

COFINANCING AGREEMENT ("AGREEMENT")

BETWEEN

**NORDIC DEVELOPMENT FUND
AND
ASIAN DEVELOPMENT BANK**

**WITH RESPECT TO
TECHNICAL ASSISTANCE ON**

**IMPLEMENTING THE GREATER MEKONG SUBREGION CORE AGRICULTURE SUPPORT
PROGRAM (PHASE 2)**

NDF GRANT NO. C57

The Nordic Development Fund, NDF, (the "Donor") will provide an untied grant contribution (the "Grant") through Asian Development Bank ("ADB") amounting to EUR3,700,000 to support RETA 8163: Implementing the Greater Mekong Subregion Core Agriculture Support Program, Phase 2 (the "TA"), as set out in the ADB Technical Assistance Report ("TA Report") attached hereto as Annex A and the Major Change in Technical Assistance dated September 2013 attached hereto as Annex B (collectively referred to as "Project Documents").

Therefore, the Donor and ADB (the "Parties") agree as follows:

Transfer and Management of Funds

1. Within two weeks of signing of this Agreement, the Donor shall transfer the proceeds of the Grant to a United States dollar denominated interest-bearing account specified below ("Grant Account"). The proceeds of the Grant will be converted by ADB's depository bank upon receipt into United States Dollars at the exchange rate prevailing on the same day of the transfer:

Grant Account

Name of the Bank: Bank of America NA
New York, USA
Account Name: ADB-Nordic Development Fund
Account Number: 6550596388
Type/Currency: US Dollar
SWIFT/BIC: BOFAUS3N
ABA No: 026009593

2. Prior to disbursement and subject to provisions of Paragraph 4, ADB shall hold the Grant funds within the Grant Account. If other currencies are required for payment to meet any eligible expenditure, ADB may purchase the required currencies with the proceeds of the Grant Account. Any fees and charges relating to such purchase shall be paid out of funds from the Grant Account.

3. The adverse impacts of potential foreign currency fluctuations during TA implementation shall be addressed among the Parties with appropriate remedial measures and amendments negotiated, if necessary. Notwithstanding, the foregoing, there is no obligation on behalf of the Donor to contribute additional funds as a result of any foreign currency fluctuations.

4. For the purposes of this Agreement, the Grant shall be held, administered and invested at the discretion of ADB. Pending disbursements, ADB may invest and reinvest the Grant and any income earned in respect of such investment and reinvestment, as well as any interest earned in respect of the Grant Account in accordance with the ADB Board-approved *Review of the Asian Development Bank's Investment Strategy and Authority* dated October 2006, as amended from time to time, and the ADB Management-approved *Treasury Investment and Risk Management Guidelines* dated April 2008, as amended from time to time. Such income shall be credited to the Grant Account and used for the purpose of the TA and/or defray the costs of administration and other expenses incurred by ADB with respect to the administration of the Grant.

Implementation and Administration

5. The activities to be financed under this Agreement are expected to be implemented from 1 November 2013 to 14 September 2017 and shall be administered in accordance with applicable ADB policies and procedures. ADB shall make every effort to ensure timely and full implementation of the TA.

6. Procurement of all goods and services financed under the Grant shall be carried out in accordance with ADB's *Procurement Guidelines* dated March 2013, as amended from time to time. The selection and engagement of consultants financed under the Grant shall be carried out in accordance with ADB's *Guidelines on the Use of Consultants by ADB and its Borrowers*, dated March 2013, as amended from time to time. With regard to the environment, indigenous peoples, involuntary resettlement and other social matters, ADB shall follow during TA implementation its established policies and their amendments as applicable, including but not limited to its *Safeguard Policy Statement*, 2009, as amended from time to time.

7. The Donor and the ADB agree that the Grant proceeds for the purpose of the TA shall be disbursed in accordance with ADB's *Technical Assistance Disbursement Handbook*, dated May 2010, as amended from time to time. In the event this TA is also cofinanced by other sources, including ADB's own funds, ADB may, in consultation with the Donor, use its discretion in determining which funding source should be utilized first provided the total disbursements against this Grant is consistent with the cost sharing in the financing plan in the Project Documents.

8. ADB shall administer and account for the Grant in accordance with its financial regulations, other applicable rules, procedures and practices, and keep separate records and accounts for the TA.

9. ADB shall be entitled to withdraw from the Grant Account an amount equivalent to five (5) percent of the disbursed Grant, in order to cover the costs incurred by ADB in the administration of the Grant.

10. Within six (6) months after financial closure of the TA, except as may be otherwise agreed by the Donor and ADB, any balance amount from the Grant Account shall be returned to the Donor together with any investment/reinvestment income and interest income earned on the

deposit from the Grant Account, and any gains from foreign transactions, net of all fees and charges and foreign exchange losses.

Reviews, Reporting and Audits

11. ADB shall inform the Donor of any review missions undertaken by it related to the Grant and provide to the Donor a report setting out the main findings or results of such mission. ADB shall invite the Donor to join any TA review missions, including supervision missions and the mid-term review during the implementation of the TA and upon its completion. The Donor shall be responsible for its own costs with respect to any participation in TA review missions.

12. ADB shall, in accordance with its usual procedures:

Progress Reports:

- (i) provide the Donor with semi-annual reports on implementation of the activities funded under the Grant within three (3) months after the end of the reporting period and other reports and information as the Donor may reasonably request concerning the progress of the TA. Within six (6) months from completion of the TA, ADB shall provide the Donor with a final report.

Financial Statements:

- (ii) provide the Donor with unaudited semi-annual statements of expenditure stated in US dollars within three (3) months from the end of June and December. In addition, ADB shall provide the Donor within six (6) months from financial closure of the TA, terminal financial statements showing the receipts, income and expenditures under the Grant Account and the remaining balance, if any.

Audit Reports:

- (iii) should the Donor require an external audit of the terminal financial statements specifically in relation to the Grant, the Donor should upon completion of the TA, request ADB for such an external audit in writing. The cost of this audit, shall be charged against the Grant Account. The Donor shall provide additional funds in the Grant Account to cover the cost of this audit, should there not be sufficient funds left after settlement of all project expenditures and ADB administration cost.

13. The reports and financial statements in accordance with Paragraphs 11 and 12 above shall be provided by ADB to the Donor electronically.

14. ADB shall inform the Donor promptly of any condition which significantly interferes, or threatens to interfere, with the performance by ADB of its commitments under this Agreement.

Special Provisions

15. ADB and the Donor agree that the Grant and activities funded or supported in whole or in part by the Grant will be subject to ADB's *Anticorruption Policy* (1998) and *Integrity Principles and Guidelines* (2012), both as amended from time to time. ADB's *Anticorruption Policy* requires staff, recipients of the Grant, beneficiaries, consultants, bidders, suppliers and contractors

involved in the Grant or any activity financed by the Grant to observe the highest standards of ethics and personal integrity. Any party found in breach of ADB's *Anticorruption Policy* may be subject to sanctions and other remedial actions in accordance with *ADB's Integrity Principles and Guidelines*. Any legal entity or individual debarred or cross-debarred in accordance with the *Integrity Principles and Guidelines* shall be ineligible to participate in activities financed or supported in whole or in part by the Grant.

16. ADB, in consultation with the Donor, may disclose this Agreement and information with respect to it in accordance with ADB's *Public Communication Policy* dated October 2011, as amended from time to time.

17. The Donor, in consultation with ADB, may disclose this Agreement and information with respect to it in accordance with the Donor's policy and legislative obligations.

Consultations, Amendments, Termination and Dispute Settlement

18. The Parties may consult with each other on any matter of common interest arising out of this Agreement.

19. The Donor and ADB shall consult each other, in particular whenever either Party proposes to:

- (i) modify the Agreement; or
- (ii) suspend or terminate, in whole or in part, disbursement under this Agreement.

20. Any amendments and/or modifications to this Agreement shall be made by mutual consent and in writing in the form of an exchange of letters between the Parties.

21. ADB shall notify the Donor whenever ADB identifies a change of scope and shall consult with the Donor whenever ADB identifies a major change in scope, in each case, in relation to any activities financed under the Grant. If any such changes occur which in the opinion of the Donor impairs significantly the developmental value of the TA, the Donor and ADB shall consult on measures to resolve the problem and possible courses of action; in such cases, the Donor, however, may decide to modify and/or terminate its financial contribution to the TA.

22. The Donor and ADB shall seek amicably to settle any differences and disputes arising out of or in connection with the implementation of this Agreement. Any dispute, disagreement or claim that cannot be amicably settled between the Parties shall be finally settled by arbitration under the Rules of Conciliation and Arbitration of the UNCITRAL by one or more arbitrators appointed in accordance with the said Rules. The resulting arbitration award shall be final and binding on the Parties and shall be in lieu of any other remedy. This Agreement shall be governed by general principles of law, to the exclusion of any single national system of law.

23. If at any time either Party determines that the purposes of the Agreement can no longer be effectively or appropriately carried out either Party may give notice of termination of this Agreement. Such termination shall enter into effect three (3) months after notice has been received, subject to the settlement of any outstanding obligations made prior to the notice being received. In the event of termination by either Party, both Parties shall cooperate to ensure that all arrangements made hereunder are settled in a fair and orderly manner.

Contacts

24. Correspondence relating to the implementation of this Agreement shall be addressed to the following:

(a) For NORDIC DEVELOPMENT FUND:

Attn: Emeli Möller
 P.O. Box 185, Fabianinkatu 34
 FI-00171 Helsinki, Finland
 Fax No. +358 9 622 1491
 Tel. No. +358 10 618 0573
 Email: emeli.moller@ndf.fi

(b) For ADB:
 Asian Development Bank
 6 ADB Avenue
 Mandaluyong City
 1550 Manila, Philippines

(i) General communication and financial matters:

Facsimile Number: (632) 636-2456 (Direct)
 (632) 636-2444 (Central)
 Attention: Head
 Office of Cofinancing Operations

(ii) Implementation and technical matters:

Facsimile Number: (632) 636-2231 (Direct)
 Attention: Director, Environment, Natural Resources and
 Agriculture Division, Southeast Asia Department

Effectiveness

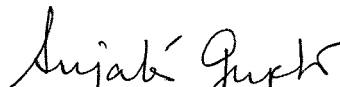
25. This Agreement shall take effect upon its signature by both Parties, and shall remain in full force and effect until the date on which the Grant shall have been fully disbursed or all activities financed under the Grant shall have been completed to the satisfaction of ADB and the Donor, whichever is the later, or any other date as may be agreed between the Parties.

26. The Parties, acting through their duly authorized representatives have signed this Agreement in duplicate as follows:

Signed:

FOR NORDIC DEVELOPMENT FUND:

FOR ASIAN DEVELOPMENT BANK:



Name: Pasi Hellman
Title: Managing Director

Name: Sujata Gupta
Title: Officer-in-Charge
Office of Cofinancing Operations

Date: October 24, 2013

Date:



Name: Leena Klossner
Title: Deputy Director

Date: October 24, 2013

ATTACHMENTS

Annex A: TA Report

Annex B: Major Change in Technical Assistance, dated September 2013

The logo for the Asian Development Bank (ADB), consisting of the letters 'ADB' in a white serif font inside a black square.

Technical Assistance Report

Project Number: 39542-022
Regional—Policy and Advisory Technical Assistance (R-PATA)
August 2012

**Implementing the Greater Mekong Subregion
Core Agriculture Support Program (Phase 2)
(Financed by the Government of Sweden)**

Asian Development Bank

ABBREVIATIONS

ADB	-	Asian Development Bank
AINS	-	Agricultural Information Network Service
CASP	-	Core Agriculture Support Program
CO ₂	-	carbon dioxide
EOC	-	Environmental Operations Center
GHG	-	greenhouse gas
GMS	-	Greater Mekong Subregion
Gt	-	gigaton
ICT	-	information and communication technology
NGO	-	nongovernment organization
NSSU	-	national secretariat support unit
PGS	-	Participatory Guarantee System
TA	-	technical assistance
WGA	-	Working Group on Agriculture

NOTE

In this report, "\$" refers to US dollars.

TECHNICAL ASSISTANCE CLASSIFICATION

Type	-	Regional—policy and advisory technical assistance (R-PATA)
Targeting classification	-	General intervention
Sectors (subsectors)	-	Multisector; agriculture and natural resources (agriculture production and markets), transport, and information and communication technology, industry and trade (small-scale industry)
Themes (subthemes)	-	Regional cooperation and integration (trade and investments, other regional public goods); capacity development (institutional development; client relations, network, and partnership development); economic growth (widening access to markets and economic opportunities; knowledge, science, and technological capacities); environmental sustainability (natural resources conservation)
Climate change	-	Climate change mitigation and/or climate change adaptation
Location (impact)	-	Regional (high), national (medium), rural (high)
Partnership	-	Government of Sweden

Vice-President	S. Groff, Operations 2
Director General	K. Senga, Southeast Asia Department (SERD)
Director	J. H. Mir, Environment, Natural Resources and Agriculture Division, SERD
Team leader	S. Setboonsarng, Principal Natural Resources and Agriculture Economist, SERD
Team members	S. Aman-Wooster, Senior Social Development Specialist, SERD O. Badiola, Associate Project Analyst, SERD G. Ismakova, Senior Procurement Specialist, Central Operations Services Office S. Ranawana, Senior Natural Resources Specialist, SERD P. Rhee, Counsel, Office of the General Counsel

In preparing any country program or strategy, financing any project, or by making any designation of or reference to a particular territory or geographic area in this document, the Asian Development Bank does not intend to make any judgments as to the legal or other status of any territory or area.

I. INTRODUCTION

1. The new Greater Mekong Subregion (GMS) Economic Cooperation Program Strategic Framework 2012–2022, endorsed at the GMS Summit in Myanmar in December 2011, calls for agriculture to be a key priority sector in transforming the transport corridors into economic corridors. Intra-regional trade in agri-food products is one of the fastest-growing trade sectors, and further expansion of agri-food trade can have potentially large growth and spillover effects, and enhance regional competitiveness. Under the GMS program, regional cooperation in agriculture is guided by the Core Agriculture Support Program (CASP) implemented by the GMS Working Group on Agriculture (WGA), supported by the Asian Development Bank (ADB) and other development partners. CASP phase 1 (CASP 1), implemented during 2006–2010, successfully enhanced human and institutional capacity on regional food security, cross-border trade, and rural renewable energy. In addition, information sharing was developed under the GMS Agricultural Information Network Service (GMS AINS). Building upon lessons from CASP 1, CASP phase 2 (CASP 2, 2011–2015) was endorsed at the 16th GMS Ministerial Meeting in Viet Nam in August 2010. GMS countries requested support from ADB to support implementation of CASP 2. This technical assistance (TA) concept paper was presented and endorsed by the GMS countries at the Eighth WGA Annual Meeting held in Cambodia in October 2011. Fact-finding missions visited GMS countries from January to April 2012 to further consult and agree on the scope and implementation arrangements. The TA is included in the GMS Regional Cooperation Operations Business Plan (2012–2014).¹ The design and monitoring framework is in Appendix 1.²

II. ISSUES

2. Food and energy security, particularly for the poor, has become one of the most important issues in development dialogues. Food prices reached a new historic peak in January 2011 and an estimated 44 million people in developing countries fell below the extreme poverty line of \$1.25 per day in the second-half of 2010.³ In times of food insecurity, women are often likely to receive less food because of gender-bias distribution dynamics within households. Multiple factors drive rising prices, including reduced production due to climatic extremes, high oil prices, and speculation. Moreover, inappropriate agricultural practices and overuse of agrochemicals degrade soil, water, and biodiversity, raising concerns regarding food safety and the negative implications for health, for both producers and consumers. The increasing financial, environmental, and health costs of current agricultural practices indicate that alternative strategies are required. The majority of the rural population also lacks energy security; their energy needs are currently fulfilled by fuel wood, which generates black carbon and is detrimental to health. Improved access to clean energy for the poor is essential for inclusive and environmentally sustainable growth.

3. Globally, agriculture contributes over 31% of greenhouse gases (GHGs), making it the second largest emitter; of this about 14% is from production and 17% from land use change and burning of biomass. Intensive agriculture is particularly damaging as it is the largest emitter of (i) nitrous oxide, which has 289 times the heat-trapping ability of carbon dioxide (CO₂); and (ii) methane, with a heat trapping ability 23 times greater than CO₂.⁴ By introducing climate-friendly agricultural practices to sequester carbon in soil, agriculture can potentially reduce GHG

¹ ADB. 2011. Regional Cooperation Operations Business Plan: Greater Mekong Subregion 2012–2014. Manila.

² The TA first appeared in the business opportunities section of ADB's website on 3 November 2010.

³ M. Ivanic, W. Martin, and Z. Hassan. 2011. Estimating the Short-Run Poverty Impacts of the 2010-11 Surge in Food Prices. *World Bank Policy Research Working Paper 5633*. Washington, DC.

⁴ Intergovernmental Panel on Climate Change. 2007. *Climate Change 2007: Impacts, Adaption, and Vulnerability*. Cambridge, United Kingdom: Cambridge University Press.

emissions by about 5.5 gigatons (Gt)⁵ of CO₂ annually.⁶ Increasing soil carbon contributes to soil fertility (and thus productivity), and improves the resilience of farming systems to flood and drought. In terms of potential carbon storage, the global soil carbon reservoir at 2,500 Gt CO₂ equivalent, is 3.3 times larger than the atmospheric reservoir (760 Gt CO₂ equivalent) and 4.5 times larger than the biotic reservoir (560 Gt CO₂ equivalent).⁷ Climate-friendly agriculture—which has the potential to offer farmers the triple wins of higher yields, increased climate resilience and reduced GHG emissions—should be promoted, to involve the poor to be part of solution for climate change while simultaneously enhancing their food and energy security.

4. Over 60% of the 326 million inhabitants of the GMS⁸ are engaged in small-scale agriculture, and enhancing productivity while restoring and safeguarding the natural ecosystems that underpin agricultural production is a high priority. The GMS countries recognize that agriculture offers the best possible climate mitigation and adaptation potential, and their concerted, regional approach is necessary to effectively address the short and long-term constraints to developing a competitive agriculture sector. Calls for the agricultural sector to enhance quality and safety while improving social and environmental performance are increasing in both domestic, regional, and international markets, and this creates special challenges for smallholder farmers, particularly the women who account for more than 70% of household food production. To address the disproportionate burden borne by women, support for innovative gender-responsive private sector financing mechanisms to improve market access by smallholders is required. A key strategy for developing “green”, inclusive value chains is to link smallholders who practice environmentally friendly methods into modern value chains. In addition to addressing gaps in hard and soft infrastructure at the regional level, the use of information and communication technology (ICT)⁹—to reduce the transaction costs of working with the poor and trade-related documentation costs—will be promoted to build an inclusive and competitive agriculture sector. These activities are essential to enhance cross-border food governance while fostering greater economic integration and leveraging growth dynamics and spillover effects along the GMS transport corridors.

5. Several regional initiatives under CASP 1 (2006–2010)¹⁰ were successfully implemented, including promotion of cross-border contract farming, biosafety, and trade facilitation. These activities contributed to increases in intra-regional trade, from \$12.2 billion in 2000 to \$96.9 billion in 2010,¹¹ including an increase in agri-food exports, from \$2 billion in 2000 to over \$13 billion in 2010.¹² Agri-food trade is still largely informal, and further support to formalize cross-border trade of environmentally friendly agri-food products of smallholders will enhance public revenues, as well as restore the functioning of ecosystems.

⁵ 1 gigaton is equal to 1 billion metric tons.

⁶ I. Habrink and R. Bisset. 2010. First-Ever African Soil-Carbon Deal Signed at Hague Investment Fair. *Ecosystem Marketplace*. 3 November. http://www.ecosystemmarketplace.com/pages/dynamic/article.page.php?page_id=7813§ion=home. Climate-friendly agriculture comprises farming practices that emit minimal greenhouse gases while promoting soil productivity and safeguarding ecosystems.

⁷ R. Lal. 2004. Soil Carbon Sequestration Impacts on Global Climate Change and Food Security. *Science*. 304 (5677).

⁸ ADB. 2012. Overview: Greater Mekong Subregion Economic Cooperation Program Strategic Framework. Manila.

⁹ ICT covers all forms of technology used to create greater access to information and communications.

¹⁰ ADB supported implementation of CASP through ADB. 2006. Technical Assistance for Expansion of Subregional Cooperation in Agriculture in the GMS (2006–2010). Manila. and ADB. 2008. Technical Assistance for Accelerating the Implementation of the Core Agriculture Support Program (2008–2013). Manila.

¹¹ 2010 figure excludes data for the Lao People's Democratic Republic, Myanmar and Viet Nam. Data for the People's Republic of China include Macao, China and Hong Kong, China.

¹² United Nations Commodity Trade Statistics. <http://comtrade.un.org/> (accessed 3 May 2012).

6. The key lessons stemming from CASP 1 implementation include the need for further strengthening of WGA institutional capacity for regional cooperation. Several new issues also emerged: (i) global concerns regarding the impact of climate change on food security and safety, (ii) the energy costs and competitiveness of GMS agri-food products, and (iii) the rise of ethical consumerism among the general public. The vision statement of CASP 2 takes these issues into account: "calling for the GMS to be recognized as the leading producer of safe food, using climate-friendly agricultural practices, and is integrated into global markets through regional economic corridors."¹³ CASP 1 was regarded as overly ambitious—of the 35 proposed projects, which covered a wide range of agriculture subsectors, only 13 projects were implemented—and CASP 2 has adopted a more focused approach guided by three strategic pillars: (i) pillar 1 seeks to build global competitiveness by promoting food safety and modernizing agricultural trade through the introduction of ICT and harmonized certification systems; (ii) pillar 2 promotes climate-friendly agriculture through a market-based strategy to ensure food security, while rewarding farmers for their ecosystem services; and (iii) pillar 3 promotes agriculture as a leader in providing clean renewable rural energy through efficient use of biomass for bioenergy, while ensuring food security. Ongoing regional TA is providing initial funding for pillar 3 on bioenergy,¹⁴ while this TA will initiate selected strategic activities under CASP 2, and will institutionally strengthen the WGA to mobilize additional funds to realize the CASP 2 vision.

III. THE PROPOSED TECHNICAL ASSISTANCE

A. Impact and Outcome

7. The impact will be a more integrated, climate-friendly agricultural sector in the GMS. The outcome is enhanced market access for environmentally friendly agricultural products produced by smallholders.

B. Methodology and Key Activities

8. The TA will focus on enhancing existing and emerging value chains for environmentally friendly production by smallholders. The TA will also strengthen the institutional capacity of the WGA for regional cooperation. The TA has five outputs.

9. **Output 1: Strengthened regional policy framework and capacity for agri-food quality management.** Regional standards, food labeling systems along with mutual recognition of certification systems, including community-based certifications such as the participatory guarantee system will be promoted. The use of ICT and modern value chain management systems, such as farm assurance and regional traceability systems,¹⁵ will be supported through pilot activities to extract lessons for wider implementation.

10. **Output 2: Established electronic trade of environmentally friendly agri-food production of smallholders.** Market studies on eco-friendly agri-produce, as well as on consumer perception and access to safe agri-food products, will be conducted at the start and end of the project.¹⁶ A road map for e-trade operations, including a cross-border trade administration system for agri-food products and e-trade modalities, will be piloted. Participation of producers in regional and international trade fairs will also be supported.

¹³ ADB. 2011. Core Agricultural Support Program Phase II (2011–2015). Manila p. iii.

¹⁴ ADB. 2011. Technical Assistance for the Efficient Utilization of Biomass for Bioenergy and Food Security in the Greater Mekong Subregion (2011–2015). Manila.

¹⁵ Farm assurance systems promote transparent and well-documented farm production process.

¹⁶ These will also serve as baselines and monitoring of progress.

11. **Output 3: Increased adoption of gender-responsive and climate-friendly agriculture.** Innovative mechanisms for carbon financing, efficient use of water, and other environmentally friendly practices will be promoted through collaboration with the private sector and civil society organizations. Multimedia products targeting illiterate female farmers will be developed and disseminated. Based on the results of the pilot projects,¹⁷ studies will be undertaken on expansion of the projects as a regional investment.

12. **Output 4: Facilitated knowledge management and dissemination.** Relevant regional studies will be conducted to facilitate regional planning. Knowledge products based on ongoing and past GMS regional TA projects will be produced and disseminated through regional platforms, including GMS AINS websites in respective countries and through mass media.

13. **Output 5: Strengthened regional cooperation on agriculture in the Greater Mekong Subregion.** The capacity of the WGA secretariat will be enhanced through the establishment of a national secretariat support unit in each GMS country.¹⁸ Use of a results-based framework,¹⁹ as well as standard operating procedures for the WGA, will be institutionalized. WGA annual meetings will be organized and support solicited for full implementation of CASP 2.

C. Cost and Financing

14. The total cost of the TA is estimated at \$7,500,000 equivalent. The TA will be financed on a grant basis by the Government of Sweden (SKr53 million, or about \$7.5 million equivalent), and administered by ADB. Governments from the GMS countries will provide 20% of the total cost as an in-kind contribution.²⁰ The scale of activities and duration of the TA will be revised to cover the full scope of CASP 2 as additional cofinancing becomes available.²¹ The cost estimates and financing plan are in Appendix 2.

D. Implementation Arrangements

15. The TA will be implemented from 15 September 2012 until 14 September 2017.²² ADB will be the executing agency for the TA, with the Environment, Natural Resources and Agriculture Division of the Southeast Asia Department serving as the focal point. The TA office, where the WGA secretariat will be based, will be housed at the GMS Environmental Operations Center (EOC) in Bangkok.²³ The WGA secretariat will comprise the WGA manager, working closely with national secretariat specialists based in the GMS countries; they will be supported by a team of consultants who will provide technical and administrative support in implementing TA activities under the supervision of a designated ADB project officer. The WGA NSSUs,²⁴ under the agriculture ministries of the GMS countries, will be the main implementing agencies,

¹⁷ These include financial and economic analysis and scalability as public-private partnership projects.

¹⁸ The TA builds capacities of government officials and thus reinforces the sustainability of the WGA secretariat.

¹⁹ Baseline indicators will be gender disaggregated, to the extent possible.

²⁰ GMS countries will provide in-kind contributions in the form of staff to implement, coordinate, and monitor TA activities; as well as data, review of translation, support facilities, utilities, and office space with furniture. There is no country-specific support for Myanmar in the TA.

²¹ The program framework period of CASP 2 was extended from 2015 to 2020 as agreed at the 9th Annual WGA meeting in July 2012 in Nanning, the People's Republic of China. The list of projects to support CASP 2 will be updated regularly.

²² This is subject to "no-objection" from the GMS countries. All financial disbursements of Swedish International Development Cooperation Agency funds will be completed by December 2016.

²³ Established by ADB, the EOC is ideally placed to support TA implementation owing to its ongoing engagements with GMS counterparts on environment, energy, and tourism.

²⁴ The NSSUs will be based at respective implementing agencies in each GMS country. Each NSSU has a national secretariat specialist (NSS), a WGA national focal person or government counterpart, and contact persons in relevant agencies or ministries. Only the NSSs are TA-funded.

with the Foreign Economic Cooperation Center of the Ministry of Agriculture of the People's Republic of China responsible for the AINS platform. Overall guidance for TA implementation will be provided by the WGA annual meetings, attended by the WGA coordinators of GMS countries and key development partners. Implementation arrangements and further information on the TA are available on request as supplementary appendixes.

16. Consistent with the implementation arrangements established under the EOC, ADB will engage the services of international consultants (up to 115 person-months) and national consultants (up to 557 person-months).²⁵ Following ADB's Guidelines for the Use of Consultants (2010, as amended from time to time), consultants will be engaged as individuals, mainly to support the WGA secretariat, and/or firms or nongovernment organizations (NGOs), to implement selected activities.²⁶ Consultants and/or firms or NGOs with highly specialized expertise—particularly those engaged in ongoing and past projects supporting CASP—will be recruited through consultants' qualifications selection. Administrative staff will be contracted by the WGA secretariat. The TA will also be implemented through letters of agreement between ADB and, as appropriate, line agencies, NGOs, and academic or research institutions acting as implementing agencies for the TA. Advance contracting of consultants is requested to ensure continuity of CASP 2 activities. The consultants will assist in: (i) developing road maps and implementing CASP 2 by conducting studies and pilot projects to scale up regional investments consistent with GMS master plan, (ii) mobilizing resources from private sector and development partners to support CASP; and (iii) enhancing institutional capacity for regional cooperation and enhancing collaboration with other GMS working groups and development partners.

17. Disbursements under the TA will conform to ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time). An advance payment facility will be established to disburse funds to national implementing agencies and partners, including WGA NSSUs, to cover operating costs and to be replenished on submission of a summary of expenditures. Implementing agencies and partners will be required to maintain project accounts and be audited periodically. All procurement will be done in accordance with ADB's Procurement Guidelines (2010, as amended from time to time). All equipment procured will be handed over to the implementing agencies upon completion of the TA.

IV. THE PRESIDENT'S RECOMMENDATION

18. The President recommends that the Board approve ADB administering technical assistance not exceeding the equivalent of \$7,500,000 to be financed on a grant basis by the Government of Sweden for Implementing the Greater Mekong Subregion Core Agriculture Support Program (Phase 2).

²⁵ Excluding person-months for the administrative staff.

²⁶ The selection method will be determined based on the terms of reference, in consultation with ADB's Central Operations Services Office.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines ^a	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact A more integrated, climate friendly agricultural sector in the GMS</p>	<p>By 2020, compared to the 2012 baseline:</p> <p>50% increase in cross-border trade of SPS-sensitive products</p> <p>50% increase in GMS agri-food exports to trade blocs</p>	<p>Progress reports and annual reports from GMS agriculture and related ministries</p> <p>Annual national and/or international trade statistics</p>	<p>Assumptions GMS countries remain committed to regional integration</p> <p>Private and public sector investments are available</p> <p>Risks Increasing protectionism in main export markets</p> <p>Extraordinary climatic events</p>
<p>Outcome Enhanced market access for environmentally friendly agricultural products produced by smallholders</p>	<p>By 2017, compared to the 2012 baseline:</p> <p>30% increase in the number of farms (at least 10% of which are managed by women) linked to value chains based on environmentally friendly production</p>	<p>Survey at the end of the project</p> <p>Statistics of certification bodies in the GMS</p> <p>Progress and final reports</p>	<p>Assumption Development partners and private sector use developed frameworks and knowledge products</p> <p>Risk Government policies and frameworks are not conducive to gender-responsive, climate-friendly agriculture</p>
<p>Outputs 1. Strengthened regional policy framework and capacity for agri-food quality management</p> <p>2. Established electronic trade of environmentally friendly agri-food production of smallholders</p>	<p>By 2017^b: PGS recognized by the market and governments and at least 12 such groups in operation</p> <p>Processing time for certification decreases by at least 5%</p> <p>ICT technologies on paperless trade applied to at least 6 pilot supply chains in the GMS</p> <p>At least 40 companies exhibited products in international trade fairs</p>	<p>Progress and final reports</p> <p>Statistics of certification bodies in the GMS</p> <p>Progress and final reports</p> <p>Project progress reports</p>	<p>Assumptions Sustained regional economic growth</p> <p>GMS governments remain committed to regional integration and to mainstreaming of gender-responsive and climate-friendly agriculture</p> <p>Qualified staff can be recruited and retained</p> <p>Risks Insufficient coordination among government agencies and between GMS governments</p>

Design Summary	Performance Targets and Indicators with Baselines ^a	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>3. Increased adoption of gender-responsive and climate-friendly agriculture</p> <p>4. Facilitated knowledge management and dissemination</p> <p>5. Strengthened regional cooperation on agriculture in the GMS</p>	<p>At least 6 MOUs signed with 6 private firms linking additional 2,000 smallholder farmers</p> <p>At least 75 key actors participated in climate-friendly agri-events, of whom at least 35% are women</p> <p>At least 10 new multimedia products targeting illiterate female farmers developed and used</p> <p>At least five regional studies completed and disseminated</p> <p>GMS AINS upgraded to a knowledge platform with at least 5 new additional web pages and web traffic increased by at least 5%</p> <p>WGA standard operating procedures and results-based monitoring and evaluation framework established by 2013</p> <p>At least 3 MOUs signed with development partners of WGA by 2017</p>	<p>Progress reports</p> <p>Records on usage of multimedia extension materials by participating agencies and private firms</p> <p>Publications and multimedia products</p> <p>Monitoring systems</p> <p>Visitor counter on AINS website</p> <p>Progress reports of GMS WGA secretariat</p> <p>Documents of WGA secretariat</p> <p>Progress reports</p>	<p>Sector authorities promote unsustainable development for short-term revenue target gains</p> <p>GMS governments give low priority to women's participation in agriculture development programs, projects, and agri-events</p>
Activities with Milestones			Inputs
<p>1. Strengthened regional policy framework and capacity for agri-food quality management</p> <p>1.1. Build regional capacity for farm assurance, organic and other kinds of certification, customizing e-certification software, and conduct training of farmers and trainers (2013)</p> <p>1.2. Carry out at least two pilots of the PGS per country, train key actors in PGS, and create knowledge products for dissemination in GMS countries (2013–2015)</p> <p>1.3. Carry out at least 6 pilot studies of value chains using suitable farm assurance and (electronic) traceability systems and train key actors to serve as trainers (2013–2016)</p>			<p>Government of Sweden: \$7,500,000</p> <p>Output 1: \$1,411,000</p> <p>Output 2: \$1,121,500</p> <p>Output 3: \$1,101,500</p> <p>Output 4: \$1,254,000</p> <p>Output 5: \$2,212,000</p> <p>Contingency: \$400,000</p>

<p>2. Established electronic trade of environmentally friendly agri-food production of smallholders</p> <p>2.1. Conduct studies on eco-friendly products and consumer preferences on agri-products at the start (2013) and end (2016) of the project</p> <p>2.2. Review GMS capacity on e-trade platforms to identify opportunities and challenges and build capacity for a suitable e-trade framework (2015)</p> <p>2.3. Conduct regional consultations with stakeholders on the role of AINS in the marketing and trade of eco-friendly products (2015)</p> <p>2.4. Join selected trade fairs on eco-friendly agri-products (2013–2016)</p> <p>3. Increased adoption of gender-responsive and climate-friendly agriculture</p> <p>3.1 Enhance at least 12 smallholder farms as demonstration sites for climate-friendly and water-efficient agricultural practices (2014)</p> <p>3.2 Develop proposals for innovative financing mechanisms to scale up pilot projects in rice and other climate-friendly agri-products (2014)</p> <p>3.3 Develop facilities and mechanisms for private sector engagement to ensure their participation in climate-friendly agri-projects (2016)</p> <p>3.4 Develop demand-driven publications and multimedia products, including a DVD animation in local languages for poor and illiterate female farmers (2013–2016)</p> <p>3.5 Conduct gender-sensitive regional-forums, extension services, and workshops on climate change adaptation (2013–2016)</p> <p>4. Facilitated knowledge management and dissemination</p> <p>4.1 Identify and conduct on-demand regional studies (2012–2016)</p> <p>4.2 Upgrade AINS to become an electronic knowledge platform (2014)</p> <p>4.3 Identify centers of excellence for agriculture to facilitate knowledge exchange among experts and stakeholders (2012–2016)</p> <p>4.4 Implement pilot social network programs to enhance knowledge exchange and dissemination using the AINS platform (2013–2016)</p> <p>5. Strengthened regional cooperation on agriculture in the Greater Mekong Subregion</p> <p>5.1 Convene WGA 10–13 meetings (2013–2016)</p> <p>5.2 Establish national WGA secretariat at the EOC in Bangkok (2012)</p> <p>5.3 Prepare results-based and gender-sensitive co-benefits monitoring and evaluation framework and establish WGA standard operating procedures (2013)</p> <p>5.4 Conduct consultation meetings with development partners, and private sector and/or businesses for resource mobilization (2012–2016)</p> <p>5.5 Coordinate with working groups on environment, trade and transport, and tourism to identify areas for collaboration (2012–2016)</p>	<p>Governments from GMS countries will provide counterpart support in the form of counterpart staff, office and office supplies and furniture, secretarial assistance, and domestic transportation, and other in-kind contributions, whose value is estimated at 20% of the total TA cost</p> <p>Inputs by expenditure category:</p> <p>Consulting services - \$3,029,500</p> <p>International and local travel - \$586,500</p> <p>Publications, reports and communications - \$335,000</p> <p>Equipment- \$245,000</p> <p>Seminars, meetings, workshops and training- \$1,268,000</p> <p>Studies - \$1,265,000</p> <p>Miscellaneous and administrative support - \$371,000</p> <p>Contingencies - \$400,000</p> <p>Total: \$7,500,000</p>
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ADB = Asian Development Bank, AINS = Agricultural Information Network Service, EOC = Environmental Operations Center, GMS = Greater Mekong Subregion, MOU = memorandum of understanding, PGS = participatory guarantee system, WGA = Working Group on Agriculture

^a Base year is 2012 (when surveys and baselines studies will be undertaken).

^b Outputs will be compared to 2012 baseline figures.

Source: Asian Development Bank.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Total Cost
Government of Sweden^a	
1. Consultants	
a. Remuneration and per diem	
i. International consultants	1,702.00
ii. National consultants	1,327.50
b. International and local travel ^b	586.50
c. Publications, reports, communications, and multimedia	335.00
2. Equipment ^c	245.00
3. Seminars, Meetings, Workshops, Trainings ^d	1,268.00
4. Studies ^e	1,265.00
5. Miscellaneous and administrative support costs	371.00
6. Contingencies ^f	400.00
Total	7,500.00

Note: The technical assistance (TA) is estimated to cost \$7,500,000, of which contributions from the Government of Sweden are presented in the table above. Governments from Greater Mekong Subregion countries will provide counterpart support in the form of counterpart staff, office, office supplies and furniture, secretarial assistance, data, and other in-kind contributions, with an estimated value equal to 20% of the total TA cost.

^a Administered by the Asian Development Bank (ADB). This amount also includes ADB's administration fee, audit costs and bank charges, to the extent that these items are not covered by the interest and investment income earned on this grant.

^b Includes honoraria and travel costs of resource persons (including ADB staff's travel costs) and facilitators, and participants' travel costs.

^c Includes computers, printers, materials for trade exhibitors, and equipment used in the production of training materials and the implementation of distance learning activities, which will be turned over to respective ministries or agencies after audit at the end of the project.

^d Includes capacity-building activities based on pilot projects and dissemination of knowledge products with an estimated cost of \$1,100,000.

^e Includes surveys, studies, conduct and scaling-up of pilot projects, and development of knowledge products with an estimated cost of \$1,100,000.

^f The bulk is for foreign exchange adjustments.

Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. Consultants will be engaged either as individuals, mainly to support the Working Group on Agriculture (WGA) secretariat,¹ and/or firms or nongovernment organizations (NGOs), to implement selected activities.² The technical assistance (TA) will require the services of international consultants (up to 115 person-months) and national consultants (up to 557 person-months); 611 person-months of services are allocated and 61 person-months are unallocated.³ The pool of consultants includes those engaged intermittently. In addition to their specific requirements, all consultants should have: (i) relevant technical expertise based on academic and professional experience, (ii) familiarity with regional cooperation initiatives and concepts, as well as project planning, management, and implementation in developing countries, and (iii) excellent interpersonal and communication skills.

2. The consultants (either as a firm or as individuals) will prepare reports on their tasks and other reports as required and requested by the TA. The basic reports will include: (i) inception report within 1 month of the start of engagement; (ii) annual reports, to include results of consultations with stakeholders and status of activities; (iii) quarterly progress reports, particularly for pilot projects; and (iv) a completion report, to include a financial and economic analysis for each pilot project, indicating their suitability for possible expansion.

3. Consulting firms, NGOs, research and academic institutions, government agencies, and civil organizations interested in implementing TA activities (A-E) as listed below, will be required to submit proposals. The selection process will be conducted competitively, based on criteria developed by the TA. Where appropriate, engagement of consultant services will be recruited based on consultants' qualifications selection (CQS), which allows consultants engaged in the first phase of Core Agriculture Support Program (CASP) and other Greater Mekong Subregion (GMS) TA projects who have the needed skills and experience to be engaged in the second phase to ensure smooth and effective implementation of the second phase of CASP (CASP 2).

A. Participatory Guarantee System

4. **Participatory guarantee system regional specialist** (international, 6 person-months). The expert shall organize the participatory guarantee system (PGS) subproject under the guidance of the WGA regional cooperation advisor and WGA secretariat manager. The specialist will: (i) develop selection criteria and select a national implementing partner organization and PGS country coordinator,⁴ in cooperation with the national secretariats;⁵ (ii) create training materials for PGS participants, particularly smallholders; and (iii) provide technical expertise and global experience for successful PGS implementation.

5. **Assistant participatory guarantee system specialist** (national, 12 person-months). The specialist shall implement the PGS subproject under the guidance of the PGS regional specialist and will be tasked with: (i) selecting farmers groups for pilot studies after consultation with national secretariats, (ii) implementing the tailored PGS system for each GMS country, (iii) training smallholders for effective utilization and maintenance of the system, and (iv) liaising with the WGA secretariat manager and national secretariats.

¹ The selection method will be determined based on terms of reference, in consultation with the Asian Development Bank's Central Operations Services Office.

² Private firms and NGOs interested in implementing specific technical assistance (TA) activities will be required to submit a grant proposal to fund these activities based on competitive selection process.

³ These consultant inputs will be determined during the TA implementation and will be engaged, as appropriate.

⁴ This will be an NGO, an institute, or government agency experienced in work on participatory guarantee systems in communities and on extension methods.

⁵ They should also consult the relevant national trade organizations.

B. Paperless or Electronic Trade (e-trade)

6. **E-trade specialist** (international, 3 person-months). The specialist will: (i) develop a framework informed by previous related studies to facilitate and strengthen paperless trade in the GMS, (ii) identify suitable farmer groups and priority agri-food products in each country for conducting pilot program on paperless trade, and (iii) prepare a project proposal, which includes a timeframe and budget, on piloting paperless trade for priority eco-friendly agri-food products, and develop a capacity-building program on the paperless trade platform, including links to relevant online training modules.

7. **Information technology and database management specialist** (international, 4 person-months). The specialist must have extensive experience in the design and development of database, information technology management, and information systems. The expert will: (i) provide technical and advisory support and leadership to upgrade the AINS platform to maximize operational efficiency, (ii) provide a road map for the further development of the AINS website, and (iii) help design the conduct of short-term studies, including gender-related indicators and knowledge products to further populate the AINS database.

8. **Assistant information technology and database management specialist** (national, 18 person-months). The specialist must have extensive experience in content management and development of online platforms and networks, and will be responsible for development of new portals of the Agricultural Information Network Service (AINS) database system, site administration, and upgrading and maintenance of the network systems.

9. **Trade fair organizer** (national, 7 person-months).⁶ The organizer will work under the supervision of the WGA secretariat manager and will organize regional and international participation of selected groups and key producers of eco-friendly agriculture products in selected trade fairs.⁷ The organizer will: (i) select export-ready companies and/or producer groups to participate in the trade show in cooperation with national secretariat support units,⁸ (ii) assist participants in preparing for the trade show, (iii) determine the support requirements of exhibiting companies,⁹ and (iv) document the preparation, execution, and result of the intervention, including direct sales from the activity.

C. Farm Assurance Systems Using E-traceability

10. **Traceability systems specialist** (international, 2 person-months). The specialist will assess traceability systems of selected agriculture products in the GMS and design suitable traceability system that will gradually build the capacity of smallholders in order to bring up their production standards to international level. The specialist must have extensive experience working in developing countries on issues regarding food and agri-business traceability and be familiar with the challenges involved in designing and implementing traceability systems.

11. **Assistant traceability systems specialist** (national, 6 person-months). The specialist will work under the guidance of the traceability systems specialist to implement a traceability system and fine tune the design to suit the needs of selected localities and agri-produce. The specialist must have experience in designing and implementing traceability and food safety

⁶ This expertise can also be provided by a trade association, chamber of commerce, or similar organization.

⁷ The fair is proposed to be the Biofach fair in Germany.

⁸ The national secretariats should consult relevant national trade organizations.

⁹ Support could comprise transportation of goods to the show, and/or translation or production of promotional materials.

solutions, including identification and/or labeling, improving traceability and recall systems, and developing standards for perishable goods.

D. Certification Standards in the Greater Mekong Subregion for Eco-friendly Produce

12. **Certification development specialist** (international, 2 person-months). The specialist will work under the guidance of the WGA advisor and WGA secretariat manager in coordination with specialists in PGS, soil carbon sequestration, and IT and database management in providing technical and managerial expertise in the design of a framework on which to base certification procedures for selected agri-produce of smallholder farmers and key actors that enable them to comply with international standards.

13. **Assistant certification development specialist** (national, 6 person-months). The specialist will work under the guidance of WGA secretariat manager and certification development specialist, in coordination with relevant specialists, in: (i) supporting the design of a framework that can be implemented online on which to base certification procedures for eco-friendly agri-produce for smallholder farmers, and (ii) building the capacity of key actors in organic agriculture international best practices.

14. **Market research specialist** (national, 6 person-months). The specialist will work with the private sector development specialist and WGA secretariat manager in: (i) developing survey methodologies for consumer surveys to determine consumer sentiments, (ii) translating customer data into strategic insights that can be used to drive strategic decision making, (iii) referencing customer perspectives in all analytic activities, and (iv) preparing a survey report, presentations and executive-level summaries.

E. Climate-Friendly Agriculture Practices and Gender-Responsive Multimedia

15. **Private sector development specialist** (international, 10 person-months). The specialist will be responsible for: (i) building relationships and consulting with the private sector in respect to awareness-raising initiatives on the GMS and facilitating private sector participation in WGA activities, (ii) soliciting private sector views on how successful projects might be structured, (iii) creating knowledge products in which the private sector is interested, (iv) shortlisting project models that include the private sector in proposed investment projects, (v) planning activities within the WGA framework for collaborative work with the private sector, and (vi) analyzing agri-business value chains, particularly with regards to reducing constraints to agri-trade in the GMS, and specifically organic products.

16. **Assistant private sector development specialist** (national, 24 person-months). The specialist will work under the guidance of the private sector development specialist and be responsible for: (i) identifying specific groups and companies in the private sector for awareness-raising initiatives on the GMS agriculture sector, (ii) facilitating private sector participation in WGA activities, (iii) creating and publishing knowledge products of interest to the private sector, (iv) assisting in the development of an electronic platform that could enable the private sector to formalize its engagement with the WGA, and (v) facilitating initiatives among stakeholders.

17. **Soil carbon sequestration specialist** (international, 2 person-months). The specialist will have extensive experience in developing assessment guidelines on soil carbon sequestration for pilot projects in developing countries. The expert will assess selected production sites and design frameworks for soil carbon sequestration, and conduct studies on climate-friendly agriculture, climate change mitigation, and carbon offsetting and trading in the GMS.

18. **Capacity building and distance learning specialist** (international, 3 person-months). The specialist will perform a variety of professional duties related to the design and implementation of gender-sensitive capacity-building programs and awareness campaigns on modern agri-food management using multimedia based on results of the TA, including implementing distance learning courses using a blended approach as appropriate, and organizing project implementation training programs for pilot projects consistent with country needs.

F. Individual Consultants

19. **WGA regional cooperation advisor** (international, 24 person-months). The WGA regional cooperation advisor will provide guidance and supervision on the overall operations of the GMS WGA secretariat on the implementation of TA projects. The advisor will be responsible for providing the TA design and implementation framework, as well as senior technical and advisory support to the GMS WGA and advice on how to secure the long-term sustainability of GMS WGA operations and efficient implementation of TA activities.

20. **WGA secretariat manager** (international, 52 person-months). The WGA secretariat manager will provide technical and administrative support for the day-to-day operations of the GMS WGA, including: (i) developing the GMS WGA annual work program, and customizing the standard operating procedures, (ii) conducting background research on activities under the CASP, (iii) assisting in the preparation and design of the agenda and background papers for WGA meetings, and concept papers for projects, and (iv) preparing reports required by development partners on TA implementation.

21. **WGA national secretariat specialists** (6 nationals, 52 person-months per country, 312 person-months in total). The specialists will report to the WGA secretariat manager, and will work closely with their respective national government counterparts.¹⁰ The specialists will be tasked with providing technical and administrative support to the WGA coordinators and government counterparts, assisting in the preparation and conduct of relevant country studies, and coordinating and reporting on CASP 2 country activities.

22. **Program coordinator** (national, 52 person-months). The program coordinator will be familiar with ADB operational procedures and will liaise with various departments in ADB, the TA implementing partners, and other development partners, and organize and prepare presentations for GMS WGA meetings, workshops, consultations, and conferences.

23. **Regional knowledge management specialist** (national, 36 person-months). The expert will work with the WGA advisor and WGA secretariat manager to design a communications plan for the TA. The expert will also: (i) coordinate the management and dissemination of knowledge products generated by the WGA projects, (ii) periodically assess knowledge needs at the regional level, and (iii) work with the Foreign Economic Cooperation Center to develop the GMS AINS into a platform for knowledge exchange and dissemination.

24. **Technical editor and publications specialist** (national, 24 person-months). The specialist will work with the WGA secretariat manager and regional knowledge specialist in the creation of knowledge products. The specialist will assist in the preparation and editing of

¹⁰ The national WGA coordinators provide overall guidance on day-to-day operations of the WGA national secretariat support unit, working with a national focal point (counterpart staff) and the national secretariat specialist supported by the TA. In addition to the national focal point, contact persons in other ministries or departments will be assigned to coordinate specific activities. The exact setup may vary among the GMS countries.

knowledge products for publication, coordinate with WGA specialists and partners to obtain reference materials, and help create brochures and materials for dissemination.

G. Unallocated Consulting Services

25. **Subject matter specialists** (international, 7 person-months; national, 54 person-months). The terms of reference for these experts will be developed by the WGA advisor and WGA secretariat manager on an as-needed basis. Specialists needed may include an external evaluation specialist (international, 4 person-months); monitoring and evaluation specialist (international, 3 person-months); assistant capacity-building and distance learning module specialist (national, 12 person-months); training module and documentation specialists (national, 30 person-months); assistant e-trade specialist (national, 6 person-months); and multimedia specialist (national, 6 person-months).



The logo for the Asian Development Bank (ADB), consisting of the letters 'ADB' in a white serif font inside a black square.

Major Change in Technical Assistance

Project Number: 39542-022
TA Number: 8163-REG
September 2013

Implementing the Greater Mekong Subregion Core Agriculture Support Program (Phase 2)

Asian Development Bank

ABBREVIATIONS

ADB	–	Asian Development Bank
AINS	–	Agriculture Information Network Service
GMS	–	Greater Mekong Subregion
N ₂ O	–	nitrous oxide
NDF	–	Nordic Development Fund
TA	–	technical assistance
WGA	–	Working Group on Agriculture

NOTE

In this report, "\$" refers to US dollars.

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I. PROPOSED MAJOR CHANGE

1. An increase in technical assistance (TA) amount for Implementing the Greater Mekong Subregion (GMS) Core Agriculture Support Program (Phase 2) is proposed for Board consideration.¹

2. The Board approved the original TA amount of \$7.5 million equivalent financed on a grant basis by the Government of Sweden through the Swedish International Development Cooperation Agency on 14 September 2012.² The proposed increase of \$5.5 million equivalent comprising \$5.0 million equivalent from the Nordic Development Fund (NDF) and \$0.5 million from the Asian Development Bank (ADB) Technical Assistance Special Fund will be financed on a grant basis and will be administered by ADB.³ The increase in amount will support additional activities under Output 3 of the existing TA framework to include activities related to gender-responsive, efficient management of nitrogen cycle for climate change mitigation and adaptation (para. 12).⁴ The revised design and monitoring framework is in Appendix 1.

II. BACKGROUND

3. The new GMS Economic Cooperation Program Strategic Framework, 2012–2020, endorsed at the GMS Summit in Myanmar in December 2011, called for agriculture to be one of the key priority sectors in order to transform the transport corridors into economic corridors. Regional cooperation in agriculture is guided by the Core Agriculture Support Program implemented by the GMS Working Group on Agriculture (WGA), supported by ADB and other development partners. This TA supports implementation of the Core Agriculture Support Program Phase 2, 2011–2020, which has been underway since September 2012. With increased awareness of the agriculture sector's contribution to climate change, GMS countries requested ADB to expand support to activities under component 3 of the TA on gender-responsive, climate-friendly agriculture with a focus on specific activities related to nitrogen-cycle management and resulting in a new subcomponent under the TA. A concept paper on the new subcomponent was presented and endorsed by the WGA at its 10th Annual Meeting in April 2013.

4. The impact of the TA will be a more climate-friendly and climate-resilient agricultural sector in the GMS. The TA outcome is enhanced market access for environment-friendly agricultural products produced by smallholders and will focus on enhancing existing and emerging value chains for environment-friendly production by smallholders.

5. The TA supports and complements other GMS regional and country-specific programs to systematically assess country-level needs to promote environment-friendly agriculture production including development of inclusive green value chains in the GMS.⁵ The TA comprises five outputs: (i) strengthened regional policy framework and capacity for agri-food

¹ The GMS includes Cambodia, the People's Republic of China, the Lao People's Democratic Republic, Myanmar, Thailand, and Viet Nam.

² ADB. 2011. *Regional Technical Assistance for Implementing the Greater Mekong Subregion Core Agriculture Support Program (Phase 2)*. Manila (TA 8163 REG).

³ Revised Cost Estimates and Financing Plan (accessible from the list of linked documents in Appendix 2).

⁴ These are TA activities that promote access to resource, tools, and information which can help practitioners to mainstream gender into climate-friendly agriculture and to promote improved gender equity into development.

⁵ Inclusive green value chain is defined here to include activities involved in the production of agri-products which are done in a participatory manner that benefits poor farmers in a sustainable way.

quality management; (ii) established electronic trade of environmentally friendly agri-food production of smallholders; (iii) increased adoption of gender-responsive and climate-friendly agriculture; (iv) facilitated knowledge management and dissemination; and (v) strengthened regional cooperation on agriculture in the GMS.

6. GMS governments are increasingly concerned about the risks posed by rising use of synthetic nitrogen fertilizers and its impact on climate change as well as on soil, water, and the environment. Inappropriate use of synthetic nitrogen fertilizers emits nitrous oxide (N₂O), which is among the most powerful greenhouse gases and has heat-trapping ability 289 times greater than that of carbon dioxide and with an atmospheric lifetime of 120 years. Up to 80% of N₂O comes from the agriculture sector, mainly from synthetic nitrogen fertilizer used to improve yields in conventional agriculture.⁶ The use of synthetic nitrogen fertilizers increased from near zero six decades ago to about 450 million tons annually today. This enormous increase has important environmental implications, including for climate change. It is estimated that inefficiencies and overuse of synthetic fertilizer in the agricultural systems of some GMS countries cause as much as 18% of global N₂O produced by the fertilizers that enters the atmosphere.⁷ That share is more than twice as high as that of developed economies. The proposed additional activities under the new TA subcomponent will focus on improving the efficiency of nitrogen fertilization in the GMS in order to mitigate N₂O emission while enhancing food security and resiliency of farming systems to climate change.

7. The TA is classified as regional policy and advisory technical assistance. It was approved on 14 September 2012. It was financed in the amount of \$7.5 million by the Government of Sweden and administered by ADB. The proposed increase of additional funding of \$5.5 million will be financed on a grant basis by the NDF in the amount of \$5.0 million equivalent and ADB's Technical Assistance Special Fund in the amount of \$0.5 million. It, too, will be administered by ADB. The GMS countries under the original TA will together provide counterpart financing valued at 20% of the total cost of \$7.5 million. Similarly, the GMS countries under the proposed additional financing will provide 20% of the total cost of \$5.5 million as in-kind contributions in the form of staff to implement, coordinate, and monitor TA activities; as well as provision for data needs, translation services, support facilities, utilities, and office space with furniture. The TA is to be executed by ADB through the WGA secretariat and is implemented by the ministries of agriculture of the GMS countries. The TA completion date is 14 September 2017.

III. IMPLEMENTATION PROGRESS

8. Since the TA became effective on 14 September 2012, progress has been in line with the planned implementation schedule. The WGA regional secretariat has been successfully established at ADB's Thailand Resident Mission with WGA national secretariat support units established in agriculture ministries in all GMS countries. The secretariat has fielded consultants to implement TA activities. Inception missions were conducted and a work plan for 2013–2014 was formulated in consultation with the implementing agencies and other key stakeholders. The TA work plan was presented and approved at the 10th Annual Meeting of the GMS WGA in

⁶ Schlesinger, W.H. 1997. *Biogeochemistry: An Analysis of Global Change*. Available: <http://searchworks.stanford.edu/view/3472483>

⁷ Steinfeld, H. et al., 2006. *Livestock's Long Shadow: Environmental Issues and Options*. Rome: Food and Agricultural Organization. Available: <ftp://ftp.fao.org/docrep/fao/010/a0701e/a0701e00.pdf>.

April 2013. As of 19 August 2013, about \$2,090,603⁸ had been committed as contracts award and remaining recruitments were ongoing.

9. Activities to date have focused on laying the foundations for smooth and timely implementation of the TA in close coordination with other GMS working groups, particularly the working group on environment and tourism. The procurement of services to implement TA activities are progressing and remaining contracts to undertake TA activities are expected to be awarded by 2014.

IV. RATIONALE FOR THE PROPOSED CHANGE

10. ADB will administer a grant not exceeding \$5.5 million equivalent to be financed by the NDF (€3.7 million, or about \$5 million equivalent) and ADB's Technical Assistance Special Fund (\$0.5 million) to support Output 3: increased adoption of gender-responsive and climate-friendly agriculture. The additional funds will be used to further promote gender-responsive climate-friendly agriculture focusing on nitrogen-cycle management and activities relating to climate change adaptation and mitigation. Additional outputs are within the existing impact, outcome, and output structure. Paras.12–13 describe the expanded scale and scope of activities under Output 3. Performance indicators in the design and monitoring framework (Appendix 1) have been revised to reflect the additional activities and outputs to be financed from the additional funds. The increase in TA amount will not change the project impact and classification.

11. **Output 3: Increased adoption of gender-responsive and climate-friendly agriculture.** This output supports innovative mechanisms for carbon financing, efficient use of water, and other environment-friendly agricultural practices in collaboration with the private sector, research institutes, and civil society organizations. Innovative financing mechanisms to scale up investment through public-private partnership will be piloted to extract lessons for designing future investment projects in the region. Gender mainstreaming training on climate change mitigation and adaptation will be organized. Multimedia products targeting illiterate female farmers will be developed and disseminated. Based on the results of the pilot projects, feasibility studies will be undertaken toward expanding the pilot projects as regional investment projects.⁹

12. The proposed additional financing will be used to finance three key activities added under Output 3: (i) enhancing GMS-wide regional cooperation and promoting harmonized policies, standards, and regulations on efficient use of synthetic nitrogen fertilizer; (ii) establishing demonstration sites and implementing pilot investment modalities to scale up adoption of efficient nitrogen fertilizer use in agriculture systems (with demonstration and pilot sites in Cambodia, Lao People's Democratic Republic, and Myanmar);¹⁰ and (iii) strengthening GMS-wide institutional capacity-building on gender-responsive efficient nitrogen-cycle management and greenhouse gas mitigation.¹¹ The three subcomponents will be complemented and supported by ongoing activities under the TA and will have the following specific outputs:

⁸ This includes payment for office rental and utility to ADB Thailand Resident Mission for WGA Secretariat.

⁹ These include financial and economic analysis and scalability as public-private partnership projects.

¹⁰ This is based on the NDF's request to focus activities in less-developed countries of the GMS.

¹¹ Institutions include academic research centers plus nongovernment and civic organizations that conduct studies and/or deal with issues on nitrogen-cycle management; as well as government institutions, including the ministries related to agriculture, environment, land development, and trade.

- (i) **Enhanced GMS-wide regional cooperation and promoted harmonized policies, standards, and regulations on efficient use of synthetic nitrogen fertilizer.** This output will promote enhanced regional cooperation to create a harmonized regional framework on efficient utilization of nitrogen fertilizers in order to mitigate greenhouse gas emissions in the GMS. The framework will include GMS-wide nitrogen assessment and adoption of a common carbon accounting standard to monitor and promote improvements in nitrogen-use efficiency. Studies will also be conducted to review key policy issues in the GMS countries, including in relation to direct and indirect subsidies for synthetic nitrogen fertilizers. Based on the studies, a proposed roadmap will be developed for all GMS countries to discuss and agree on regional policy, regulatory framework, standards, and certification systems to improve efficient use of nitrogen fertilizer. Regional baseline information will be developed for a nitrogen fertilizer utilization and monitoring system, including through soil mapping and evaluating soil's responsiveness to biochar as a soil amendment.
- (ii) **Established demonstration sites and implemented pilot investment modalities to scale up adoption of efficient nitrogen fertilizer use in agriculture systems (with demonstration and pilot sites in Cambodia, Lao People's Democratic Republic, and Myanmar).** The activity will include establishing at least 9 gender-responsive nitrogen-efficient agriculture practices demonstration plots and 6 pilot projects (2 in each country). The pilot projects will test innovative financing to scale up public and private partnership to promote efficient nitrogen-cycle management. Pilot activities will include implementing selected clean development mechanism methodologies approved for the agriculture sector, such as certified composting and rice cultivation. Given the heightened concern for food safety and increased demand for safe food products, certified products (produced with reduced or no agricultural chemicals) will be promoted as a strategy to facilitate payment for climate and ecosystem services to farmers. Contract farming with local establishments, such as schools and hospitals, for "green" products will be promoted to enhance community participation and replication beyond project areas. Interventions to improve nitrogen-use efficiency include (a) using slow-release nitrogen fertilizers with proper timing, placement, and rates to minimize N₂O emissions; (b) adding soil organic matter in the forms of compost and biochar; (c) capturing nutrients and energy from manure, crop residues, and cover crop management (closing the nutrient cycles); (d) promoting crop rotation, including the use of nitrogen-fixing crops such as leguminous plants; and (e) promoting new rice farming methods that also reduce methane and increase efficient use of water, such as the system of rice intensification. Gender disaggregated baseline data and monitoring system will be put in place for these activities.
- (iii) **Strengthened GMS-wide institutional capacity-building on efficient nitrogen-cycle management and greenhouse gas mitigation.** This activity will focus on enhancing institutional and technical capacities of key stakeholders, including government officials, extension workers, certification bodies, civil society organizations, the private sector, and farmers, particularly women farmers. The goal is to mainstream gender-responsive efficient nitrogen-cycle management in agriculture practice in the GMS region. Activities will include implementation of regional and national training workshops, study tours to demonstration and pilot sites, and distance-learning programs with special focus on illiterate women farmers. The activities will include improving institutional capacity in the GMS to certify farmers on their compliance with farming practices

fostering efficient use of nitrogen fertilizer and to provide market linkages for their products.

V. DUE DILIGENCE

13. The expanded scope of TA activities will require an additional 50 person-months of international consultant inputs and 277 person-months of national consultant inputs. This will increase the international person-month requirements to 165 and the national person-month requirements to 834 for the entire TA. Consultants will be recruited, either as individuals or as firms and/or organizations, to implement the TA activities. Consultants identified for national posts will be sourced from GMS countries. Three consultancy packages will involve recruiting firms using quality- and cost-based selection. These will address (i) a nitrogen assessment study and baseline monitoring system; (ii) pilot projects for scaling up investment for efficient use of nitrogen fertilizer in Cambodia, Lao People's Democratic Republic, and Myanmar and capacity building in the GMS in efficient nitrogen fertilizer use and other climate-smart agriculture practices; and (iii) a biochar assessment and soil mapping study. The firms will be recruited in accordance with ADB's Guidelines on the Use of Consultants (2013, as amended from time to time).¹² Procurement of goods and services will be in accordance with ADB's Procurement Guidelines (2013, as amended from time to time), and disbursements will be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time).

14. Activities supported with the additional financing will follow the implementation arrangements established under the TA. The proposed changes comply with the project administration instruction on administering grant-financed TA and address comments from the Operations Services and Financial Management Department, Office of the General Counsel, Controller's Department, and the Office of Cofinancing Operations.¹³

VI. THE PRESIDENT'S RECOMMENDATION

15. The President recommends that the Board approve the increase in technical assistance (TA) amount for Implementing the Greater Mekong Subregion Core Agriculture Support Program (Phase 2) by \$5,500,000, which will finance the change as described in paras. 1–2.

¹² The selection method will be determined based on the terms of reference and in consultation with the Operations Services and Financial Management Department.

¹³ ADB. 2009. Administering Grant-Financed Technical Assistance. *Project Administration Instructions*. PAI 5.09. Manila.

REVISED DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines ^a	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact A more integrated, climate-friendly agricultural sector in the GMS</p> <p>With additional financing Unchanged</p>	<p>By 2020, compared to the 2012 baseline:</p> <p>50% increase in cross-border trade of sanitary and phytosanitary-sensitive products</p> <p>50% increase in GMS agri-food exports to trade blocs</p> <p>With additional financing</p> <p>By 2020, compared to the 2013 baseline:</p> <p>55% increase in cross-border trade of sanitary and phytosanitary-sensitive products</p> <p>55% increase in GMS agri-food exports to trade blocs</p> <p>10% increase of biofertilizer production in GMS countries</p>	<p>Progress reports and annual reports from GMS agriculture and related ministries</p> <p>Annual national and/or international trade statistics</p> <p>With additional financing</p> <p>Trade Statistics and annual surveys of International Federation of Organic Agriculture Movement</p>	<p>Assumptions GMS countries remain committed to regional integration</p> <p>Private and public sector investments are available</p> <p>Risks Increasing protectionism in main export markets</p> <p>Extraordinary climatic events</p> <p>With additional financing Unchanged</p>
<p>Outcome Enhanced market access for environmentally friendly agricultural products produced by smallholders</p> <p>With additional financing</p> <p>Enhanced market access for environmentally friendly agricultural products, particularly certified products using reduced agrochemicals</p>	<p>By 2017, compared to the 2012 baseline:</p> <p>30% increase in the number of farms (at least 10% of which are managed by women) linked to value chains based on environmentally friendly production</p> <p>With additional financing</p> <p>By 2017 compared to 2012 baseline: 40 % increase in the number of farms (at least 10% of which are managed by women) linked to value chains based on environment-friendly production.</p> <p>5% increase in production of certified products using reduced agrochemicals</p>	<p>Survey at the end of the project</p> <p>Statistics of certification bodies in the GMS</p> <p>Progress and final reports</p> <p>With additional financing Unchanged</p>	<p>Assumption Development partners and private sector use developed frameworks and knowledge products</p> <p>Risk Government policies and frameworks are not conducive to gender-responsive, climate-friendly agriculture</p> <p>With additional financing</p> <p>Vested interest in agrochemical trading may not support activities</p>
<p>Outputs 1. Strengthened regional policy framework and capacity for agri-food quality management</p> <p>With additional financing Unchanged</p>	<p>By 2017:^b PGS recognized by the market and governments and at least 12 such groups in operation</p> <p>Processing time for certification decreases by at least 5%</p> <p>With additional financing Unchanged</p>	<p>Progress and final reports</p> <p>Statistics of certification bodies in the GMS</p> <p>With additional financing Unchanged</p>	<p>Assumptions Sustained regional economic growth</p> <p>GMS governments remain committed to regional integration and to mainstreaming of gender-responsive and climate-friendly agriculture</p>
<p>2. Established electronic trade of environmentally friendly agri-food production of smallholders</p> <p>With additional financing Unchanged</p>	<p>Information and communication technologies on paperless trade applied to at least 6 pilot supply chains in the GMS</p> <p>At least 40 companies exhibited products in international trade fairs</p> <p>With additional financing Unchanged</p>	<p>Progress and final reports</p> <p>With additional financing Unchanged</p>	<p>Qualified staff can be recruited and retained</p> <p>Risks Insufficient coordination among government agencies and between GMS governments</p>

Design Summary	Performance Targets and Indicators with Baselines ^a	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>3. Increased adoption of gender-responsive and climate-friendly agriculture</p> <p>With additional financing</p> <p>Unchanged</p>	<p>At least 6 memorandums of understanding signed with 6 private firms linking additional 2,000 smallholder farmers</p> <p>At least 75 key actors participated in climate-friendly agri-events, of whom at least 35% are women</p> <p>At least 10 new multimedia products targeting illiterate female farmers developed and used</p> <p>With additional financing</p> <p>By 2017: Road maps for regional policy framework, and adoption of common carbon accounting standards to monitor and promote improvements in nitrogen-use efficiency</p> <p>Nine demonstration plots implemented on climate-friendly agri-practices and 6 pilot projects</p>	<p>Progress reports</p> <p>Records on usage of multimedia extension materials by participating agencies and private firms</p> <p>With additional financing</p> <p>Progress reports and final reports</p> <p>Report of certification bodies in the GMS</p>	<p>Sector authorities promote unsustainable development for short-term revenue target gains</p> <p>GMS governments give low priority to women's participation in agriculture development programs, projects, and agri-events</p> <p>With additional financing</p> <p>Unchanged</p>
<p>4. Facilitated knowledge management and dissemination</p> <p>With additional financing</p> <p>Unchanged</p>	<p>At least 5 regional studies completed and disseminated</p> <p>GMS AINS upgraded to a knowledge platform with at least 5 new additional web pages and web traffic increased by at least 5%</p> <p>With additional financing</p> <p>At least 2 regional studies and at least 6 awareness raising materials on gender-responsive nitrogen cycle management produced.</p>	<p>Publications and multimedia products</p> <p>Monitoring systems</p> <p>Visitor counter on AINS website</p> <p>With additional financing</p> <p>Publication and awareness raising materials</p>	
<p>5. Strengthened regional cooperation on agriculture in the GMS</p> <p>With additional financing</p> <p>Unchanged</p>	<p>WGA standard operating procedures and results-based monitoring and evaluation framework established by 2013</p> <p>At least 3 memorandums of understanding signed with development partners of WGA by 2017</p> <p>With additional financing</p> <p>At least 2 regional forums on nitrogen management organized</p>	<p>Progress reports of GMS WGA secretariat</p> <p>Documents of WGA secretariat</p> <p>Progress reports</p> <p>With additional financing</p> <p>Unchanged</p>	
Activities with Milestones		Inputs (\$ million)	
1. Strengthened regional policy framework and capacity for agri-food quality management		Government of Sweden:	7.5000 (current)
1.1 Build regional capacity for agri-food product assurance at farm level, including organic and other kinds of certification, and conduct training of farmers and trainers (2013)		Nordic Development Fund:	5.0000 (additional)
1.2 Carry out at least two pilots of the PGS per country, train key actors in PGS, and create knowledge products for dissemination in GMS countries (2013–2015)		Asian Development Bank:	0.5000 (additional)
1.3 Carry out at least 6 pilot studies of value chains using suitable farm assurance and (electronic) traceability systems and train key actors to serve as trainers (2013–2016)		Total Inputs	13.0000 (overall)

Activities with Milestones	Inputs (\$ million)
2. Established electronic trade of environmentally friendly agri-food production of smallholders	Expenditure by outputs:
2.1. Conduct studies on eco-friendly products and consumer preferences on agri-products at the start (2013) and end (2016) of the project	Output 1 1.4110
2.2. Review GMS capacity on e-trade platforms to identify opportunities and challenges and build capacity for a suitable e-trade framework (2015)	Output 2 1.1215
2.3. Conduct regional consultations with stakeholders on the role of AINS in the marketing and trade of eco-friendly products (2015)	Output 3 6.2525
2.4. Join selected trade fairs on eco-friendly agri-products (2013–2016)	Output 4 1.2500
	Output 5 2.2120
	Contingency 0.7490
	Total 13.0000
3. Increased adoption of gender-responsive and climate-friendly agriculture^c	Cost Item Amount (\$ million)
3.1. Enhance at least 15 smallholder farms as demonstration sites for climate-friendly and water-efficient agricultural practices and 9 pilots on nitrogen-use efficiency to be subsequently engaged in organic contract farming (2016)	Consultants
3.2. Develop proposals for innovative financing mechanisms to scale up pilot projects in rice and other climate-friendly agri-products (2014)	- Remuneration (834 PM) 5.0705
3.3. Develop facilities and mechanisms for private sector engagement to ensure their participation in climate-friendly agri-projects (2016)	- International and local travel 1.0815
3.4. Develop demand-driven publications and multimedia products, including a DVD animation in local languages for poor and illiterate female farmers, and upgrade the AINS (2013–2016)	Reports and communications 0.5050
3.5. Conduct gender-sensitive forums, extension services, and training workshops on climate change adaptation with an aim to build and strengthen farmers' groups (2013–2016)	Equipment 0.3850
3.6. Conduct regional studies on nitrogen-efficiency related activities (2013–2015)	Trainings, seminars, workshops and conferences 2.1930
3.7. Establish at least 9 demonstration sites and implement at least 6 pilot projects on innovative financing to scale up investment on nitrogen-cycle management through public-private partnership (2013–2016)	Studies 2.0450
3.8. Conduct capacity building activities for key stakeholders on efficient use of nitrogen fertilizers and nitrogen-cycle management (2013–2016)	Miscellaneous administration and support costs 0.9710
4. Facilitated knowledge management and dissemination^c	Contingencies 0.7490
4.1 Identify and conduct on-demand regional studies (2012–2016)	
4.2 Upgrade AINS to become an electronic knowledge platform (2014)	
4.3 Identify centers of excellence for agriculture to facilitate knowledge exchange among experts and stakeholders (2012–2016)	
4.4 Implement pilot social network programs to enhance knowledge exchange and dissemination using the AINS platform (2013–2016);	
4.5 Prepare distance-learning and awareness-raising materials and implement modules to extension workers on efficient use of nitrogen and climate change mitigation and adaptation (2013–2016)	
5. Strengthened regional cooperation on agriculture in the GMS	Total 13.000
5.1 Convene 10–13 WGA meetings (2013–2016)	
5.2 Establish national WGA secretariat at the Thailand Resident Mission in Bangkok (2012)	
5.3 Prepare results-based and gender-sensitive co-benefits monitoring and evaluation framework and establish WGA standard operating procedures (2013)	
5.4 Conduct consultation meetings with development partners, and private sector and/or businesses for resource mobilization (2012–2016);	
5.5 Coordinate with working groups on environment, trade and transport, and tourism to identify areas for collaboration (2012–2016)	

AINS = Agricultural Information Network Service, GMS = Greater Mekong Subregion, PGS = participatory guarantee system, WGA = Working Group on Agriculture.

^a Base year is 2012 (when surveys and baselines studies will be undertaken).

^b Outputs will be compared to 2012 baseline figures.

^c Include additional activities commensurate to the additional financing from NDF and TASF.

Source: Asian Development Bank.

LIST OF LINKED DOCUMENTS

<http://www.adb.org/Documents/MC/?id=39542-022-4&change=1>

1. Revised Cost Estimates and Financing Plan

Supplementary Appendix

1. Revised Outline Terms of Reference of Consultants

Major Change of Implementing the Greater Mekong Subregion
Core Agriculture Support Program (Phase 2) (REG 39542)

REVISED COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Original Financing (Sida)	Additional Financing		Total Cost
		NDF	TASF	
Asian Development Bank^a				
1. Consultants				
a. Remuneration and per diem				
i. International consultants	1,702.0	1,000.0		2,702.0
ii. National consultants	1,327.5	861.0	180.0	2,368.5
b. International and local travel	586.5	445.0	50.0	1,081.5
c. Reports and communications	335.0	120.0	50.0	505.0
2. Equipment ^b	245.0	120.0	20.0	385.0
3. Training, seminars, workshops and conferences ^c	1,268.0	845.0	80.0	2,193.0
4. Studies ^d	1,265.0	720.0	60.0	2,045.0
5. Miscellaneous administration and support costs ^e	371.0	580.0	20.0	971.0
6. Contingencies	400.0	309.0	40.0	749.0
Total	7,500.0	5,000.0	500.0	13,000.0

NDF = Nordic Development Fund, Sida = Swedish International Development Cooperation Agency, TASF = Technical Assistance Special Fund.

^a Financed by Technical Assistance Special Fund (TASF-V) of the Asian Development Bank (ADB), the Government of Sweden, and the Nordic Development Fund. The funds will be administered by ADB. This amount also includes ADB's administration fee, audit costs, bank charges, and a provision for foreign exchange fluctuations (if any), to the extent that these items are not covered by the interest and investment income earned on this grant.

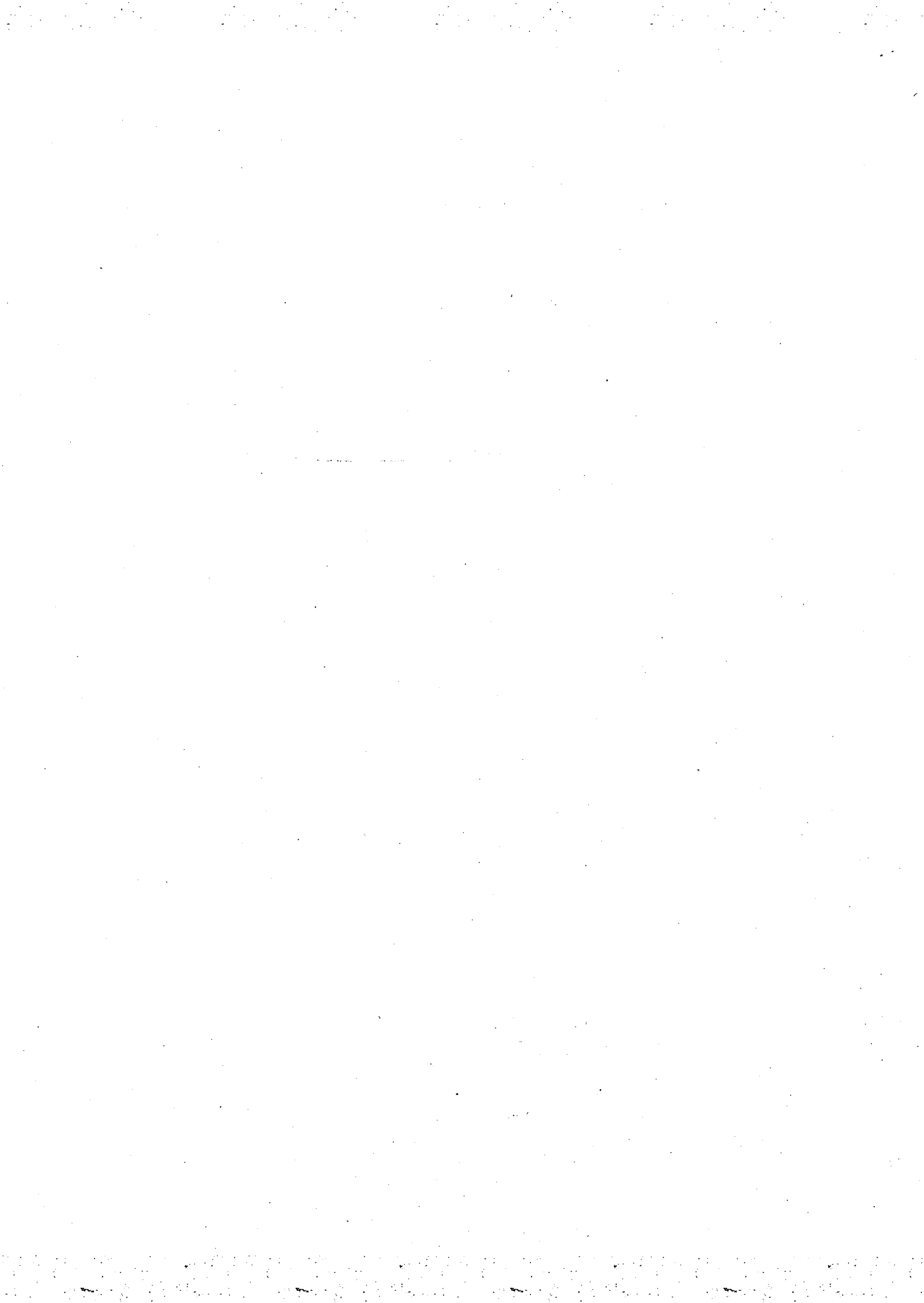
^b Include software licenses, computers, printers, equipment for production and implementation of distance learning programs and equipment for pilot projects such as soil and water testing kits.

^c Include distance learning programs for government officials, extension workers, certification bodies and farmers.

^d Include surveys, feasibility studies, study tours, pilot projects, monitoring and assessment studies, and development of knowledge products.

^e Include office rental for the WGA Secretariat at the ADB Thailand Resident Mission ADB's administration fee for NDF.

Source: Asian Development Bank estimates.



REVISED OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The original technical assistance (TA) planned for the Core Agriculture Support Program in the Greater Mekong Subregion (Phase 2) required 115 person-months of international consultants and 557 person-months of national consultants. The proposed TA will provide for additional consultancy inputs of 50 person-months for international consultants and 277 person-months for national consultants.
2. Total consultancy inputs for TA are 165 person-months for international consultants and 834 person-months for national consultants.
3. Some of the consultancy positions have been filled and some have been advertised. The updated and additional terms of reference for the new positions are in paras. 4-15. Additional person-months were added to international consultants for capacity-building and distance learning, and monitoring and evaluation; and to one national consultant, assistant capacity-building and distance learning. The additional international positions are: Nitrogen Assessment and/or Carbon Accounting Specialist, Biochar and Soil Technology Specialist, Value Chain and/or Private Sector Specialist, and Agri-Climate Specialist and/or Team Leader. The additional national consultancy positions are: Communications Specialist, Administration Assistant, Project Implementation Specialists and/or Assistant Team Leader, Assistant Biochar and Soil Technology Specialist, Assistant Nitrogen Assessment and/or Carbon Accounting Specialist, and Financial Management Specialist. The terms of reference of other posts are in the original TA.

Table 1: Original and Additional Consultancy Inputs (person-months)

Position	Original Inputs	Additional Inputs	Total Inputs
A. International Consultants			
Participatory Guarantee System Specialist	6		6
Traceability Specialist	2		2
Certification Development Specialist	2		2
E-Trade Specialist	3		3
Information Technology & Database Specialist	4		4
Soil Carbon Sequestration Specialist	2		2
Private Sector Development Specialist	10		10
WGA Secretariat Manager (Based in WGA Secretariat Bangkok)	52		52
WGA Regional Cooperation Advisor	24		24
Agri-Climate Specialist and Team Leader (new subcomponent)		12	12
External Evaluation Specialist	4		4
Value Chain and Private sector Specialist		9	9
Monitoring and Evaluation Specialist	3	6	9
Capacity-building and Distance Learning Specialist	3	12	15
Nitrogen Assessment/Carbon Accounting Specialist		4	4
Biochar and Soil Technology Specialist		3	3
Resource Persons		2	2
Workshop Facilitator		2	2
Total	115	50	165
B. National Consultants			
Assistant Participatory Guarantee System	12		12
Assistant Traceability Systems Specialist	6		6
Assistant Certification Development Specialist	6		6
Market Survey and Research Specialist	6		6
Assistant Information Technology & Database Specialist	18		18
Assistant Private Sector Specialist	24		24
Assistant Capacity-building and Distance Learning Specialist	12	60	72

Position	Original Inputs	Additional Inputs	Total Inputs
Training and Training Module Specialist	30		30
Assistant Biochar and Soil Technology Specialist		3	3
Assistant Nitrogen Assessment/Carbon Accounting Specialist		4	4
Trade Event/Fair Organizer	7		7
Assistant E-Trade Specialist	6		6
Multi-media Specialist	6		6
Regional Knowledge Management Specialist	36		36
Technical Editor and Publications Specialist	24		24
WGA National Secretariat Specialists (Based in NSSU)	312		312
Program Coordinator (Based in Manila)	52		52
Project Implementation Specialist (Asst. Team Leader: subcomponent)		96	96
Administration Assistant (Based in Manila)		36	36
Communications Specialist (Based in Manila)		36	36
Financial Management Specialist		36	36
Resource Persons		3	3
Workshop Facilitator		3	3
Total	557	277	834

NSSU = National Secretariat Support Unit, WGA = Working Group on Agriculture

4. Consulting firms, international and local NGOs, research and academic institutions, government agencies, and civil organizations interested in implementing TA Activity in packages A-C listed below, will be required to submit proposals. The selection process will be conducted competitively, based on ADB procedures. Three packages using quality- and cost-based selection (QCBS) and Consultants' Qualifications Selection (CQS) will be used. These include: (i) A: Nitrogen Assessment Study and Baseline Monitoring System; (ii) B: Biochar Assessment and Soil Mapping Study; and (iii) C: Pilot projects for scaling-up investment in efficient nitrogen fertilizer use in Cambodia, the Lao PDR, and Myanmar (CLM) and capacity-building in efficient nitrogen fertilizer use and other climate-smart agriculture practices in the GMS.

A. Nitrogen Assessment Study and Baseline and Monitoring System

5. **Nitrogen Assessment Specialist** (international, 4 person-months). The Specialist will serve as the team leader and will work closely relevant consultants and other key stakeholders in the CLM countries. The team leader will be expected to perform the following tasks:

- (i) Manage the project team to successfully implement the project;
- (ii) Evaluate the current agronomic conditions in the CLM countries, such as soil, irrigation and water management, and fertilizers including nitrogen fertilizer applications in terms of rate, time, and methods used;
- (iii) Create, layer, and analyze maps showing current agricultural data, such as crop yields, soil characteristics, input including nitrogen applications, terrain, drainage patterns, or field management history;
- (iv) Establish two demonstration plots per country (CLM) to generate awareness on management techniques which reduce nitrous oxide and other GHG emissions, such as shorter periods of soil flooding and intermittent irrigation of rice paddies;
- (v) Based on pilot project outcomes, compile and analyze data to determine different rates of nitrogen use implications on carbon emissions, etc.;
- (vi) Undertake field days and demonstrations, and prepare relevant manuals to farmers on the best nitrogen management practices; and
- (vii) Based on pilot project outcomes, compile and analyze data to determine different rates of nitrogen use implications on carbon emissions, etc.

6. **Assistant Nitrogen Assessment Specialist** (national, 4 person-months). The national expert will serve as assistant team leader and will work closely with relevant consultants and other key stakeholders in the CLM countries. The assistant team leader will be expected to perform the following tasks:

- (i) Assist in project management at country level to successfully implement the project;
- (ii) Assist in evaluating current agronomic conditions in the CLM countries on nitrogen fertilizer applications in terms of rate, time, and methods used;
- (iii) Assist in collecting data, and analyzing maps showing current agricultural data, such as crop yields, soil characteristics, input including nitrogen applications, terrain, drainage patterns, or field management history
- (iv) Assist the team leader to carry out at least three (3) pilot projects (one per CLM) to improve nitrogen-use efficiency;
- (v) Assist in generating awareness on management techniques which reduce nitrous oxide and other GHG emissions, such as shorter periods of soil flooding and intermittent irrigation of rice paddies;
- (vi) Assist in compiling and analyzing data to determine different rates of nitrogen use implications on carbon emissions, based on pilot project results etc.;
- (vii) At country-level, assist team leader conduct relevant training and workshops, and prepare relevant manuals to farmers on the best nitrogen management practices; and
- (viii) Assist to prepare country level knowledge products on results of nitrogen demonstration plots for wider audiences.

B. **Biochar Assessment and Soil Mapping Study**

7. **Biochar Assessment Specialist** (international, 3 person-months). The specialist will serve as the Sub-project Team Leader and will be tasked with the following:

- (i) Review biomass availability, including seasonality, pricing, quality, and competing demand (if any) and the biomass and charcoal briquetting sector, and logistics issues surrounding feedstock supply for small-sized projects;
- (ii) Design and conduct a beneficiary needs assessment of traditional biomass, feedstock, and charcoal briquetting supply agents and benefit streams, and conduct a comparative analysis of various biomass conversion technologies, including financing models, delivery mechanisms, and program modalities (e.g., compost making, biochar);
- (iii) Collect information about soil or field attributes, yield data, or field boundaries, using field data recorders and basic geographic information systems in selected plots,
- (iv) Develop a framework for the application of biochar technologies, including aspects related to institutional needs, financing needs, and information, awareness, and capacity-building needs, and conduct gender-sensitive capacity-building activities;
- (v) Develop soil sampling grids or identify sampling sites, using geospatial technology, for soil testing on characteristics such as nitrogen, phosphorus, and potassium content, pH, and micronutrients; and
- (vi) Provide inputs for the design of pilot project on biochar composting, , etc., where deemed appropriate.

8. **Assistant Biochar Assessment Specialist** (national, 3 person-months). The specialist will serve as the Sub-project Assistant Team Leader and will be tasked with the following:

- (i) Assist the Biochar Specialist in reviewing biomass availability, including seasonality, pricing, quality, and competing demand (if any) and the biomass and charcoal briquetting sector, and logistics issues surrounding feedstock supply for small-sized sub-projects;
- (ii) Assist in the design and conduct a beneficiary needs assessment of traditional biomass, feedstock, and charcoal briquetting supply agents and benefit streams, and conduct a comparative analysis of various biomass conversion technologies, including financing models, delivery mechanisms, and program modalities (e.g., compost making, biochar);
- (iii) Assist in developing a framework for the application of biochar technologies, including aspects related to institutional needs, financing needs, and information, awareness, and capacity-building needs, and conduct gender-sensitive capacity-building activities;
- (iv) Assist in conducting gender-sensitive capacity-building activities and interventions; and
- (v) Assist in designing a biomass conversion pilot project for composting, biochar, etc., where deemed appropriate.

C. Implementing demonstration plots and pilot projects for scaling-up investment in efficient nitrogen fertilizer use in CLM and capacity-building in efficient nitrogen fertilizer use and other climate-smart agriculture practices in the GMS

9. **Agriculture and Climate Change Specialist/Team Leader** (international, 12 person-months). The Specialist will serve as the team leader and will work closely with relevant specialists and other key stakeholders in the CLM countries. The team leader will perform the following tasks:

- (i) Manage the project team to successfully implement the project;
- (ii) Evaluate the current agronomic conditions in the CLM countries, such as soil, irrigation and water management, and fertilizers including nitrogen fertilizer applications in terms of rate, time, and methods used;
- (iii) Create, layer, and analyze maps showing current agricultural data, such as crop yields, soil characteristics, input including nitrogen applications, terrain, drainage patterns, or field management history;
- (iv) Carry out at least six pilot projects (two in each participating country) to improve nitrogen-use efficiency by minimizing tillage, promoting compost making and adding organic matters to soil (including biochar compost), using crop residues as crop coverage to maintain the soil structure, save water, and promote erosion controls for different crops under different soil conditions;
- (v) Under each pilot project or separately, organize institutional contract farming with local establishment, such as schools and hospitals for "green" products, and will be established to promote community participation and scaling up beyond project areas in coordination with Value Chain and Private Sector Specialist;
- (vi) Collect information about soil or field attributes, yield data, or field boundaries, using field data recorders and basic geographic information systems;
- (vii) Undertake field days and demonstrations, and prepare relevant manuals to farmers on the best nitrogen management practices;
- (viii) Coordinate with Nitrogen Assessment and Biochar and Soil Specialists to prepare backgrounds for regional forums on harmonizing standards on organic fertilizer and biochar certification systems; and

- (ix) Prepare knowledge products on results of demonstrations for wider audiences.

10. Project Implementation Specialist/Assistant Team Leader (national, 114 person-months: 30 person-months per CLM and 12 person-months in Viet Nam and Thailand). The consultant will provide overall implementation and administrative support to the ADB Project Officer and WGA Manager responsible for the effective and efficient implementation of CASP. The Specialist will be responsible for the following:

- (i) Set up systems and procedures for project management, implementation and monitoring of the progress of all demonstration and pilot projects;
- (ii) Assist WGA Secretariat in preparing annual work plans, budgets and detailed implementation schedule;
- (iii) Assist in preparing an overall Program Performance Monitoring System (PPMS) in monitoring the TA progress to ensure the effective and timely delivery of the program outputs;
- (iv) Assist with all aspects of procurement of services including Terms of Reference for recruitment of consultants and/or institutions (e.g., Expressions of Interests, Requests for Proposals, Letters of Agreement, etc.);
- (v) Assist in supervising, coordinating and monitoring the CASP in consultation with NSSs;
- (vi) Assist in conduct of targeted country-level trainings and technical assistance for key stakeholders including government officials, civil society and resource user groups including women and women groups;
- (vii) Establish local contacts and will help in communication with policy makers, academia and important stakeholders;
- (viii) Assist in gathering information/evidences during validation, carrying out experiments with help of necessary instruments and manpower for all pilot and demonstration projects;
- (ix) Assist in preparing project progress reports;
- (x) Assist in preparing relevant knowledge products for wider audiences;
- (xi) Assist to prepare for audits of the TA account; and
- (xii) Assist in other tasks as assigned by the WGA Manager and Agri-Climate Specialist.

11. Capacity Building/Training Specialist (international, 12 person-months). The Specialist will serve as the team leader and shall be tasked to do the following:

- (i) Prepare rigorous framework with feedback mechanisms to guide effective capacity-building activities particularly targeting women and prioritizing topics on climate-friendly agriculture;
- (ii) Coordinate with engaged consultants in identifying training needs and develop appropriate materials to address these needs, and where appropriate, assist in modifying training materials as needed;
- (iii) Coordinate with engaged consultants and WGA Manager to ensure that the capacity-building plan is consistent with country needs, particularly on climate-friendly agriculture;
- (iv) Develop gender-sensitive training products, including awareness-raising and training video based on results of RETA studies and lessons learned on demonstration sites;
- (v) Develop short modules linked to specific outputs, and support a learning-by-doing approach structured to factor participant feedback into the way the output is reached;

- (vi) Ensure that the developed training materials adhere to the proper processes of preparation and approval of contents; and adhere to related guidelines of ADB's Department of External Relations;
- (vii) At country-level, assist to conduct a socio-economic, and gender assessment including the status of gender mainstreaming especially in rural farming areas in the respective GMS countries; Identify successes and shortcomings, challenges, and best practices toward fostering gender equality in rural areas, and Identify emerging opportunities for gender mainstreaming in rural areas;
- (viii) Assist to develop and implement a strategy for improving the integration of poverty reduction, social inclusion and gender equity and in mainstreaming gender-responsive approach in TA implementation;
- (ix) Assist in organizing socio-economic capacity development training workshops in each country with women groups on (a) forming women groups, and building capacity and knowledge about cultivation, processing and preservation of soil nutrients into the design and adaption of local cultivation practices into conservation tillage and erosion controls on demonstration plots; (b) promoting agro-ecological innovations and good agricultural practices in the efficient use of nitrogen fertilizers stakeholders to cover; and (c) develop ability to assess farmers' compliance with conservation farming practices that optimize household incomes;
- (x) Conduct training workshop and provide support to existing farmers' group, or create new groups focusing on women farmers to encourage women's equal access to natural and productive resources as that of men;
- (xi) Carry out training workshops that will incorporate women's knowledge about cultivation, processing and preservation of soil nutrients into the design and adaption of local cultivation practices into conservation tillage and erosion controls on demonstration plots;
- (xii) Conduct training workshops to build farmers' organizations and women groups and collective action to certify products which are produced using less or no nitrogen fertilizers, including participatory guarantee system and third-party certification systems;
- (xiii) Assist in organizing a gender mainstreaming retreat for strategic planning and strengthening of the capacity of government agencies/gender focal points in CLM countries;
- (xiv) Prepare relevant country-level knowledge products based on results of surveys, assessments and workshops for wider audiences on mainstreaming gender-responsive approach;
- (xv) Assist in the conduct a complete situational analysis of the current distance learning resources, curricula, methods adopted in CLM countries and current gaps for building farmers capacity and skills;
- (xvi) Assist in designing curriculum for distance learning for farmers and oversee the translation in local languages, and help conduct the courses in CLM countries;
- (xvii) Create a sustainable distance learning program and that it remains operational and responsive after the life of the subproject; and
- (xviii) Carry out consultation with stakeholders to ensure training materials address their need from design, implementation to evaluation.

12. **Assistant Capacity Building/Training Specialists** (national, 60 person-months: 12 person-months per CLMVT). The Specialist will serve as the assistant Team Leader and shall be tasked to do the following:

- (i) Conduct a complete situational analysis of the current distance learning resources, curricula, methods and current gaps for building farmers capacity and skills;
- (ii) Assist the Capacity Building Specialists in the development of capacity-building plan in consultation with relevant engaged consultants;
- (iii) Conduct research on appropriate online-distance learning approach in developing online modules;
- (iv) Coordinate with specialists engaged in pilot projects in developing online distance learning modules;
- (v) Prepare the learning/training course curricula and content of distance-learning modules based on results of pilot projects;
- (vi) Coordinate with the IT Specialists on IT requirements of the online modules which will be uploaded in the AINS platform;
- (vii) Prepare a final set of documentation on the online modules developed, including development and pilot-testing issues/constraints and proposed recommendations;
- (viii) Assist in designing curriculum for distance learning for farmers and oversee the translation in local languages, and help conduct the courses in CLM countries;
- (ix) Undertake the establishment and operation of a sustainable distance learning program and that it remains operational and responsive after the life of the project; and
- (x) Ensure full stakeholder consultations in analysis, design, development, implementation and evaluation phases of the distance learning curriculum development.

D. Individual Consultants

13. **Value Chain and Private Sector Specialist** (international, 9 person-months). The Consultant will undertake the following tasks:

- (i) Review all relevant documents and background materials on e-trade in agriculture in the GMS;
- (ii) Undertake discussions and interviews with key stakeholders including agro-business representatives in this context;
- (iii) Assess a set of value-chain analyses for important crops with a view for diversification;
- (iv) Study possible activities, and its feasibility and potential for value-addition and likely challenges to implementation;
- (v) Analyze potential crops through the value chain including main marketing channels from farm-gate through processing to final consumers (domestically and regionally), and provide analysis of demand/supply, price formation, trading margins, costs, transport, storage and processing capacity, market, and its potential of future production and market prospects for both domestic and export markets, and identify main strategic constraints, opportunities, threats, etc.;
- (vi) Provide recommendations for development of post-harvest management and processing, and marketing services (storage, transport, processing & marketing, e-trade, etc.);
- (vii) Assess the current status of private sector participation in promoting efficient fertilizer use in the CLM;
- (viii) Conduct an analysis of fertilizer pricing, subsidy policies & tariffs in the CLM;

- (ix) Study the potential for development of public-private partnerships in efficient use of fertilizers, and adoption of efficient technologies in CLM;
- (x) Develop policies and recommend programs to promote private sector participation to address issues resulting from over use of nitrogen fertilizers; and
- (xi) Identify project models for active private sector participation in nitrogen cycle management program.

14. **Communications Specialist** (national, 36 person-months). The Specialist shall be tasked to do the following:

- (i) Plan and design efficient communication channels amongst various project under CASP to facilitate feedback and effective project implementation;
- (ii) Assess database design, content, performance, and system management specifications and costs, and effectiveness CASP communication channels, e.g. AINS website vis-à-vis achievement of AINS's goals;
- (iii) Provide inputs on implementation guidelines so that materials from TA studies can be easily used on GMS AINS;
- (iv) Provide support in setting up and testing upgraded system in terms of download speeds and security defenses;
- (v) Contribute to design and development of online forum for experts and stakeholders to facilitate knowledge and communication exchange;
- (vi) Assist in organizing IT training workshops to build capacity on AINS; and
- (vii) Coordinate with Training Modules Specialist to create training modules on maintenance of AINS for national counterparts.

15. **Financial Management Specialist** (national, 36 person-months). The specialist will work with WGA Manager on finance and accounting related tasks under CASP. The consultant is expected to perform the following functions:

- (i) assist the WGA Manager in devising guidelines for setting up and making disbursements, issuing invoices and settling claims;
- (ii) identify accountants in the national implementing agencies and train them in opening and maintaining project account ledgers;
- (iii) review estimated statement of expenditure submitted by implementing agencies of the GMS countries, and submit liquidation requests to Controllers Department to initiate replenishment of the WGA advance payment facility operated through Technical Assistant Supervising Unit (TASU);
- (iv) oversee the administration and miscellaneous budget line for WGA operations and for travel advances and liquidation by consultants and WGA staff, and submit liquidation requests to Controllers Department to initiate replenishment of the WGA advance payment facility operated through TASU;
- (v) monitor timely disbursement of funds to national implementing agencies;
- (vi) follow up the monthly liquidation of cash advances and imprest account facilities used by national implementing agencies under the WGA, to ensure proper and timely submissions of documented claims;
- (vii) prepare monthly report on funds flow and expenditures and submit to WGA Manager;
- (viii) maintain adequate financial management systems and controls to record all financial records and prepare the annual financial statements for the calendar/fiscal year (January-December);
- (ix) provide office administration functions, including bookkeeping and management of financial records to ensure easy access of financial data needed for periodical reports to development partner/s;

- (x) ensure proper upkeep and maintenance of reports and of procured equipment to facilitate audit and access; and
- (xi) provide assistance to WGA staff for their financial arrangements in organizing workshops, meetings, seminars and conferences.

16. **Administration Assistant** (national, 36 person-months). The Administration Assistant shall be tasked to do the following:

- (i) Propose system for project financial administration in collaboration with CEP Financial Analyst, including bookkeeping and management and updating of financial records to ensure easy access and maintenance;
- (ii) Ensure proper upkeep and maintenance of reports and procured equipment to facilitate audit, and easy access;
- (iii) Handle procurement of office supplies, where appropriate;
- (iv) Assist in arrangement and organization of GMS WGA meetings, and other key events;
- (v) Assist in preparations of field missions by specialists or ADB staff;
- (vi) Handle administrative matters including travel and visa arrangements, maintenance of hard and soft copies of meeting documents including back-ups;
- (vii) Maintain orderliness of the WGA office;
- (viii) Keep records of all office supplies and prepare documentation for replenishment when needed;
- (ix) Maintain records of old templates and communications exchanges to serve as reference of future correspondence;
- (x) Audit contingency funds of all activities under the TA for verification by WGA manager and ADB officer; and
- (xi) Assist in carrying out tasks as directed by the WGA manager.

17. **Unallocated Person-Months**. Subject Matter Specialists: (international, 10 person-months; national, 6 person-months). Recruitment of these experts will be on need basis. The Terms of Reference for these experts will be developed on demand. Specialists needed may include the following: Monitoring and Evaluation Specialist (international, 6 person-months); Resource Persons (international 2 person-months; national, 3 person-months), and Workshop Facilitator (international, 2 person-months; national 3 person-months).

