**TA8171-VIE: URBAN ENVIRONMENT AND CLIMATE CHANGE ADAPTATION PROJECT**

**Terms of Reference for Consultants**

**I. BACKGROUND**

The project’s expected impact will be improved urban environment in Dong Hoi, Hoi An, and Sam Son. The outcome of the project will be improved access to climate change resilient urban infrastructure in Dong Hoi, Hoi An, and Sam Son. The indicative outputs will include (i) wastewater collection and treatment, (ii) flood protection and erosion control, (iii) water source protection from salt water intrusion, (iv) solid waste management, and (v) institutional capacity strengthening. Composition of the outputs will be determined following the priorities identified by the sector and subsector analysis under the project preparatory technical assistance (TA), and each project city will cover no more than three subsectors. Special features of the project will be (i) introduction of climate resilient urban planning and infrastructure designs to ensure sustainability of the city growth; (ii) pilot recycling of treated wastewater, and converting sludge to fuel, fertilizer, and construction material (cement material) in Dong Hoi; and (iii) working with the government to introduce wastewater and solid waste tariff.

Due diligence required under the project preparatory TA will include (i) selection of the most suitable technology, equipment, and facilities considering the capacities of local authorities to operate and maintain; (ii) assessment of economic and financial viability and sustainability for each of the infrastructure investment components; (iii) assessment of policy and legal, capacity, and other institutional issues and mechanisms related to the financial management, procurement, and anticorruption; (iv) conduct of a poverty, social, and gender analysis, and preparation of a poverty and social strategy, a gender action plan, a stakeholder communication strategy, and a participation plan; and (v) review of impacts on environment, involuntary resettlement, and indigenous peoples.

**II. OBJECTIVE OF THE ASSIGNMENT**

The consultant team will comprise international and national consultants. All consultants will work collectively as a team in developing required outputs. The consulting services required for the TA will include, but will not necessarily be limited to, the services described in this appendix. The team leader and the Asian Development Bank (ADB) project officer may augment the tasks outlined as required, to comply with ADB guidelines and procedures, and to improve the quality of the overall TA. The tasks are to be carried out in close cooperation with the government, and extensive consultation is needed to ensure transfer of knowledge and fill ownership of the processes and documents by the concerned government agencies. The primary place of assignment will be Dong Hoi City, Quang Binh Province.

The team leader will (i) assist in the overall organization of the TA; (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. The deputy team leader will assist the team leader to accomplish tasks. The following table summarizes consulting services inputs for the TA.

**III. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES**

The project preparatory TA will (i) conduct sector and subsector analysis; (ii) help prioritize and identify project components for the ensuing loan project; (iii) determine the feasibility of the proposed investments for priority infrastructure construction and improvements covering (a) preliminary engineering designs, (b) cost estimates and financing plan, (c) financial and economic viability and sustainability, (d) environmental and social soundness, and (e) detailed implementation arrangements; and (iv) prepare an institutional capacity strengthening and public awareness programs. The TA will also prepare the project administration manual (PAM) that includes all the information and schedules describing project implementation. The TA will follow the government’s Decision 48/2008/QD-ttg on Common General Guidelines on Feasibility study Preparation for Official Development Assistance Projects Funded by Five Banks issued on 4 March 2008. This Decision provides feasibility study requirements and formats harmonized between the government and development partners.

**A. Sector and Subsector Analysis**

The consultant will conduct urban development and environment sector and subsector analysis through review of the medium- and long-term socio-economic development plans and urban sector plans in the project cities. The consultant will:

(i) review existing strategies, policies, plans, reports, standards, and studies relating to urban infrastructure investments, land use and zoning, physical planning and design, urban management, environmental improvement, and climate change adaptation;

(ii) review the current socio-economic development plans and city master plans for Dong Hoi, Hoi An, and Sam Son;

(iii) assess the quality of existing urban infrastructure facilities and the level of municipal service provision, particularly wastewater collection and treatment, flood protection and erosion control, and solid waste management;

(iv) assess natural environment and climate change impacts, particularly the sea level rise, on urban infrastructure facilities and living environment;

(v) predict the future development needs in the project cities to be a regional economic and tourism center;

(vi) assess the existing institutional framework for urban planning, development, and operation and maintenance, and identify the bottlenecks in efficient urban management and environment improvement;

(vii) recommend improvements and necessary updates of the existing sector and subsector development plans, and a realistic institutional framework for efficient urban management and environment improvement; and

(viii) prepare a climate change resilient urban and land use plan, including local area adaptation options, for each project city that will guide the future urban growth and the investments.

**B. Prioritization of Project Component**

The consultant will help the government prioritize project components. The consultant will:

(i) consult key stakeholders to identify the project design parameters, institutional bottlenecks to municipal service provision, and major issues facing the local governments in delivering municipal services;

(ii) review the government’s policy to finance capital expenditure and operation and maintenance of urban infrastructure, local governments’ borrowing capacities, cost recovery prospect of infrastructure investments; and

(iii) collaborate closely with the executing agencies and beneficiaries to prioritize and finalize the project investment packages that will be included in the ensuing loan project.

**C. Policy Dialogue-related Activities**

In relation to the continuing policy dialogue between ADB and the Government of Viet Nam, in conjunction with ADB’s lending program for the urban development sector, the consultant will prepare notes for policy dialogue, based on discussions with the central government agencies (Ministry of Planning and Investment, State Bank of Viet Nam, Ministry of Finance, and Ministry of Construction) and local government agencies (provincial and city people’s committees, and companies providing municipal services). These notes, which will help define the policy framework for project implementation, will cover (i) government’s decentralization policy and strengthening of municipal finance, (ii) policy and approach to climate change resilient urban land use and infrastructure planning, and (iii) private sector involvement in urban infrastructure construction and municipal service provision. A particular attention needs to be paid to the fact that this will be the first loan in the urban sector (except the water supply subsector) from ADB’s ordinary capital resources (OCR). Discussions on the onlending arrangements from the central government to provinces are ongoing between ADB and the government. The issues need to be further discussed include the funds flow arrangement, terms of conditions, and cost recovery mechanisms. Policy notes will be included in the interim, draft final, and final reports, as appropriate.

**D. Technical Aspects**

The consultant will determine the technical feasibility of the proposed investment for infrastructure construction and improvement, and prepare preliminary engineering designs, cost estimates and financing plan, and procurement plan. The consultant will select the most suitable technology, equipment, and facilities considering the technical and financial capacities of the local authorities to manage, operate, and maintain. The consultant will:

(i) recommend improvements to ensure good practices, and evaluate urban management and financing mechanisms for capital expenditures and operation and maintenance;

(ii) incorporate lessons learned from ADB’s as well as other development partners’ interventions in urban development;

(iii) coordinate with ADB and the government regarding possibilities of joint and/or parallel cofinancing by other development partners, and prepare investment packages suitable for joint and/or parallel cofinancing;

(vi) collect and analyze information on urban infrastructure and civil works, including topography, soil, water resources, land use, major industries, main drainage patters, stormwater and wastewater flows, organic and other pollution loads, catchment areas, and drainage routes;

(v) review, assess, and verify the alternative solutions and facilities proposed for the individual project components; and identify the most suitable option;

(vi) based on the assessment of climate change impacts on infrastructure facilities, introduce climate resilient designs in planning urban infrastructure construction and improvement;

(vii) prepare preliminary designs for the proposed infrastructure investments;

(viii) design pilot recycling of treated wastewater and converting sludge to fuel, fertilizer, and construction material in Dong Hoi;

(ix) prepare detailed cost estimates for each project component covering land and resettlement, civil works, equipment and materials, consulting services, project management, taxes and duties, physical and price contingencies, and interest and other charges during construction;

(x) prepare an operation and maintenance plan with cost implications and responsibilities for all project components;

(xi) prepare terms of reference for consulting services to assist project implementation and institutional capacity strengthening;

(xii) conduct procurement capacity assessment for the executing agencies and implementing agencies, and identify measures to minimize procurement and financial management risk;

(xiii) prepare a procurement plan specifying procurement methods and packages in accordance with ADB’s *Procurement Guidelines* (2010, amended from time to time), with suggested level of prior or, if applicable, post review based on the procurement capacity assessments, containing an indicative implementation schedule with proposed sequencing of consultant recruitment and procurement bidding and awards;

(xiv) identify advance actions to be undertaken to ensure smooth start-up of project implementation using the project readiness filter; prepare documents necessary for advance actions such as invitations for expressions of interest, request for proposal, and shortlist of consulting firms; and provide training for the evaluation of proposals; and

(xv) prepare a project administration manual (PAM) that describes how the executing and implementing agencies will implement the project and deliver the results on time, with quality, within budget, and in accordance with the government and ADB policies and procedures.

**E. Financial Analysis and Financial Management Assessment**

As an integral part of project preparation, ADB requires that a financial due diligence exercise is completed. The consultant will:

(i) prepare the project investment plan and the financing plan, and a financial analysis of the financial impact of the project on the Borrower. The consultant will follow the guidance set out in the ADB's *Financial Due Diligence Note* (2009) and *Note on Preparation and Presentation of Cost Estimates* (2008) and will:

(a) prepare the project investment plan and the financing plan using Excel;

(b) prepare projections of future incremental costs, assess whether each relevant entity will have funding to cover long-term costs as needed to ensure project sustainability, and identify actions needed to ensure project financial sustainability as the assurances or covenants in the loan agreement;

(c) identify the cash flow requirements and recommend appropriate fund flow mechanism and disbursement schedule; and

(d) provide costing and financial forecasting data for the economic analysis to support assessment of economic viability;

(ii) complete a financial management assessment (FMA) of the executing and implementing agencies in order to ensure that financial management capacity is adequate to implement the proposed Project. The consultant will follow the guidance in ADB’s *draft FMA Guidelines* (2010) and will:

(a) use the modified Financial Management Assessment Questionnaire as the basis to collect the information needed to assess the strengths and weaknesses of financial management systems, controls, and financial reporting standards which will relate to financial management and control of project funds;

(b) consider, as necessary, means of upgrading financial staff capacity or the need for specific staffing requirements to cover the project financial management arrangements;

(c) prepare a summary of findings, identify risks arising from material deficiencies, and propose practical recommendations for improving financial management functions and/or staffing for financial operations needed to mitigate risks; and

(d) provide relevant detailed information to enable completion of the financial management section of the Second Governance and Anticorruption Action Plan (GACAP II) Risk Assessment;

(iii) prepare a financial evaluation of the revenue generating components using financial internal rate of return (FIRR) and weighted average cost of capital (WACC) computations;

(iv) review the state finance system and fiscal linkages between the central, provincial, and city governments; examine the existing financial positions of the provincial and city governments and urban service providers, that will lend/relend/borrow funds or provide counterpart funds to the project, by reviewing the past audited financial statements and fiscal budgets; prepare 10-year financial projections of the provincial and city governments and urban service providers; and assess the affordability of the proposed project components;

(v) review tariff policies, current tariff levels and structures, and collection mechanisms for various urban services; recommend user charges for public services; assess the pricing of services for the poor, willingness to pay, ability to pay of different user groups, and cost-sharing mechanisms; and prepare a project financing plan based on the detailed project cost estimates and design the project fund-flow mechanism; and

(vi) assist, as necessary, the team leader and other involved team members to explain to the Borrower the financial management assessment, the basis and results of financial projections, and relevant proposed financial risk mitigation measures.

**F. Economic Analysis**

The economic analysis will be consistent with ADB’s *Guidelines for the Economic Analysis of Projects*, and relevant technical notes published by ADB’s Economic Research Department. The consultant will:

(i) undertake an economic evaluation of the project components to estimate the economic benefits;

(ii) review the socioeconomic development plans of the project cities, describe the macroeconomic and sectoral context within which the ensuing project will be implemented, and establish the rationale for public sector and ADB involvement;

(iii) provide inputs for design of the socioeconomic survey, collect the necessary data required for economic analysis, and prepare baseline data;

(iv) conduct strengths, weaknesses, opportunities, and threats (SWOT) analysis which analyzes strengths, weaknesses, opportunities, and threats faced by the project cities; and

(v) prepare an economic analysis covering, among other things,demand analysis (including willingness to pay), least economic cost analysis, economic cost and benefit analysis, economic internal rates of return, average incremental economic costs, sensitivity analysis, risk analysis, benefit distributional analysis, poverty impact ratios, affordability analysis, and assessment of subsidies. If subsidies are needed, provide their rationale and justification, in line with ADB’s *Criteria for Subsidies.*

**G. Environment and Climate Change**

An environmental impact assessment (EIA) and/or initial environment examination (IEE) as applicable, will be prepared to ensure the environmental soundness and sustainability of the project, and to support the integration of environmental considerations into the project decision-making process. The consultant will follow ADB’s *Safeguard Policy Statement* (2009). The consultant will:

(i) collect data on environmental conditions including an inventory of natural and artificial resources, and the links between them; and identify climatic, topographical, and ecological patterns that may affect or be affected by the proposed project;

(ii) conduct environment screening and assess the environment category of the project (currently considered Category A);

(iii) assess the projected impacts of climate change on the project areas and proposed investments in 2020, 2030, and 2050;

(iv) conduct an environmental assessment, as applicable, for each proposed component to identify potential direct, indirect, cumulative, and induced impacts and risks to physical, biological, socioeconomic (including impacts on livelihood through environmental media, health and safety, vulnerable groups, and gender issues), and physical cultural resources in the context of the project’s area of influence, ensuring close integration of environment sustainability and climate resilient in infrastructure designs;

(v) carry out meaningful consultations with affected people and facilitate their informed participation regarding environmental aspects of the project. During consultations, provide information to affected people regarding project components, potential environmental impacts during various project phases, and proposed mitigation measures. Ensure women’s participation in consultation and involve stakeholders, including affected people and concerned non-government organizations, early in the environmental assessment process; and ensure that their concerns regarding the potential environmental impacts of the project are addressed in the project design and mitigation measures;

(vi) conduct an environment compliance audit for existing facilities which will be rehabilitated under the project, including all the proposed subprojects, but not be limited to, wastewater collection and treatment, flood protection and erosion control, water source protection from salt water intrusion, solid waste collection and disposal, and other necessary infrastructure works;

(vii) prepare an IEE for each project city, as applicable, covering all project components. The IEE shall be prepared following the provisions of C, specifically its Appendix 1 (Safeguards Requirements 1. Environment) and Annex to Appendix 1 (Outline of an Environmental Impact Assessment (EIA) Report). Explore possibility and applicability for conducting a strategic environmental assessment (SEA) per the government’s laws and ADB’s *Safeguard Policy Statement* (2009). The SEA may look at climate induced changes and projections applicable to sea level rise, increased precipitation, and associated inundation in the urban areas. The project will include all the proposed subprojects, but not be limited to, wastewater collection and treatment, flood protection and erosion control, water source protection from salt water intrusion, solid waste collection and disposal, and other necessary infrastructure works;

(viii) prepare an EIA report covering all project components following the provisions of ADB's *Safeguard Policy Statement* (2009), specifically its Appendix 1 (Safeguards Requirements 1: Environment) and Annex to Appendix 1 (Outline of an Environmental Impact Assessment (EIA) Report). An initial environmental examination (IEE) will be prepared if the project is classified as Category A;

(ix) assist the executing and implementing agencies in securing environmental clearance certificates for each project component as required by the government, and prepare necessary information to comply with ADB and government guidelines; and

(x) recommend (a) measures to safeguard the environment before, during, and after implementation of the project; (b) mitigation measures and the monitoring program, including cost implications and an institutional setup for undertaking the program; and (c) responsible agency for environmental monitoring during project implementation.

**H. Social Safeguard (Involuntary Resettlement and Indigenous Peoples)**

The consultant, together with the executing and implementing agencies, will prepare and disclose resettlement plan (RP) in accordance with ADB’s *Safeguard Policy Statement* (2009). Expected outputs include (i) filled in checklists for involuntary resettlement and indigenous peoples along with the project categorization, (ii) RP and indigenous peoples/ethnic minorities development plan as required, (iii) summary RP and indigenous peoples/ethnic minorities development plan, (iv) social safeguards due diligence report where the land acquisition has already been completed and the compensation has already been made, and (v) inputs to the relevant sections in the loan documentations. The consultant will:

(i) assess national laws and provincial decisions on land acquisition and resettlement; present comparison and gap analysis; and provide measures to address gaps, if any;

(ii) conduct consultations with project affected households; carry out census of potentially affected households and inventory of their assets; record impacts on government, private, and communal structures and facilities; carry out sample socio-economic survey of affected households; undertake replacement cost survey; and conduct workshops to present draft and final RP to the local authorities and affected households;

(iii) determine whether ethnic groups in the area qualify as "indigenous peoples" following characteristics described in ADB's *Safeguard Policy Statement* (2009); determine whether indigenous peoples will be physically displaced; and determine whether impacts, if any, are principally resettlement in nature. Based on the assessment, determine whether a combined Ethnic Minority Development and Resettlement Plan (EMDP-RP) will be sufficient to address indigenous peoples issues or not; and carry out any further indigenous people-targeted surveys, as necessary;

(iv) review and assess the capacity of the responsible institutions to plan, update, and implement the RP; recommend an institutional strengthening strategy, and/or formation and training of a resettlement unit within the executing and implementing agencies, if required;

(v) ensure adequate investigations (conduct field visits as appropriate) and consultations with affected persons;

(vi) prepare inputs to the relevant sections for loan documentations including the memorandum of understanding of ADB’s loan fact-finding mission, ADB’s Report and Recommendations to President, and loan and project agreements, if appropriate and directed by the team leader and ADB project officer; and ensure that comments received are appropriately addressed;

(vii) ensure overall project compliance with ADB’s involuntary resettlement and indigenous peoples safeguards, and summarize social analysis results (e.g., resettlement plans, indigenous peoples development plan) into a summary poverty reduction and social strategy with recommendations for involuntary resettlement and indigenous peoples, enhancing existing project social impact reports, where appropriate;

(viii) conduct a social safeguards due diligence study on the affected people whose land has already been acquired (in anticipation of ADB funding), compensation already paid, and the land has already been in the possession of the relevant local government; and

(ix) incorporate all mitigation measures into the cost estimates of the proposed components.

**I. Institutional Analysis and Capacity Strengthening**

The consultant will review the existing institutional framework for urban development and management and environment improvement, assess the institutional capacity of the executing and implementing agencies to undertake the roles that they have been assigned under the project, prepare project implementation arrangements, and prepare capacity strengthening programs. The consultant will:

(i) identify key stakeholders, local administration structures, and relationships among key urban institutions – in particular, provincial and city governments, utility and state-owned companies – along with policies, regulations, strategies, prepare project implementation arrangements, and programs in urban management and environment improvement;

(ii) identify policy, institutional, financial, and human resource bottlenecks that constrain effective urban planning, development, and management, and environment improvement;

(iii) recommend an institutional framework necessary for efficient urban management and environment improvement with clearly defined responsibilities, required qualification of personnel, and budget allocation and flow of funds;

(iv) identify IA for each project component taking into account capacities of concerned local government agencies, and prepare realistic institutional arrangements for project implementation;

(v) assess the managerial, technical, and administrative capacity of the executing and implementing agencies and other relevant agencies; and suggest remedial action plan to build capacity of the executing and implementing agencies and other relevant agencies to minimize procurement and financial management risks;

(vi) review existing training programs; identify gaps and needs for managerial, technical, and administrative training; and provide suggestions to improve governance and management, and to strengthen capacity for urban service provision, effective sector regulation, and environment improvement;

(vii) prepare an institutional analysis addressing all of the above issues, and provide recommendations for institutional and policy reforms to improve urban management and environment improvement; and

(viii) design and prepare capacity strengthening programs for the executing and implementing agencies and other relevant agencies to strengthen their capacity to efficiently implement, operate, and maintain the facilities and techniques to be introduced under the project; and to ensure the sustainability of project benefits.

**J. Social Analysis and Gender Development**

The consultant will:

(i) conduct a socioeconomic survey; and prepare socioeconomic and poverty profiles of the project cities to include population, income, occupation, education, and health conditions, to be disaggregated by income group, ethnic group, and sex, to serve as the baseline for poverty and social monitoring;

(ii) review local government policies, strategies, and programs for poverty reduction and regional economic development; and conduct a public perception survey to identify public problems, satisfaction with the level of urban services, development priorities, and perceptions toward local authority administration efficiency, quality of urban services, and willingness to pay (demand) and affordability (social inclusion) for proposed improved services;

(iii) prepare a poverty and social analysis, using participatory methods in accordance with the draft ADB *Handbook for Poverty and Social Analysis* and ADB’s *Guidelines for Incorporation of Social Dimensions in Bank Operations* to assess the type and significance of the project impacts on the poor, ethnic minorities, and other vulnerable groups; and prepare, when necessary, a separate ethnic minority development plan according to ADB’s *Safeguards Policy Statement* (2009) and in close consultation with the ethnic minority groups and relevant agencies;

(iv) prepare a poverty and social strategy, which includes special enhancement and necessary mitigation measures with target beneficiary groups, implementation arrangements, estimated budget, and monitoring indicators based on the poverty and social analysis;

(v) conduct a gender analysis and assess gender equity status in context of project interventions and project beneficiary group(s), prepare a gender action plan to mainstream gender and to ensure adequate women’s representation and participation in decision-making processes and benefit capture of project interventions, collect sex-disaggregated data for possible gender targets used in the Project, develop gender targets in the design and monitoring framework, and develop mitigation measures to address potential constraints for both access to benefits from project interventions and to support gender empowerment;

(vi) conduct a stakeholder analysis and prepare a stakeholder communication strategy which outlines key messages and channels for communications to be communicated for project success, which stakeholders are responsible for delivery, when during the project cycle, and with what budgeted resources; and

(vii) prepare a participation plan which outlines activities to be undertaken for stakeholder engagement, throughout the project cycle, to ensure participation in project identification, decision-making, operation and maintenance, monitoring and evaluation, as relevant for successful project performance.

**K. Private Sector Participation**

The consultant will:

(i) review the government initiatives in engaging private sector for provision of urban infrastructure and municipal services;

(ii) assess the opportunities and constraints to private sector participation in urban development, and the current and potential modalities for their involvement; and identify the areas for improving the regulatory and institutional framework; and

(iii) determine advantages and risks of alternatives for private sector participation in project financing and operation, and recommend suitable option for private sector participation with risk allocation measures to attract private investments.

**L. Project Performance Monitoring System**

The consultant will undertake a structured problem analysis, prepare a problem tree, and derive a design and monitoring framework in consultation with the government agencies and concerned project stakeholders. The framework will aim to facilitate (i) conceptualization of the proposed project design; (ii) monitoring of the project implementation; and (iii) evaluation of project benefits and impacts, emphasizing enhanced participation of beneficiaries and stakeholders. The consultant will develop a project performance monitoring system disaggregated by sex that includes the content and format of the progress reports, and ensures that the beneficiaries also undertake their own monitoring and evaluation.

**IV. TEAM COMPOSITION AND QUALIFICATION REQUIREMENTS**

|  |  |  |
| --- | --- | --- |
| **Expertise** | **Minimum Requirements** | **Inputs** |
| **International**  1. Civil engineer / team leader  2. Wastewater management engineer  3. Flood control and drainage engineer  4. Urban planner  5. Economics / financial management specialist  6. Institutional development specialist  7. Social development / gender specialist  8. Social safeguard specialist  9. Environment / climate change specialist | 15 years of professional experience in civil engineering  10 years of professional experience in wastewater management  10 years of professional experience in flood control and drainage  10 years of professional experience in urban planning / development / management  10 years of professional experience in economic analysis / municipal finance / financial management / financial analysis  10 years of professional experience in institutional analysis and development  10 years of professional experience in social analysis / gender development  10 years of professional experience in social safeguard  10 years of professional experience in environmental safeguard | **23.0**  6.0  3.0  3.0  1.0  4.0  1.0  1.0  2.0  2.0 |
| **National**  1. Civil engineer / deputy team leader  2. Wastewater management engineer  3. Flood control and drainage engineer  4. Urban planner  5. Economist  6. Municipal finance specialist  7. Institutional development specialist  8. Capacity building specialist  9. Social development / community participation specialist  10. Social safeguard specialist  11. Environment specialist  12. Procurement specialist | 7 years of professional experience in civil engineering  7 years of professional experience in wastewater management  7 years of professional experience in flood control and drainage  7 years of professional experience in urban planning / development / management  7 years of professional experience in economic analysis  7 years of professional experience in municipal finance / financial management / financial analysis  7 years of professional experience in institutional analysis and development  7 years of professional experience in preparation and implementation of capacity building / training programs  7 years of professional experience in social analysis / community development using participatory approach / gender development  7 years of professional experience in social safeguard  7 years of professional experience in environmental safeguard  7 years of professional experience in procurement planning | **43.0**  6.0  4.0  4.0  3.0  3.0  4.0  3.0  3.0  3.0  4.0  4.0  2.0 |

**V. REPORTING REQUIREMENTS AND TINME SCHEDULE FOR DELIVERABLES**

The consultant will submit the following reports: (i) an inception report within 1 months of TA start, summarizing the TA methodology and work program, and stakeholder consultations; (ii) an interim report within 3 months of TA start, summarizing the sector and subsector analysis, project rationale, priority components, and assessment of design alternatives; (iii) a draft final report, EIAs and/or IEEs, RPs, and draft PAM within 6 months of TA start; and (iv) a final report, 4 weeks after receiving comments on the draft final report from the government and ADB. In addition to these reports, the consultant will submit ADB with all relevant data and information obtained during the TA implementation; and supporting documents, calculations, and drawings produced by the consultant including the Excel spreadsheet cost estimates and financial analysis models.

Reports need to address all aspects of this terms of reference to the level of detail appropriate for the given stage of the TA and include a revised project design and monitoring framework. All reports, EIAs and/or IEEs, RPs, and draft PAM will be prepared in both English and Vietnamese. The consultant will submit 5 hard copies and CD ROMs of the final report to each of ADB and the provincial people’s committees (PPCs) of Quang Binh, Quang Nam, and Thanh Hoa; while 3 hard copies and a soft copy for other reports. The consultant will present key findings in a workshop participated by all stakeholders following the submission of the inception, interim, and draft final reports.

**VI. CLIENT’S INPUT AND COUNTERPART PERSONNEL**

The Quang Binh PPC will provide the main office for the consultant and the Quang Nam and Thanh Hoa PPCs will provide a field office. The PPCs will provide (i) all relevant documents, data, statistics, reports, and maps; (ii) qualified counterpart staff, including their field per diem and field transportation; (iii) office accommodation and office equipment, including desks, chairs, and local communication; and (iv) logistic assistance for the workshops and seminars, including venue provision and identifying and sending invitations to participants. The PPCs will not provide any inputs, project data, and reports for the shortlisted consulting firms to facilitate preparation of the proposals.