution of capacity building activities included in the annual plan developed by BCLMV
 - a. support resource persons visiting BCLMV to develop capacity building contents to meet objectives of capacity building
 - b. support BCLMV to develop effective study visits plan
 - c. design the outline of AFIF customized training courses held in BCLMV
- (iv) provide inputs to SCCB meetings in March and September
 - a. provide updates to SCCB on the progress of capacity building for BCLMV
 - b. prepare reports and inputs to SCCB on the capacity building trainings joined and supported.
 - c. participate in the meetings if necessary
- (v) submit an overall evaluation report to assess effectiveness of the capacity building

3. The expert should have substantial knowledge of current developments with respect to ASEAN financial integration, and experience in close coordination with ASEAN central banks, preferably with a postgraduate degree in finance, economics, or the equivalent. The expert should also meet the following requirements:

- (i) be able to undertake the responsibilities mentioned above at the required level
- (ii) have more than 15 years of experience in central banking or relevant work such as bank supervision, payment settlement system, foreign exchange management, and economic analysis in the region, with a wide network from which to draw resource persons capable of meeting the capacity building needs
- (iii) with research experience in ASEAN financial integration, with an understanding of the differing development needs of Brunei Darussalam, Cambodia, the Lao People's Democratic Republic, Myanmar, and Viet Nam
- (iv) with excellent oral and written communication skills in English

4. **Program coordinator/evaluator** (national, 24 person-months, time-based engagement, country of assignment and eligibility: Philippines). The coordinator will:

- (i) develop an effective framework of evaluation and assessment of capacity building courses
 - a. develop web-based surveys, collecting responses from participants and the institutions participated
 - b. analyze survey results and provide feedback
 - c. draft an evaluation report for improvements
- (ii) support preparation of the annual capacity building plan of each BCLMV
 - a. communicate with BCLMV to create the plan in timely manner
 - b. coordination between the capacity development expert, SEACEN, and ASEAN working committees to develop the plan
- (iii) provide logistical support for executing capacity building activities in the annual plan developed by BCLMV
 - a. coordinate between BCLMV and resource persons to visit BCLMV
 - b. support CLMV to conduct study visits
 - c. support organizing AFIF customized group training courses held in BCLMV
- (iv) develop and maintain the web portal (Yammer) that will disseminate information on training programs and materials used in training sessions and workshops
 - a. develop Yammer for training courses to support communication among the participants
 - b. deliver necessary information to the participants through Yammer
 - c. facilitate communication among training participants through Yammer
 - d. support pre-and post-course learning through Yammer
- (v) support organizing SCCB meetings in March and September
 - a. prepare reports and presentation to SCCB to updates the progress of the capacity building
 - b. participate in the meetings
 - c. prepare minutes of the meetings
- (vi) general support on the planning and conduct of the capacity building trainings
- (vii) perform other tasks as required by ADB

5. The coordinator is preferred to hold a degree in finance, economics, business, or equivalent. The coordinator will be a citizen of the Philippines, and their duty station will be ADB headquarters in Manila. Further, the coordinator should meet the following requirements:

- (i) be able to undertake the responsibilities mentioned above at the required level
- (ii) have more than 5 years of relevant experience in preferably, in central banking or finance
- (iii) with excellent oral and written communication skills in English

6. **Resource persons** (around 36 resource persons with honorarium, and 120 resource persons with no honorarium, total of 7 person-months, not to exceed 10 working days for one resource person). The resource persons will be required for related seminars, workshops, and conferences to contribute to specific topics to implement the learning roadmaps.