



Grant Assistance Report

Project Number: 47338-001
December 2013

Proposed Grant Assistance
Republic of the Philippines: Emergency Assistance
and Early Recovery for Poor Municipalities Affected
by Typhoon Yolanda
(Financed by the Japan Fund for Poverty Reduction)

Asian Development Bank

CURRENCY EQUIVALENTS

(as of 5 December 2013)

Currency Unit	-	peso (P)
P1.00	=	\$0.0227738556
\$1.00	=	P43.91

ABBREVIATIONS

CFW	-	cash for work
DA	-	Department of Agriculture
DILG	-	Department of Interior and Local Government
DOH	-	Department of Health
DSWD	-	Department of Social Welfare and Development
EAL	-	Emergency Assistance Loan
IFRC	-	International Federation of the Red Cross and Red Crescent Societies
KALAHI-CIDDS	-	<i>Kapit-Bisig Laban sa Kahirapan</i> (Linking Arms against Poverty)–Comprehensive and Integrated Delivery of Services
LGU	-	Local Government Unit
NDRRMC	-	National Disaster Risk Reduction and Management Council
NEA	-	National Electrification Administration
NEDA	-	National Economic and Development Authority
PDP	-	Philippine Development Plan
YRRP	-	Yolanda Recovery and Rehabilitation Plan

NOTES

- (i) The fiscal year (FY) of the Government of the Philippines ends on 31 December.
(ii) In this report, "\$" refers to US.

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JAPAN FUND FOR POVERTY REDUCTION (JFPR)

JFPR GRANT PROPOSAL

I. Basic Data	
Name of Proposed Activity	Emergency Assistance and Early Recovery for Poor Municipalities Affected by Typhoon Yolanda
Country	Philippines
Grant Amount Requested	\$20,000,000
Project Duration	2 years
Regional Grant	<input type="radio"/> Yes / <input checked="" type="radio"/> No
Grant Type	<input checked="" type="radio"/> Project / <input type="radio"/> Capacity building

II. Grant Development Objective(s) and Expected Key Performance Indicators

Grant Development Objectives (GDOs):
The grant aims at mitigating the adverse social and economic impacts on the poor resulting from Typhoon Yolanda in selected municipalities in the Eastern Visayas. The outcome will be that the populations in 74 poor municipalities affected by Typhoon Yolanda have access to emergency support and early recovery systems, and are more resilient during future disasters.
Expected Key Performance Indicators:
1. The poverty incidence in selected municipalities in the Eastern Visayas is below 45% by the end of 2020 (baseline: 45.4% in the first semester of 2012)
2. The infant mortality rate stabilizes at pretyphoon levels (baseline: 40 deaths per 1,000 live births in 2011)
3. The elementary school enrollment for girls (baseline school year [SY] 2012/13: 91.5%) and boys (baseline: SY2012/13: 89.3%) stabilizes at pretyphoon levels for SY2015/16

III. Grant Categories of Expenditure, Amounts, and Percentage of Expenditures

Category	Amount of Grant Allocated in \$	Percentage of Expenditures
1. Civil Works	2,740,000	13.7
2. Vehicles, Equipments and Supplies	85,800	0.4
3. Training, Workshops and Seminars	14,400	0.1
4. Management and Coordination	159,120	0.8
5. Consulting Services ¹		
a. Component A – Plan International	8,911,072	44.6
b. Component B2 – International Federation of the Red Cross and Red Crescent Societies (IFRC)	2,500,000	12.5
c. Subcomponent C.1 – Land Equity International	3,395,000	17.0
6. Grant Management	1,368,098	6.8
Subtotal before contingencies	19,173,490	95.9
7. Contingencies	826,510	4.1
TOTAL project costs	20,000,000	100
Incremental costs	500,000	

Source: Asian Development Bank estimates.

¹ This refers to works, goods, and services.

² Component B is administered and contracted by ADB.

**JAPAN FUND FOR POVERTY REDUCTION
JFPR Grant Proposal
Background Information**

A. Other Data	
Date of submission of application	2 December 2013
Project officer	Claudia Buentjen, Principal Country Specialist
Project officer's division, e-mail, phone	Philippine Country Office (PhCO), Southeast Asia Department (SERD), cbuentjen@adb.org, 1009
Other staff who will need access to edit/review the report	Barbara Lochman, Senior Social Sector Specialist, Human and Social Development Division, SERD Joel Mangahas, Social Sector Specialist; Human and Social Development Division, SERD Duy-Thanh Bui, Senior Energy Economist, Energy Division, SERD
Sector	Multisector
Subsector(s)	Water supply, sanitation and waste management, energy, health and social protection, agriculture and natural resources
Themes	Inclusive social development, gender and development, capacity development
Subtheme(s)	Disaster risk management; gender equity in (economic) opportunities; client relations, network, and partnership development
Targeting classification	TI-Geographic
Was JFPR Seed Money used to prepare this grant proposal?	Yes [] No [x]
Have staff review committee (SRC) comments been reflected in the proposal?	Yes [] No [x] SRC was waived
Name of associated Asian Development Bank (ADB)-financed operation(s)	P47337-PHI: Emergency Assistance for Recovery from Typhoon Yolanda – \$500 million policy-based loan; 0369-PHI: Typhoon Haiyan (Yolanda) – \$3 million grant under Asia Pacific Disaster Response Fund
Executing agency	Honorable Arsenio M. Balisacan Socioeconomic Planning Secretary and Director-General National Economic and Development Authority (NEDA) NEDA sa Pasig St. Josemaria Escriva Drive, Ortigas Center, Pasig City Telefax No. 631-3747 E-mail: ambalisacan@gmail.com
Grant implementing agencies	Hon. Corazon Juliano-Soliman Secretary Department of Social Welfare and Development (DSWD) IBP Road, Batasan Pambansa Complex Constitution Hills, Quezon City Trunk Lines : 931 8101 Local: 301, 300, 302, 303 Telefax No. : 931 8191 Email: dinky@dswd.gov.ph Hon. Dr. Enrique T. Ona Secretary Department of Health (DOH) San Lazaro Compound, Sta. Cruz, Manila Tel. No. : 743 1829 Telefax No. : 743 1829 Email: etona@co.doh.gov.ph

	<p>Hon. Manuel A. Roxas Secretary Department of Interior and Local Government (DILG) DILG-NAPOLCOM CENTER EDSA cor. Quezon Avenue, Quezon City Tel. No. : 925 0330 / 925 0331 Fax No. : 925 0332 Email: maia@marroxas.com; mbunico@dilg.gov.ph</p> <p>Hon. Proceso Alcala Secretary Department of Agriculture (DOA) Elliptical Road Diliman, Quezon City Tel. No. : 920 4369 Fax No. : 924 1278 Email: procyalcala@gmail.com</p> <p>Ms. Edita S. Bueno Administrator National Electrification Administration (NEA) 57 NEA Building, NIA Road Government Center, Diliman, Quezon City Tel. No. : 929-1909 loc. 124 Fax No. : 926-1322 Email: esbueno@nea.gov.ph</p>
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B. Details of the Proposed Grant

1. Description of the Components, Monitorable Deliverables, Outcomes, and Implementation Timetable

Component A	
Component name	Local government unit (LGU) infrastructure is restored, and access to emergency employment and livelihood support is provided
Cost (\$)	12,500,000
Component description	<p>Component A has three subcomponents:</p> <p>Subcomponent 1 (\$3,000,000) will focus on speedy recovery of selected small-scale infrastructure. Recovery of existing community infrastructure will include infrastructure financed under <i>Kapit-Bisig Laban sa Kahirapan</i> (Linking Arms against Poverty)–Comprehensive and Integrated Delivery of Services (KALAHI-CIDSS), such as rural access roads, school buildings, health centers, water systems, small irrigation systems, and footbridges. Subcomponent 1 will also include recovery of municipal infrastructure investments such as (i) basic water supply restoration; (ii) restoration of appropriate sanitation to reduce health risks; and (iii) solid waste collection and transport, and equipment to clear debris.</p> <p>Subcomponent 2 (\$8,000,000) will complement overall efforts to provide access to emergency employment and livelihood support while adopting an approach that combines cash for work (CFW) programs and enterprise development in agriculture and fisheries.</p>

Component A	<p>Skills building will focus on skills needed to rehabilitate common structures that are targeted during CFW activities (e.g., basic masonry, carpentry, construction skills). This will directly support affected families by providing daily wage-based income that families can use to purchase food and other basic requirements, or inputs to reestablish their livelihoods. Support for income-generating activities will include the provision of seed, fertilizer, fishing nets, fishing boats, seedlings, farming tools, and other inputs for production by poor farmers and fisherfolk; the provision of small equipment such as farming and trade (carpentry, masonry, electricians, hairdressers, sewing) tools; and financing of procurement, transport, storage, and delivery of seed and fertilizer as well as improvement of agronomic practices, where needed. An internationally recognized vocational qualification or certificate will be given to the trainees in cooperation between the Technical Education and Skills Development Authority and vocational institutions from other countries.</p> <p>Subcomponent 3 (\$1,500,000) aims to permanently restore selected parts of the Leyte distribution system focusing on providing electricity to health and education facilities. It is envisaged that by January 2014, the National Grid Company of the Philippines will have rehabilitated the transmission facilities, but distribution networks will need to be reestablished to supply electricity to municipalities. This subcomponent will contribute to the restoration of distribution lines to municipalities. It will provide materials (including conductors, transformers, and accessories) to NEA, which, through local electric cooperatives, will rebuild this essential part of the distribution system. NEA will contribute in kind the electrical engineers to prepare the technical design.</p>
Monitorable deliverables and outputs	<p>Subcomponent 1</p> <ul style="list-style-type: none"> (i) 220 damaged community infrastructure investments restored or rehabilitated (ii) 40 damaged municipality infrastructure investments restored or rehabilitated <p>Subcomponent 2</p> <ul style="list-style-type: none"> (i) 11,500 typhoon-affected households (57,500 individuals) benefited from CFW program (50% of recipients are women) (ii) 132 units of disaster risk reduction and skills development training for communities and CFW participants conducted (iii) At least 220 damaged small community infrastructure schemes rehabilitated through CFW (iv) 132 CFW committees (660 individuals, of which half are women) trained on disaster risk reduction and resiliency (v) 1,000 households (5,000 individuals) benefited from unconditional cash grants to revitalize small businesses (at least half of the recipients are women) (vi) 1,000 farming and fishing households (5,000 individuals) and their livelihoods restored (vii) capacities of 50 agriculture extension agents strengthened so they can offer livelihood capacity development support to affected farmers (viii) Business sector revitalization plan developed (ix) 100 community-based enterprise development groups

Component A	
	<p>(1,000 households and 5,000 individuals, of which half are women) established</p> <p>(x) 20 local sanitation entrepreneurs (to produce and market sanitation products and services) established</p> <p>Subcomponent 3:</p> <p>(i) About 38 kilometers of 22-kilovolt distribution lines rebuilt, providing electricity to key hospitals and schools in Leyte by May 2014.</p>
Implementation of major activities and number of months for grant activities	<p>Activities for subcomponent 1 entail: (i) assess the damage to community and municipal infrastructure in the 74 municipalities that previously received support under KALAH-CIDSS; (ii) prepare recovery plans jointly with communities and LGUs; and (iii) support recovery of selected infrastructure. Efforts will be made to build on previously established institutional capacities in the communities. To the extent possible, community labor will be used, prioritizing marginalized families affected by the typhoon. Emphasis will be placed on building back better by using disaster-risk-resistant designs that take into account all major disasters. DSWD will implement subcomponent 1 in collaboration with other government agencies, and international and local nongovernment organizations (NGOs).</p> <p>Activities for subcomponent 2 entail: (i) assess loss of employment and livelihoods, taking into consideration market assessments, identified needs and preferences of the beneficiaries, and consultation with all relevant stakeholders; (ii) prioritize marginalized families affected by the typhoon, including the most vulnerable households headed by women, and provide employment through activities such as debris clearance and simple community works (e.g., rehabilitation of small tertiary irrigation canals and village roads, which will mainly involve manual dredging, resurfacing, cutting grass, and filling potholes); and (iii) provide medium-term livelihood recovery activities through skills development and enterprise recovery, including for fisherfolk and farmers. DSWD and DOA will implement subcomponent 2, with Plan International as implementing partner.</p> <p>Activities for subcomponent 3 entail: (i) review the status of distribution systems in 11 electric cooperatives in Leyte and Samar provinces (Region VIII) and based on that select a rural area with high concentration of hospitals and schools; (ii) assess existing design of 3-phase and single-phase distribution lines for the selected area; (iii) procure and supply necessary materials and equipment for the electric cooperatives in charge of the selected area; and (iv) install and operate these distribution lines, connecting primarily to hospitals and schools. NEA will implement subcomponent 3 with Plan International as implementing partner.</p> <p>The grant activities will be implemented from January 2014 to December 2015.</p>

Component B	
Component name	Basic emergency maternal and child health-care services are provided

Component B	
Cost (\$)	2,500,000
Component description	The aim of the component is to increase access to essential maternal and child health services. Based on a rapid assessment focusing on immediate medical and nonmedical needs (especially for pregnant and lactating women, and children) the intervention attempts to take a comprehensive approach to localized health service delivery. Essential packages of high-impact maternal and child health interventions will be delivered. The component will help enhance the self-help capacity of the affected population, including internally displaced persons, to identify at-risk cases and make informed decisions about health care and timely referral. As local medical staff have also been affected by the disaster and foreign medical teams are being phased out, the output will support, where required, the provision of health staff to ensure continuation of health services.
Monitorable deliverables and outputs	<ul style="list-style-type: none"> (i) Percentage of pregnant women who received antenatal care one or more times increased by December 2015 (ii) Number of operational <i>barangay</i> (village) and rural health centers increased by December 2014 (iii) Proportion of 1-year-old girls and boys vaccinated against measles increased by December 2015 (baselines and targets to be provided based on government needs assessments and rapid assessment survey conducted under this component).
Implementation of major activities and number of months for grant activities	The expected activities entail: (i) conduct a rapid assessment of immediate needs for at-risk groups, especially children under 5 years of age, and pregnant and lactating women; (ii) provide a minimum package of essential health services with a focus on maternal and child health and nutrition, including the provision of micronutrients, food for pregnant woman, breast-feeding promotion despite difficult circumstances; (iii) rehabilitate priority rural health units and <i>barangay</i> health centers; (iv) provide related drugs, vaccines, and medical equipment, including reproductive health and hygiene kits; (v) provide nonmedical equipment, including for vector control such as fumigation against dengue fever; (vi) ensure effective coordination of all service providers; (vii) provide for family planning, and infant and young child feeding; and (viii) support ante- and postnatal care, emergency, and referral cases. DOH will implement the component, with the IFRC as implementing partner. The component will be implemented from January 2014 to December 2015.

Component C	
Component name	Improved resilience to future disasters and effective project management, coordination, monitoring, and reporting are achieved
Cost (\$)	5,000,000
Component description	Component 3 has two subcomponents: Subcomponent 1 (\$3,500,000) aims at improving resilience to future disasters. It intends to strengthen LGUs' capacity for guiding the reconstruction process, which will contribute to long-term

Component C	
	<p>resilience by mitigating the underlying causes of vulnerability related to land use management, management of critical assets, and disaster preparedness, e.g., through information campaigns and community drills. This is to prevent reconstruction in high-risk areas, mitigate risks for existing critical assets, ensure community preparedness, and minimize if not eliminate casualties.</p> <p>Subcomponent 2 (\$1,500,000) deals with effective project management, coordination, monitoring, and reporting. A project management unit will be established in the NEDA Regional Office 8, which will oversee implementation of the grant in Region VIII in close coordination with the grant supervision unit that will be established in ADB. By organizing joint knowledge events with development partners, the unit will ensure that the extensive Japanese experience with disaster risk management will be tapped.</p>
Monitorable deliverables and outputs	<p>Subcomponent 1:</p> <ul style="list-style-type: none"> (i) GIS of vulnerable areas established in 30 LGUs by December 2015 (ii) Vulnerability of key remaining public assets assessed in 30 LGUs by December 2015 (iii) 60 units of technical and associated community preparedness training provided by December 2015 <p>Subcomponent 2:</p> <ul style="list-style-type: none"> (i) Grant steering committee for Region VIII is established and meets quarterly (ii) Quarterly monitoring and reporting system is operational 1 month after contract effectiveness (iii) Third-party monitoring system established 2 months after issuance of contract (iv) 8 knowledge events conducted to ensure visibility of Japanese support by December 2015
Implementation of major activities and number of months for grant activities	<p>Subcomponent 1 activities entail: (i) report on the assessment of land and population records, and implement the action plan to reestablish records; (ii) establish GIS of vulnerable areas in all selected LGUs; (iii) map key public assets in selected LGUs, identify vulnerability to disasters, and devise action plans to deal with the risks; (iv) determine the status of the strength of buildings of various types to resist disasters, and review and follow up on actions related to building codes, compliance systems, and capacity development; (v) assess overall community and LGU disaster preparedness; and (vi) provide technical training and assistance to LGUs in developing disaster risk reduction and climate change adaptation plans.</p> <p>Subcomponent 2 activities entail: (i) support NEDA Regional Office 8 in overall management and coordination of the grant; (ii) support the targeting of municipalities in Region VIII under the three components; (iii) coordinate closely with the project implementation office in Manila on reporting, fiduciary, and monitoring requirements; (iv) support the conduct of regular meetings of the project steering committee in Region VIII; (v) conduct monitoring and evaluation activities; (vi) contract out a third-party monitoring system; and (vii) support overall knowledge sharing, coordination, and visibility of Japan in all activities</p>

Component C	
	supported by the grant. DILG will implement subcomponent 1, with Land Equity International as implementing partner, and NEDA Regional Office 8 will implement subcomponent 2. Component C will be implemented between January 2014 and December 2015.

2. Financing Plan for Proposed Grant to be Supported by JFPR

Funding Source	Amount (\$)
JFPR	20,000,000 ^a
Government	
Other sources (please identify)	
Total	20,000,000

^a Includes taxes and duties on project expenditures financed by ADB. Financing of taxes and duties is consistent with the country partnership strategy. Taxes and duties are not an excessive share of the project cost and are material to the success of the project.

3. Background

Typhoon Yolanda was one of the strongest typhoons ever recorded and left a path of destruction in the central part of the Philippines. The typhoon made its first of six landfalls in the Central Philippines on 8 November 2013 and left the Philippine area of responsibility on 9 November. The government declared a National State of Calamity on 11 November 2013.

On 13 November 2013, ADB announced a comprehensive package of assistance to the government, consisting of (i) a \$500 million emergency loan, (ii) a \$3 million quick-disbursing grant under the Asia Pacific Disaster Response Fund, and (iii) the proposed JFPR emergency grant of \$20 million. It was emphasized from the outset that part (iii) would be designed in a way to minimize demands on government capacities while at the same time ensuring alignment with government plans and full coordination with relevant government agencies. A mission was fielded from 14 to 30 November to inform the design of the grant.

In the area hit by Typhoon Yolanda, about 10 million people have been affected with about 4.3 million internally displaced persons. As of 7 December 5,796 persons were reported dead, and 27,022 injured and 1,779 are still missing. The Eastern Visayas (Region VIII) was one of the regions worst affected by the disaster. As of 7 December, more than a third of the total population affected by the typhoon was in Region VIII (4.2 million people). The majority of the casualties caused by Typhoon Yolanda were in Region VIII (5,454 out of 5,706). Region VIII also reported 26,188 injured and 1,729 missing persons.

Even before Typhoon Yolanda hit the Eastern Visayas, Region VIII was one of the poorest regions in the country.³ The poverty incidence has steadily risen since 2006 and was recorded at 45.4% of the population as of the first semester of 2012. In Eastern and Northern Samar more than half of the population is poor. The Eastern Visayas contributed 2% of the country's gross domestic product and 5% of total agricultural production (2010–2012 average).

³ In the first semester of 2012, the Eastern Visayas was the third-poorest region after the Autonomous Region in Muslim Mindanao (52.9%) and Region XII (Southern Cotabato, Cotabato, Sultan Kudarat, Sarangani, and General Santos, 45.8%).

The government (through NEDA), in coordination with other government agencies, is formulating the Yolanda Rehabilitation and Reconstruction Plan (YRRP), which is expected to be launched on 18 December and will prioritize (i) shelter and public infrastructure; (ii) livelihoods and employment; (iii) local facilities; and (iv) social services, including health and education. The grant supports all four priority areas.

The grant targets 74 municipalities in the Eastern Visayas (administrative region VIII, consisting of the provinces of Northern Samar, Western Samar, Eastern Samar, Biliran, Leyte, and Southern Leyte). The municipalities were preselected and agreed on with NEDA, DSWD, NEA, DOH, DA, and DILG. All municipalities in Region VIII that meet the selection criteria for inclusion in the KALAH-CIDSS project and were also affected by the disaster are included in the grant. Under KALAH-CIDSS, the municipalities were selected based on the poverty incidence per small area estimates (municipalities with higher poverty incidence than the national average were ranked and selected). Communities were selected through consensus in a municipal *interbarangay* forum. Southern Leyte was not previously included in the KALAH-CIDSS project, but it has 15 municipalities that will be included in the national program to scale up KALAH-CIDSS. Given the budget constraints under the assistance, a targeting system will be established under each of the three outputs (see next subsection) to further prioritize the municipalities, communities, and households. The component targeting will be done during inception and will take into consideration emerging government targeting systems, such as targeting of municipalities that are located within the 50-kilometer radius of the Typhoon Yolanda track (as determined by the Department of Science and Technology). Indicative budgets have been calculated, but reallocation across outputs might be needed during implementation.

According to NDRRMC, the estimated cost of damage in the Eastern Visayas is about \$18.4 million for roads, \$148 million for agriculture, and \$4.2 million for health facilities. The estimates are expected to rise as more surveys and assessments are conducted over the coming months. Most of the damage was caused by storm surges, strong winds, and heavy rain that resulted in loss of life, property, and infrastructure. There is a need for recovery of the most affected population, contributing at the same time to strengthening resilience; and for risk-sensitive development. International experience with previous disasters points to a need for (i) small grants to rebuild community infrastructure that is resilient, is prioritized by communities, and uses local skills and local materials; (ii) repairing of schools, so that the schools can reopen as soon as possible; (iii) restoring of infrastructure; (iv) skills development of local tradespeople such as masons and carpenters in constructing resilient housing; (v) support for the development or update of risk-sensitive spatial plans that can better guide land use planning and the reconstruction process; and (vi) capacity development for local governments on how to effectively manage reconstruction activities and ensure that they contribute to long-term resilience. In particular, local governments will need support in developing detailed designs so that the features take into consideration current and future risks (including long-term climate risk).

4. Innovation and Knowledge Sharing

International experience shows that poverty rises in a region hit by a natural hazard or conflict, as productive assets are damaged and economic opportunities shrink in the short to medium term. The higher incidence of poverty may persist over the long term if the emergency and recovery efforts do not restore assets and livelihoods quickly. Evidence shows that poorly implemented, mistargeted, or delayed implementation of a recovery plan will lead to higher long-term poverty incidence. This is particularly important for affected areas with pre-existing high levels of poverty, as these communities lack resources to deal with the costs of the calamity.

Thus, it is critical to ensure timely assistance to and reconstruction of the affected areas. The project is innovative because it factors in these experiences and emphasizes targeting of assistance, as well as quality and timeliness of implementation. First, the grant targets the Eastern Visayas, which was the region worst hit in the path of Typhoon Yolanda. It focuses on municipalities that had high poverty incidence prior to the disaster. Second, the grant emphasizes quick support to restoration of infrastructure and livelihoods. Third, it emphasizes speedy implementation by channeling a large part of the funds through international NGOs, thus avoiding already stretched government fund flow mechanisms wherever possible. Due to its emergency character, the grant makes use of flexible administrative arrangements, such as simplified procurement procedures and advance actions to accelerate disbursement using provisions under ADB Operations Manual Section D7, which lays out the abbreviated procedure for processing emergency loans and grants. Knowledge will be generated and lessons will be disseminated. The government has expressed its intention to replicate and scale up successful pilots with its own budget.

5. Sustainability

Project sustainability will depend on (i) the capacity of beneficiaries to operate and maintain restored livelihood activities, (ii) the ability of the restored livelihood activities to generate incomes and fuel the economy of local communities, (iii) the ability of the communities and municipalities to maintain restored infrastructure, and (iv) the extent to which resilience of municipalities to future disasters will be strengthened. By carefully choosing CFW schemes in consultation with communities, the results of the activities will provide longer-term benefits to communities by way of construction or rehabilitation of community assets that are chosen by communities. Participating community members will contribute their labor for a predetermined number of days in exchange for a standard take-home cash amount. While the schemes can be quite varied, the project must take into account the technical expertise (e.g., engineers) to ensure that quality work is completed. Some examples of CFW schemes can include road maintenance and rehabilitation, maintenance or repair of irrigation assets or agricultural infrastructure, and repair or construction of schools and other community structures that benefit the entire community (e.g., bridges or rural health centers).

6. Participatory Approach

(i) Local participation and control of decision making in design and implementation of grant activity. During the design of the grant, extensive consultation was conducted with government agencies and both international and national NGOs to establish a good understanding of the needs of the affected populations. During implementation, the NEDA Regional Office 8 will play a crucial role in coordinating overall activities in the Eastern Visayas. Provincial and municipal governments will be consulted. Within local communities, focus group discussions and key informant interviews will be conducted with men and women to get an overall picture of the impact of the disaster on how people are making a living in the community, and to establish how the community is subdivided into groups and how each of these groups is particularly affected. For CFW projects, the priorities of the communities will also be assessed. For community infrastructure, the participatory bottom-up planning mechanisms established under KALAHYON-CIDSS will be revived. However, given the urgent needs of the affected populations, a balance will have to be found between participation and speed of implementation.

(ii) Primary and other stakeholders. NEDA will act as the executing agency for the grant. DSWD (subcomponent A.1 and A.2), DOA (subcomponent A.2), NEA (subcomponent A.3), DOH (component B), DILG (subcomponent C.1), and NEDA (subcomponent C.2) will be the implementing agencies. To minimize the demands on government agencies in the postdisaster

situation, implementing partners will be used to support the implementation of subcomponents C.2 and C.3 (Plan International), component B (IFRC), and subcomponent C.1 (Land Equity International). Municipalities, communities, and primary beneficiaries will be closely involved in project implementation.

Primary beneficiaries and other affected groups and relevant description	Other key stakeholders and brief description
<p>The grant will benefit the 1.2 million people affected by Typhoon Yolanda in the targeted 74 municipalities in the Eastern Visayas; this is about 35% of the total affected population in the Eastern Visayas and about 80% of the total population in the 74 municipalities.</p>	<p>NEDA Manila: executing agency DSWD: will implement subcomponents A.1 and A.2 DOA: will implement subcomponent A.2 NEA: will implement subcomponent A.3 DOH: will implement component B DILG: will implement subcomponent C.1 NEDA: will implement subcomponent C.2 Plan International: implementing partner for subcomponents A.2 and A.3 IFRC: implementing partner for component B Land Equity International: implementing partner for subcomponent C.1 LGUs, communities, beneficiaries: close consultation</p>

7. Coordination

On 18 November, the grant was discussed with the Japan International Cooperation Agency (JICA) and with Mr. Tomonori Sato, Finance Attaché at the Embassy of Japan, to inform them about it, ensure coordination, and discuss its suitability for JFPR funding. It received the full support of JICA and the Japanese Embassy in Manila. During project preparation, contacts were established (on a noncommittal basis) with various national and international NGOs, and with private sector organizations. The grant was discussed with other development partners, including the World Bank. The grant was well received by all stakeholders consulted, including the Government of Japan, which thought it timely and appropriately designed. Several stakeholders specifically highlighted the opportunity to learn from the experience gained during recovery from the 2011 tsunami in Japan.

8. Visibility

The grant will rely heavily on Japan's knowledge and expertise in disaster risk management as well as on postdisaster response, which it has demonstrated on various occasions, especially after the great tsunami that struck northeast Japan in 2011. It will tap into Japan's reservoir of technology and expertise, such as GIS mapping, utilizing Japan Aerospace Exploration Agency experts and information; disaster-resilient construction; and emergency disaster response with support from the IFRC and its affiliate in Japan. Regarding access to emergency employment and livelihood support, Plan International and its affiliate in Japan, as the regional hub for Plan International, will be recruited on a single-source selection basis, and will play a critical role in implementing the CFW program. In addition, Japanese vocational institutions are expected to participate in skill-building activities for livelihood support through vocational qualification and certification programs.

As in the design and preparation of the grant proposal, the grant team, with support from the Office of Cofinancing Operations, will collaborate closely with JICA to avoid duplication with the municipal infrastructure investments that JICA will support under its Regional and Local Disaster

Risk Reduction and Management Plan. In the course of grant implementation, synergies will also be sought with other Japanese bilateral emergency assistance related to Typhoon Yolanda.

Consistent with the JFPR guidelines, the visibility of the Government of Japan and JFPR will be further ensured through a high-profile ceremony to sign the letter of agreement, which will be covered by media and where a news release will be issued. The logos of JFPR and Japanese Official Development Assistance will be displayed in publications and in the awareness-raising and event materials produced under the grant. A video documentation of the grant will be prepared along with other knowledge products, and an end-of-grant dissemination meeting will be conducted with all partners and key stakeholders represented. Throughout the course of the grant, the Embassy of Japan and JICA will be updated on the grant's progress, and representatives will be invited to participate in review missions and milestone events such as the inauguration and turnover of facilities, or the opening of training seminars.

9. Detailed Cost Table

Please refer to Appendix 2 for the summary and detailed cost estimates, and Appendix 3 for the fund flow arrangements.

C. Link to ADB Strategy and ADB-Financed Operations

1. Link to ADB Strategy

One of the four key support areas listed in ADB's country partnership strategy (CPS), 2011–2016 for the Philippines is “reduced environmental degradation and vulnerability to climate change and disasters.” The grant will contribute to this key support area and is fully in line with the CPS and the Government of the Philippines' Philippine Development Plan (PDP), 2011–2016. The Region VIII Regional Development Plan, 2011–2016 acknowledges that the region is vulnerable to geohazards as manifested by the number of disasters that struck the region and brought loss of life and damage to property. Based on a rapid geohazards assessment, the Regional Development Plan names the following most common geohazards of the region: landslide, earthquake and earthquake-related hazards, coastal erosion, volcanic eruption, and subsidence (lowering of the ground) or carbonate sinkholes (a geological condition wherein sinkholes are developed in limestone or carbonate rocks). The plan also defines measures to reduce vulnerability to climate change and natural hazards.

Document	Document Number	Date of Last Discussion	Objective(s)
Country Partnership Strategy, 2011–2016	CPS-PHI-2011	October 2011	To help the Philippines achieve high, inclusive, and sustainable growth, the CPS's strategic thrust comprises (i) improved investment climate and private sector development; (ii) more efficient, effective, and equitable social services delivery; (iii) reduced environmental degradation and vulnerability to climate change and disasters; and (iv) strengthened governance and reduced corruption.
Philippine Development Plan, 2011–2016		Review under way	With good governance and anti-corruption measures as an overarching theme, the PDP aims to reduce poverty, create massive employment opportunities, and achieve its vision of inclusive growth. The

Document	Document Number	Date of Last Discussion	Objective(s)
			PDP centers on five strategies: (i) boost competitiveness in the production sectors to generate massive employment, (ii) improve access to financing to meet the evolving needs of a diverse public, (iii) invest massively in infrastructure, (iv) promote transparent and responsive governance, and (v) develop human resources through improved social services and protection.
Eastern Visayas Regional Development Plan, 2011–2016			The regional plan has two goals: (i) to develop the region's ecotourism, agribusiness, and information and communication technology (ICT); and (ii) to develop a productive labor force that will support ecotourism, agribusiness, and ICT. The objectives are (i) to generate more employment in ecotourism, agribusiness, and ICT; (ii) to increase labor productivity through an educated, highly skilled, and healthy labor force in a safe work environment and with access to basic services.

2. Link to Specific ADB-Financed Operations

Project name	Republic of the Philippines: Emergency Assistance for Recovery from Typhoon Yolanda
Project number	P47337-PHI
Date of Board consideration	9 December 2013
Loan amount (\$ million)	500.0

Project name	Typhoon Haiyan (Yolanda) under the Asia Pacific Disaster Response Fund
Project number	0369-PHI
Date of Board consideration	n.a. (approved by ADB on 13 November)
Loan amount (\$ million)	3.0

Project name	Proposed Loan. Republic of the Philippines: Emergency Assistance for the KALAHÍ–CIDSS National Community-Driven Development Project
Project number	P46420-PHI
Date of Board consideration	16 December 2013
Loan amount (\$ million)	372.1

3. Development Objective of the Associated ADB-Financed Operations

The proposed emergency assistance loan (EAL) aims at revitalizing the Visayas regional economies. The outcome will be that the adverse social impact of the typhoon on the poor is

mitigated. The proposed EAL will provide \$500 million in immediate short-term financial support to the government to meet its additional financing gap arising from tax collection revenue shortfalls and new spending initiatives under the government's YRRP, and other public expenditures in 2014. The grant will be stand-alone, but will magnify the impact of the EAL.

4. List of the Main Components of the Associated ADB-Financed Operations

No.	Component Name	Brief Description
1.	Government's YRRP is finalized	The government (through NEDA), in coordination with other government agencies, is formulating the YRRP. ADB and other development partners have collaborated closely with the government to provide NEDA with technical expertise. ADB staff also worked with the United Nations Office for the Coordination of Humanitarian Affairs through joint rapid needs assessment missions to affected areas in the third week of November 2013.
2.	Funding to the national government expenditure program for 2014 is met	The EAL will help fund the additional financing gap in the national government budget to ensure that key programs under component 2 of the YRRP (restore people's livelihood, economic and business activities) are funded and implemented, as well as other priority public expenditures under the 2014 budget. Once the YRRP is finalized, with costings and a financing plan, the government will launch initiatives to mobilize resources from domestic and international sources.

5. Rationale for Grant Funding versus ADB Lending

The proposed EAL and grant will contribute to the implementation of the government's YRRP. The grant will complement the activities financed by the EAL. The grant will have a regional focus on the Eastern Visayas, while the EAL covers the Eastern, Central, and Western Visayas. The activities under the grant will be implemented using complementary delivery channels—the EAL focusing on government implementation mechanisms and the grant focusing on implementation through international NGOs. Emergency procedures on disbursement and procurement, including ADB procurement on behalf of the government, will be followed under the grant.

D. Implementation of the Proposed Grant

Name of the Implementing Agencies	Core mandate
National Economic and Development Authority (executing agency)	Independent economic planning and development agency as mandated by the Constitution.
Department of Social Welfare and Development	Responsible for protecting the social welfare rights of Filipinos and promoting social development.
Department of Agriculture	Responsible for the promotion of agricultural development by providing the policy framework, public investments, and support services needed for domestic and export-oriented business enterprises.
Department of Health	Promotes health and well-being for every Filipino. Overall technical authority on health. Provides national policy direction and develops national plans, technical standards, and guidelines on health.

Name of the Implementing Agencies	Core mandate
Department of Interior and Local Government	Promotes peace and order, ensures public safety, strengthens capability of local government units.
National Electrification Administration	Government-owned corporation focusing on strengthening its partners in the rural electrification program, the electric cooperatives, by ensuring that they become more efficient, reliable and globally competitive.

Given the need to immediately mobilize the consultants due to the emergency nature of the grant, two international NGOs and one consultant firm will be recruited through single-source selection. For subcomponents A.2 and A.3, Plan International,⁴ for component B, the IFRC,⁵ and for subcomponent C.1, Land Equity International⁶ will be recruited through single-source

⁴ Plan International (PI) has operated in the Eastern Visayas (Region VIII) for 13 years through well-established relationships with the communities, local authorities, and line agencies, positioning it ideally to rapidly implement an effective early recovery program in this region. PI has around 100 full-time staff implementing emergency and development programming across Eastern Samar, Western Samar, Northern Samar, Southern Leyte, and Cebu provinces—working directly with communities and partners. PI invests about \$16 million in the Philippines annually, of which \$8 million is targeted directly at implementation programs in health, protection, education, child and youth engagement, and disaster risk reduction. PI has developed expertise in implementing CFW and other cash programs in the Philippines, having first implemented cash grant programs in Southern Leyte after major landslides more than 6 years ago. Two years ago, following Typhoon Washi, PI implemented a donor-funded CFW program in Region X (Cagayan de Oro and Iligan). In 2013, in the southern Philippines, PI implemented a CFW and cash grant program (\$3 million donor-funded grant) after Typhoon Bopha (2012) to restore livelihoods and community structures, reaching 25,382 families and benefiting a population of about 127,000. In addition to maintaining a presence in the affected areas of Eastern Visayas for more than a decade, PI is the only international NGO with a pre-Typhoon Yolanda physical presence and a network of field offices and teams of implementation staff, including technical sector experts and community mobilizers, in Eastern Samar, Yolanda's first landfall. Working in partnership with the local communities, authorities, and line agencies, PI's grassroots approach has long established it as a partner with the communities in Eastern Samar, allowing it to rapidly respond to the emergency and positioning it to implement cash-based programs working with the poorest and most marginalized sectors within communities to recover from the effects of the disaster.

⁵ The IFRC is the world's largest humanitarian organization with an annual global budget of SwF400 million. It has provided SwF139.2 million in emergency funding to the Philippines since 2004. The IFRC will provide the services for procurement, logistics, and distribution of medical and nonmedical supplies as well as rehabilitation of key health facilities. The IFRC will work in close cooperation with the Department of Health, both centrally and locally. Its unique network of national societies, community-based experience, and neutrality are IFRC's principal strengths. In the Philippines, the IFRC has a team of 150 international staff specialized in emergency operations, health care, water and sanitation, and logistics. It has comprehensive experience in the rehabilitation of public health facilities. In the Philippines, IFRC through the Philippine Red Cross Societies assisted the rehabilitation of public facilities and provided shelter in the aftermath of recent emergencies such as Ondoy, the Bohol earthquake, and Typhoon Yolanda. In the areas affected by Typhoon Yolanda, IFRC is playing a key role in identifying and coordinating the resources for the response and recovery phase. The Global Logistics Service (GLS) is recognized and resourced for humanitarian logistics services. Three relief distribution hubs have been established for logistics purposes: Maya (North Cebu), Ormoc (Leyte) and Iloilo (Panay). ADB has a long history of collaboration with the IFRC. In 2008, ADB and IFRC signed a Letter of Intent where para. 6c states: "ADB and IFRC undertake to explore all possibilities for effective collaboration with respect to the following development challenges: ...cooperation to restore basic public services in post-conflict, and post-natural disaster situations."

⁶ Land Equity International (LEI) has been operating in the Philippines for more than 11 years and has established strong relationships with national and local governments, local communities, NGOs, and the private sector. LEI managed the \$29.5 million Australian Agency for International Development (AusAID)-funded Land Administration and Management Project 2 (LAMP2) from 2006 to 2010, which included the \$13 million Innovation Support Fund for innovative technologies, training, systems, and community-based approaches to improving local good governance in the spatial-related functions of LGUs. LEI has extensive work experience in the Visayas. From 2000 to 2010, the primary site for LAMP activities was Leyte Province, and all municipalities were included in its community-based mobilization approach to surveying, mapping, and titling. A one-stop shop was built and established with new technologies such as GIS, servers, relational database management system, network, high-precision map scanners, and plotters. LEI established a local office in the one-stop shop at Palo to harness the collective efforts of public land agencies and bring government services closer to the grassroots communities. LEI

selection. All procurement and recruitment activities under the grant will be conducted in accordance with ADB’s Procurement Guidelines (2013, as amended from time to time) and ADB’s Guidelines on the Use of Consultants (2013, as amended from time to time).

On request by the executing and implementing agencies, ADB will conduct recruitment activity on behalf of them prior to contract award. Due to the emergency nature of the grant, and the need for immediate mobilization of consultants, NEDA asked ADB to select the consultants. For component A and C, the implementing agencies will negotiate and sign the contract. For component B, the government requested ADB, on an exceptional basis, to select, negotiate, and sign a contract, and recruit the IFRC (i.e., sign the contract), and the disbursement for component B will generally be done in accordance with ADB's Technical Assistance Disbursement Handbook (May 2010, as amended from time to time). The consultants are expected to procure the necessary equipment in accordance with the Procurement Guidelines. For the emergency operation, retroactive financing up to 30% is permitted. This may be needed for all outputs. Eligible expenses must have been incurred and paid for after 10 November 2013. The government has requested advance contracting for all components. DSWD will implement subcomponent A.1 and will provide counterpart staff and related costs.

Safeguards categorization has been undertaken in accordance with ADB’s Safeguards Policy Statement (2009). The indigenous peoples impact categorization is C as no indigenous peoples’ groups are present in the target municipalities.⁷ The involuntary resettlement impact categorization is C, because no land acquisition is expected in the process of rehabilitating existing community infrastructure. The selection criteria for infrastructure support will include a provision to ensure that the grant only supports category C infrastructure. The environment categorization is C as no environmental impacts are expected because of the small-scale nature of infrastructure with rehabilitation of existing sites. Moreover, this will be ensured through the selection criteria. However, several environmental considerations will be followed, such as protecting workers from hazardous substances in accordance with national and local environmental laws and due diligence in choosing sites so that protected areas, area soil, water bodies, ambient air, and plant or biological resources are not impacted.

2. Risks Affecting Grant Implementation

Type of Risk	Brief Description	Measure to Mitigate the Risk
Governance	Given the post-disaster environment, the large amount of funds involved, and the reliance on implementing partners, there is an increased risk of fund abuse.	An independent Third Party Monitoring Firm will be recruited to properly track and monitor project execution at the field level. Third

established close working relations with the Department of Environment and Natural Resources (DENR), Register of Deeds, and the Provincial Assessor, who chaired the local steering committee. LEI supported the DENR Regional Office in Tacloban on computerized records management as well as the Community Environment and Natural Resources Office in Leyte Province. LEI has a local affiliate, Land Equity Technology Services (LETS), which recently completed a land governance assessment framework study covering the land sector in the Philippines. This was contracted by the World Bank and was presented to the annual lands conference in Washington, where it was highly regarded and demonstrated LEI’s and LETS’ deep appreciation of the land sector in the country. Its systematic titling, gender, and development initiatives are recognized as best practices here and abroad. The December 2011 South–South Development Exposition of the Food and Agriculture Organization in Rome, Italy cited the LEI-managed LAMP2 as an example of a successful solution to support rural and agricultural development. The LEI- and LETS-managed projects all demonstrate the efficiency and effectiveness of their community-based and bottom-up planning approach. Backed up by this experience and an extensive network of consultants and resource persons, LEI and LETS are thus uniquely positioned for an efficient and effective delivery of ADB’s urgent intervention to support the government in its recovery and rehabilitation program in the areas affected by Typhoon Yolanda.

⁷ Government of the Philippines, National Commission on Indigenous Peoples. 2013 data.

Type of Risk	Brief Description	Measure to Mitigate the Risk
		party monitoring will provide for accurate and comprehensive monitoring of component outputs and technical compliance of components through independent, third party site monitoring (in addition to financial compliance) as well as data management for auditing and reference purposes (Appendix 8). Accounting and internal audit procedures are in Appendix 4.
Capacity	Risk that executing and implementing agencies will be overwhelmed by the influx of external projects, slowing implementation	Demands on government agencies will be minimized throughout grant implementation while ensuring full coordination.
Vulnerability to disasters	Risk that Eastern Visayas might be hit by another disaster	The grant will mitigate the risks by supporting LGU vulnerability assessments.
Lack of consensus on beneficiary targeting	Risk that the affected populations may not appreciate the consensus in selecting identifying beneficiaries and that local officials may influence the selection of beneficiaries under output 1.	The grant will ensure that local government officials and beneficiary populations are aware of the selection process and of the criteria used in determining recipients. The process will be made transparent to avoid confusion and misconception. It will be ensured that the affected populations have participated in the formulation of the guidelines and criteria for the selection of beneficiaries.
Risk of duplicated recovery and reconstruction efforts	Risk of duplication in view of the many actors providing support	The grant will ensure adequate coordination through NEDA Regional Office 8.

3. Incremental ADB Costs

There is a need for the provision of additional resources from the JFPR administrative budget. The grant is to be implemented under exceptional circumstances. The grant is unusually complex and large because of the need for quick delivery of inputs and the use of international NGOs for procurement purposes, thus requiring particular emphasis on grant management and fiduciary controls.

Component	Incremental Bank Cost
Amount requested	\$500,000
Justification	The amount will be used for ADB to establish a grant supervising unit in ADB (its terms of reference are in Appendix 9)
Type of work to be rendered by ADB	Financial and technical oversight, executing agency coordination, development partner coordination

4. Monitoring and Evaluation

Key Performance Indicator	Reporting Mechanism	Plan and Timetable for Monitoring and Evaluation
Poverty incidence in selected municipalities in the Eastern Visayas is below 45% (baseline: 45.4% in first-semester 2012)	National Statistics Coordination Board website	By end of 2020
Elementary school enrollment for girls in the Eastern Visayas (baseline SY2012/13: 91.5%) and boys (baseline SY2012/13: 89.3%) stabilizes at pretyphoon levels	National Statistics Coordination Board website	For SY2015/16
The infant mortality rate stabilizes at pretyphoon levels (baseline: 40 deaths per 1,000 live births in 2011)	National Statistics Coordination Board website	In 2016
Percentage of pregnant women who received antenatal care one or more times increased by December 2015	DOH and grant records	Quarterly reports
Number of operational <i>barangay</i> and rural health centers by December 2015	LGU and grant records	Quarterly reports
220 damaged community infrastructure investments restored or rehabilitated	LGU and grant records	Quarterly reports
40 damaged municipality infrastructure investments restored or rehabilitated	LGU and grant records	Quarterly reports
11,500 typhoon-affected households (57,500 individuals) benefited from CFW program (50% of recipients are women)	Grant records	Quarterly reports
132 units of disaster risk reduction and skills development training for communities and CFW participants conducted	Grant records	Quarterly reports
At least 220 damaged small community infrastructure schemes rehabilitated through CFW	Grant records	Quarterly reports
132 CFW committees (660 persons, half of them women) trained on disaster risk reduction and resiliency 1,000 households (5,000 individuals) benefited from unconditional cash grants to revitalize small businesses (at least half of the recipients are women)	Grant records	Quarterly reports
1,000 farming and fishing households (5,000 individuals) and their livelihoods restored (at least 30% of beneficiaries are women)	Grant records	Quarterly reports
Capacities of 50 agriculture extension agents strengthened so they can offer livelihood capacity development support to affected	Grant records	Quarterly reports

Key Performance Indicator	Reporting Mechanism	Plan and Timetable for Monitoring and Evaluation
farmers		
Business sector revitalization plan developed	Grant records	Quarterly reports
100 community-based enterprise development groups (1,000 households or 5,000 individuals, of which half are women) established	Grant records	Quarterly reports
20 local sanitation entrepreneurs (to produce and market sanitation products and services) established	Grant record	Quarterly reports
Proportion of 1-year-old girls and boys vaccinated against measles increased by December 2015	DOH and grant records	Quarterly reports
GIS of vulnerable areas established in 30 LGUs by December 2015	LGU records, grant records	Quarterly reports
Vulnerability of key remaining public assets assessed in 30 LGUs by December 2015	LGU records, grant records	Quarterly reports
60 technical training units provided by December 2015	Grant records	Quarterly reports
Quarterly monitoring and reporting system is operational 1 month after contract effectiveness	Grant records	Quarterly reports
Third-party monitoring system established 2 months after issuance of contract and providing for 60 additional field visits	Grant, consultant records	Quarterly reports
8 knowledge events conducted that ensure visibility of Japanese support by December 2015	Grant records	Quarterly reports
Region VIII steering committee is established and meets quarterly	NEDA Regional Office 8 and grant records	Quarterly reports

5. Estimated Disbursement Schedule

Fiscal Year*	Amount (\$)
FY2014	8,000,000
FY2015	12,000,000
Total Disbursements	20,000,000

*The government fiscal year equals the calendar year.

Appendixes

1. Design and Monitoring Framework
2. Summary and Detailed Cost Estimates
3. Fund Flow Arrangements
4. Implementation Arrangements
5. Summary Poverty Reduction and Social Strategy
6. Gender Action Plan
7. Terms of Reference for Grant Supervision Unit
8. Terms of Reference for Third-Party Monitoring
9. Terms of Reference for Grant Management Unit

Design and Monitoring and Framework

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact Adverse social and economic impacts on the poor resulting from Typhoon Yolanda mitigated in the Eastern Visayas</p>	<p>By end of 2020: Poverty incidence of selected municipalities in the Eastern Visayas is below 45% (first semester 2012 baseline: 45.4%)</p>	<p>National Statistics Coordination Board website; Poverty survey data of the target municipalities.</p>	<p>Assumption Implementing agencies, LGUs, and beneficiaries agree on a fair and transparent approach for prioritizing investments and household beneficiaries.</p>
<p>Outcome The populations in 74 poor municipalities affected by Typhoon Yolanda have access to emergency support and early recovery systems, and are more resilient during future disasters</p>	<p>By end of 2015: Elementary school enrollment for girls in the Eastern Visayas (baseline SY2012–SY2013: 91.5%) and boys (baseline SY2012–SY2013: 89.3%) stabilizes at pre-typhoon levels for SY2015–SY2016</p> <p>The infant mortality rate stabilizes at pretyphoon levels (baseline 2011: 40 deaths per 1,000 live births)</p>	<p>National Statistics Coordination Board website (as a proxy until more specific data for the 74 municipalities are available)</p>	<p>Assumption Functioning partnerships are established between NEDA, implementing agencies, and participating LGUs.</p> <p>Risk Affected LGUs are overwhelmed by disaster response.</p>
<p>Outputs 1. LGU infrastructure restored and access to emergency employment and livelihood support available</p>	<p>220 damaged community infrastructure investments restored and/or rehabilitated</p> <p>11,500 typhoon-affected households (57,500 individuals) benefited from CFW program (of which 50% are women)</p> <p>1,000 farming and fisherfolk households (5,000 individuals), livelihoods restored</p> <p>About 38 kilometers of 22-kilovolt distribution lines rebuilt, providing electricity to key hospitals and schools in Leyte by May 2014</p>	<p>DSWD records</p> <p>LGU records</p> <p>Grant records</p> <p>NEA and grant records</p>	<p>Risk Delays may result from procurement or funds flow.</p> <p>Assumption Target mechanisms for employment and livelihood beneficiaries are accepted in the communities.</p>
<p>2. Basic emergency maternal and child care health services provided</p>	<p>Number of operational barangay and rural health centers increased by December 2014</p>	<p>Grant records</p>	<p>Risk Local authorities lack commitment to work closely with INGOs and other partners to</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
			<p>ensure efficient logistics, distribution of goods, and security.</p> <p>Assumption No delay in the delivery of essential drugs and supplies.</p>
<p>3. Improved resilience to disasters and effective project management, coordination, monitoring and reporting is achieved</p>	<p>GIS of vulnerable areas established in 30 LGUs</p> <p>Eastern Visayas steering committee established and meets on a quarterly basis</p> <p>Third party monitoring system established 2 months after issuance of contracting</p>	<p>Grant records</p> <p>LGU records</p>	<p>Assumptions LGUs and national agencies closely collaborate on project.</p> <p>Early installation of GIS.</p> <p>Risk Limited availability of vulnerability maps from national government agencies.</p>
Activities with Milestones		Inputs	
<ol style="list-style-type: none"> 1. 1.1 Assess damage to infrastructure in the 74 targeted municipalities. 1.2 Prepare a recovery plan jointly with communities and LGUs. 1.3 Provide support to the recovery of selected infrastructure. 1.4 Assess damage to and loss of jobs and livelihoods. 1.5 Prioritize marginalized families affected by the typhoon and provide jobs through activities such as debris clearance and community work. 1.6 Support medium-term livelihood recovery activities through skills development and enterprise recovery, including for fishers and farmers. 1.7 Review of the status of the distribution system in 11 electric cooperatives in Leyte and Samar provinces (Eastern Visayas) and, based on that, identify a rural area with a high concentration of hospitals and schools. 1.8 Review design of three-phase and single-phase distribution lines for the identified area. 1.9 Procure and supply necessary materials and equipment for the electric cooperatives in charge of the identified area. 1.10 Install and operate these distribution lines connecting primarily to hospitals and schools. 2. 2.1 Conduct a rapid assessment of immediate needs for at risk groups, especially for children under 		<p>JFPR: \$20,000,000</p>	

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
	<p>five years of age, and pregnant and lactating women.</p> <p>2.2 Provide a minimum package of essential health services with a focus on maternal and child health.</p> <p>2.3 Rehabilitate priority rural health units and barangay health centers.</p> <p>2.4 Provide related drugs, vaccines, and medical equipment including reproductive health and hygiene kits.</p> <p>2.5 Provide nonmedical equipment including for vector control such as fumigation against dengue fever.</p> <p>3.</p> <p>3.1 Report on the assessment of land and population records, propose an action plan to safeguard the population in case of disasters, and implement the action plan to reestablish records.</p> <p>3.2 Establish GIS of vulnerable areas in all selected LGUs.</p> <p>3.3. Map key public assets in selected LGUs, identify risk of disasters, and devise action plans to deal with the risks.</p> <p>3.4 Determine the status of the strength of buildings of various types to resist disasters, and review and follow up on actions on building codes, compliance systems, and capacity development.</p> <p>3.5 Assess overall community and LGU disaster preparedness, and prepare and implement action plans, including public information campaigns and community drills.</p> <p>3.6 Provide technical training and assistance to LGUs in developing disaster risk reduction and climate change adaptation plans.</p> <p>3.7 Establish standard operating manuals for finance and organization and responsibilities, and prepare quarterly finance reports and other fiduciary requirements.</p> <p>3.8 Conduct regular meetings of the project steering committee.</p> <p>3.9 Implement and evaluate coordinated capacity development programs.</p> <p>3.10 Support knowledge sharing, coordination, and visibility of Japan in all activities supported by the grant.</p>		

CFW = cash for work, DSWD = Department of Social Welfare and Development, GIS = geographical information system, INGO = international nongovernment organization, JFPR = Japan Fund for Poverty Reduction, LGU = local government unit, NEA = National Electrification Authority, NEDA = National Economic and Development Authority, SY = school year.
Source: Asian Development Bank

Summary Cost Estimate

Inputs / Expenditure category	Grant Components	Component A Local government unit infrastructure is restored and access to emergency employment and livelihood support is provided	Component B ** Basic emergency maternal and child health care services are provided	Component C Improved resilience to future disasters and effective project management, coordination, monitoring, and reporting are achieved	Grant Management	Total (\$)	Percent
1. Civil Works		2,740,000				2,740,000	13.7%
2. Vehicles, Equipment, and Supplies		85,800				85,800	0.4%
3. Training, Workshops, and Seminars		14,400				14,400	0.1%
4. Management and Coordination		159,120				159,120	0.8%
5. Consulting Services *		8,911,072	2,500,000	3,395,000		14,806,072	74.0%
6. Grant Management					1,368,098	1,368,098	6.8%
7. Contingencies		589,608	0	105,000	131,902	826,510	4.1%
Subtotal JFPR Grant Financed		12,500,000	2,500,000	3,500,000	1,500,000	20,000,000	100.0%
Government Contribution						0	0.0%
Other Donor(s) Contributions						0	0.0%
Community's Contributions						0	0.0%
Total Estimated Costs		12,500,000	2,500,000	3,500,000	1,500,000	20,000,000	100.0%

JFPR = Japan Fund for Poverty Reduction.

Source: Asian Development Bank estimates.

* Comprises Works - \$4,774,408; Goods - \$4,604,528; and Services - \$5,427,136.

**To be administered and contracted by the Asian Development Bank.

Detailed Cost Estimate

Code	Supplies and Services Rendered	Unit	Quantity	Cost per Unit	Total	Costs		Contributions		
						Amount	JFPR**	Government	Other Donors	Community
Component A - Local government unit infrastructure is restored and access to emergency employment and livelihood support is provided					11,910,392	11,910,392				
Sub-Component 1. Recovery of Community and Municipal Infrastructure					2,999,320	2,999,320				
1.1	Civil works									
1.1.1	Community infrastructure	Sub-projects	220	7000	1,540,000	1,540,000				
1.1.2	Municipal infrastructure	Sub-projects	40	30000	1,200,000	1,200,000				
1.2	Vehicles, Equipment and Supplies									
1.2.1	Motorcycle	Unit	25	1600	40,000	40,000				
1.2.2	Computer (Desktop + Laptop + printer)	Unit	12	1200	14,400	14,400				
1.2.3	Vehicle Rental	Months	10	1700	17,000	17,000				
1.2.4	Vehicle Fuel & Maintenance	Months	12	1200	14,400	14,400				
1.3	Training, Workshops, and Seminars									
1.3.1	Workshop for Community Members/ Leaders	Unit	12	800	9,600	9,600				
1.3.2	Workshop for municipal staff (MPDC/engineers)	Unit	6	800	4,800	4,800				
1.4	Management and Coordination									
1.4.1	Project manager	Months	12	1800	21,600	21,600				
1.4.2	Community Development Coordinators (3)	Months	36	1300	46,800	46,800				
1.4.3	Engineer (3)	Months	36	1300	46,800	46,800				
1.4.4	Finance Staff (3 full time)	Months	36	500	18,000	18,000				
1.4.5	Project Management Office Communication & Facilitation	Months	12	480	5,760	5,760				

1.4.6	Communications (Internet & postpaid mobile phone)	Months	12	480	5,760	5,760
1.4.7	Per diem	Months	48	300	14,400	14,400
Sub-component 2. Cash for Work and Enterprise development					7,482,272	7,482,272
2.1	Civil Works					
2.1.1	CFW Labor Cost	Person days	520000	6	3,146,000	3,146,000
2.1.2	Philhealth Medical Insurance for CFW Beneficiaries	Head count	57500	3	167,151	167,151
2.1.3	CFW Tools	Set	250	465	116,279	116,279
2.1.4	Engineer 2 full time	Months	24	1,631	39,142	39,142
2.1.5	Sub-Engineer (14 full time)	Months	168	1,200	201,600	201,600
2.1.6	Remittance charge with finance service provider	Transactions	55000	2	115,116	115,116
2.1.7	Team Leaders (5 full time)	Months	60	1,317	79,047	79,047
2.1.8	Community Development Facilitators (16 full time)	Months	192	874	167,759	167,759
2.1.9	Monitors (10 full time)	Months	132	512	67,584	67,584
2.1.10	DRM Training Specialist (6 full time)	Months	72	874	62,910	62,910
2.1.11	Finance Staff (6 full time)	Months	72	512	36,864	36,864
2.1.12	Cash and voucher clerk (6 full time)	Months	72	660	47,520	47,520
2.1.13	Logistics Staff (6 full time)	Months	72	843	60,692	60,692
2.1.14	Engineer/procurement	Months	24	698	16,744	16,744
2.2	Equipment and Supplies					
2.2.1	Plan Computer (Desktop + Laptop + printer)	Unit	15	1,200	18,000	18,000
2.2.2	Truck rental for Debris removal	Months	6	10,000	60,000	60,000
2.2.3	Agricultural and Fisheries Package	Set	1100	233	255,814	255,814
2.2.4	Construction material and transport	Schemes	300	3,488	1,046,512	1,046,512
2.3	Training, Workshops, and Seminars					

2.3.1	Assessment for beneficiary and village selection		1	5,660	5,660	5,660
2.3.2	DRR Training for Community Members	Partici pants	132	800	105,600	105,600
2.3.3	Skills Training for CfW Participants	Partici pants	132	800	105,600	105,600
2.3.4	Project Visibility (Sign boards, worker uniforms, flags etc.)	Unit Partici pants	130	233	30,290	30,290
2.3.5	Training of Agricultural extension workers	Partici pants	50	115	5,750	5,750
2.3.6	Organization of community-based enterprise development groups	Groups	150	465	69,767	69,767
2.3.7	Local Travel and PerDiem of Trainors	Months	9	2,570	23,128	23,128
2.3.8	Materials, Kits, Reproduction, Printing, Cargo, etc		300	53	15,802	15,802
2.4	Project Management					
2.4.1	Project Manager (spread over 12 months)	Months	10	8,333	83,330	83,330
2.4.2	Livelihood Adviser (spread over 12 months)	Months	12	1,812	21,744	21,744
2.4.3	DRM Adviser (1)	Months	12	1,812	21,744	21,744
2.4.4	Security Officer (1)	Months	12	1,318	15,816	15,816
2.4.5	Communications Officer (1)	Months	12	1,318	15,816	15,816
2.4.6	Logistics Officer (1)	Months	12	1,318	15,816	15,816
2.4.7	Senior Accountant (1)	Months	24	1,320	31,680	31,680
2.4.8	Accountant (1)	Months	12	843	10,115	10,115
2.4.9	Technical Support from PLAN CANADA (Intermitent)	Months	5	8,499	42,494	42,494
2.4.10	Regional CfW Advisor	Months	2	8,500	17,000	17,000
2.4.11	Travel and Per diem month	Months	960	495	475,200	475,200
2.4.12	Travel - CO Staff Support Visit	Months	6	1,163	6,977	6,977
2.4.13	Vehicle Rental	Months	12	6,981	83,772	83,772
2.4.14	Vehicle Fuel & Maintenance	Months	12	2,700	32,400	32,400

2.4.15	Communications (Internet & postpaid mobile phone)	Months	12	488	5,860	5,860
2.4.16	Staff communication allowance	Months	960	12	11,520	11,520
2.4.17	Consumables (office supplies)	Months	12	720	8,640	8,640
2.4.18	Postage, courier, bank fees	Months	12	115	1,380	1,380
2.4.19	Team Office Rent & Utilities	Months	72	465	33,480	33,480
2.4.20	Project Management Office Communication & Facilitation	Months	12	465	5,580	5,580
2.4.21	Travel and Per diem		3	291	872	872
2.4.22	Monitoring and review visits	Visit	4	872	3,488	3,488
2.4.23	Planning and monitoring workshops and Meetings	Unit	2	233	465	465
	Monitoring Visits					
2.4.24	Department of Agriculture staff visits (3 trainors staying 3 nights, 1 visit/year)	Visit	9	1,134	10,203	10,203
2.4.25	Department of Agriculture staff monitoring Visits (3 da officials staying 3 nights, 1 visit/year)	Visit	9	1,134	10,203	10,203
2.5	Miscellaneous Administrative and Support Costs					
2.5.1	Project start-up workshop	Unit	1	4,656	4,656	4,656
2.5.2	Baseline Survey and Impact Assessment	Unit	1	13,000	13,000	13,000
2.5.3	ICT-based Direct beneficiary monitoring system	System Respondents	1	10,000	10,000	10,000
2.5.4	Mobile-based reporting mechanism		9000	5	41,860	41,860
2.5.5	Plan Monitoring Evaluation & Learning Officer 1	Months	12	1,631	19,571	19,571
2.5.6	Consulting Services: compliance, finance, technical	Months	1	10,000	10,000	10,000
2.5.7	External Audit	Unit	2	13,000	26,000	26,000
2.5.8	End of project Assessment	Unit	1	13,000	13,000	13,000
2.5.9	Monitoring visit/ Support from PLAN CANADA	Unit House holds	4	4,081	16,326	16,326
2.5.10	Unconditional Cash Grants for Establishing Small Business		950	233	220,930	220,930

2.5.11	Sanitation Marketing Entrepreneurship Initiative	Small enterprises	20	3,750	75,000	75,000
Subcomponent 3: Electrification to Key School and Hospital Facilities					1,428,800	1,428,800
3.1.	Equipment and supplies					
3.1.1	Conductor	Unit	38	14,000	532,000	532,000
3.1.2	Transformer	Unit	76	9,800	744,800	744,800
3.1.3	Pole	Unit	760	100	76,000	76,000
3.1.4	Accessories	Unit	38	2,000	76,000	76,000
Component B - Basic emergency maternal and child health care services are provided *					2,500,000	2,500,000
2.1	Civil works					
2.1.1	Rehabilitation of rural health unit (RHU)	Unit	10	30,000	300,000	300,000
2.1.2	Rehabilitation of barangay health centers (BHC)	Unit	10	15,000	150,000	150,000
2.2	Equipment					
2.2.1	Emergency delivery kit (4,000 deliveries)	Kit	2	210,000	420,000	420,000
2.2.2	Equipment supplies for epidemic outbreak prevention (dengue etc)	Lump sum		100,000	100,000	100,000
2.2.3	Essential medicines for primary care (ORS, antibiotics etc)	Lump sum		100,000	100,000	100,000
2.2.4	Iron supplements for pregnant and post-partum women	Lump sum		280,000	280,000	280,000
2.2.5	Standard equipment package for rural health units	Package	15	10,000	150,000	150,000
2.2.6	Standard equipment package for barangay health centers	Package	10	9,000	90,000	90,000
2.2.7	Vehicles (sea ambulance) for the referral of patients in island or remote coastal communities	Unit	2	90,000	180,000	180,000
2.2.8	Generators (6kva) for rural health centers	Unit	100	1,200	120,000	120,000
2.3	Consulting services					
2.3.1	NGO:coordination, logistics, procurement	Lump sum	1	280,000	280,000	280,000
2.3.2	Supplementary medical staff (midwives and nurses) for RHUs	Months	440	545	240,000	240,000

2.4	Management and Coordination DOH coordination and supervision (non-salary)					
2.4.1	Coordination meetings at central and local levels	Unit	80	500	40,000	40,000
2.4.2	Supervision visits of central and local level departments of health	Unit	100	450	45,000	45,000
2.4.3	Communications	Unit		5,000	5,000	5,000
Component C - Improved resilience to future disasters and effective project management, coordination, monitoring, and reporting are achieved					3,395,000	3,395,000
Sub-Component 1. Management of disaster resilience and recovery						
3.1.1	Equipment Equipment Requirement Per City/Municipal LGU					
3.1.1.1	GIS Capable Laptop	Unit	48	1,609.2	77,241	77,241
3.1.1.2	A3 Printer	Unit	24	344.8	8,276	8,276
3.1.1.3	Handheld Gps	Unit	48	1,034.5	49,655	49,655
3.1.1.4	Manifold Gis	Unit	48	689.7	33,103	33,103
3.1.1.5	Microsoft Office	Unit	48	229.9	11,034	11,034
Equipment Requirement Per Provincial LGU						
3.1.1.6	GIS Capable Laptop	Unit	24	1,609.2	38,621	38,621
3.1.1.7	A3 Printer	Unit	12	344.8	4,138	4,138
3.1.1.8	Handheld Gps	Unit	12	1,034.5	12,414	12,414
3.1.1.9	Manifold Gis	Unit	24	689.7	16,552	16,552
3.1.1.10	Microsoft Office	Unit	24	229.9	5,517	5,517
Equipment For Operations						
3.1.1.10	Desktop Computers	Unit	6	1,494.3	8,966	8,966
3.1.1.11	Gis Laptop Computers	Unit	4	1,839.1	7,356	7,356
3.1.1.12	Plotter	Unit	1	9,195.4	9,195	9,195
3.1.1.13	Router	Unit	1	229.9	230	230

3.1.1.14	Switch	Unit	1	92.0	92	92
3.1.1.15	Lan Cable	Unit	2	229.9	460	460
3.1.1.16	Microsoft Office	Unit	10	114.9	1,149	1,149
3.1.1.17	Adobe Acrobat	Unit	5	620.7	3,103	3,103
3.1.1.18	Quickbooks	Unit	2	689.7	1,379	1,379
3.1.1.19	Anti Virus	Unit	10	46.0	460	460
3.1.1.20	Gis Software	Unit	2	689.7	1,379	1,379
3.1.1.21	Handheld Gps	Unit	2	1,034.5	2,069	2,069
3.1.1.22	A4 Printer	Unit	5	344.8	1,724	1,724
3.1.1.23	A3 Printer	Unit	2	344.8	690	690
3.1.1.24	Scanner	Unit	1	459.8	460	460
3.1.1.25	Fax Machine	Unit	1	459.8	460	460
3.1.1.26	Ups	Unit	6	114.9	690	690
3.1.1.27	Network Attached Storage	Unit	1	459.8	460	460
3.1.1.28	Projector	Unit	1	1,149.4	1,149	1,149
3.1.1.29	Camera	Unit	1	459.8	460	460
3.1.1.30	Tables	Unit	8	137.9	1,103	1,103
3.1.1.31	Chairs	Unit	8	114.9	920	920
3.1.1.32	Filing Cabinet	Unit	8	229.9	1,839	1,839
3.1.1.33	Conference Table	Unit	1	459.8	460	460
3.1.1.34	Photocopier	Unit	1	1,839.1	1,839	1,839
3.1.1.35	Conference Chairs	Unit	8	114.9	920	920
3.1.1.36	Vehicle	Unit	1	36,781.6	36,782	36,782

	Various Delivery Costs	Lump sum		13,057.5	13,057	13,057
3.2.1	Training, workshops, seminars					
	Action Planning Workshop on Disaster Resilient Land Records	Unit	4	19,001.6	76,006	76,006
3.2.1.1						
3.2.1.2	DRRMCCA Plan Cluster Workshop	Unit	4	19,001.6	76,006	76,006
3.2.1.3	GIS TRAININGS	Unit	9	19,806.7	178,261	178,261
3.2.1.4	LGU Training on Disaster Drills	Unit	30	5,000.0	150,000	150,000
3.2.1.5	Other Workshops and Trainings	Unit	2	11,494.3	22,989	22,989
3.3.1	Consulting services					
3.3.1.1	Contracted NGO for services at Community Level	Months	6	36,562.5	219,375	219,375
3.4.1	Management and Coordination					
3.4.1.1	Project Director (C1)	Months	18	24,985	449,730	449,730
3.4.1.2	Project Development Officer 1	Months	12	3,164	37,972	37,972
3.4.1.3	Project Development Officer 2	Months	12	3,164	37,972	37,972
3.4.1.4	Information Technology	Months	9	5,933	53,398	53,398
3.4.1.5	Environmental/DRM Planner	Months	9	11,866	106,795	106,795
3.4.1.6	Environmental/DRM Planner	Months	12	7,911	94,929	94,929
3.4.1.7	Land Use & Zoning Specialist or Spatial Planner 1	Months	8	9,888	79,108	79,108
3.4.1.8	GIS 1	Months	12	7,911	94,929	94,929
3.4.1.9	GIS 2	Months	12	7,911	94,929	94,929
3.4.1.10	Pool of Experts : Agri/Water/Soils	Months	4	7,911	31,643	31,643
3.4.1.11	Pool of Experts : Coastal and Marine	Months	5	7,911	39,554	39,554
3.4.1.12	Pool of Experts : Natural Resource Management	Months	3	7,911	23,732	23,732
3.4.1.13	Pool of Experts : Socio Demographic Specialist	Months	4	7,911	31,643	31,643
3.4.1.14	Land Records Specialist	Months	9	7,911	71,197	71,197

3.4.1.15	Architect	Months	6	9,888	59,331	59,331
3.4.1.16	Structural Engineer	Months	6	9,888	59,331	59,331
3.4.1.17	Finance Officer	Months	18	4,249	76,474	76,474
3.4.1.18	Senior Administrative Officer	Months	18	4,306	77,515	77,515
3.4.1.19	Accounts Officer	Months	18	1,582	28,479	28,479
3.4.1.20	Accounts Assistant	Months	18	1,187	21,359	21,359
3.4.1.21	Admin Assistant	Months	18	1,187	21,359	21,359
3.4.1.22	Procurement Specialist	Months	3	5,933	17,799	17,799
3.4.1.23	Training Coordinator	Months	18	2,373	42,718	42,718
3.4.1.24	Driver	Months	18	396	7,120	7,120
3.4.1.25	Travel, per diem, operational costs			657,949	657,949	657,949
Grant management					1,368,098	1,368,098
4.1	Consulting services****					
4.1.1	Team Leader	Months	12	23,000	276,000	276,000
4.1.2	Deputy Team Leader	Months	24	6,000	144,000	144,000
4.1.3	Project Evaluation Specialist	Months	12	4,500	54,000	54,000
4.1.4	Financial Expert	Months	24	4,500	108,000	108,000
4.1.5	Administrative Assistant	Months	24	3,500	84,000	84,000
4.1.6	Reports and communications			5,000	5,000	5,000
4.1.7	Third party external monitoring [TBD]			420,000	420,000	420,000
4.1.8	International and local travel and per diem			277,098	277,098	277,098
Components A to C					17,805,392	17,805,392
Grant Management					1,368,098	1,368,098

Contingencies	826,510	826,510
Total Grant Costs	20,000,000	20,000,000
Total Incremental Costs	500,000	500,000

* To be administered and contracted by the Asian Development Bank.

** Includes taxes and duties to be financed by Asian Development Bank.

*** Procurement methods will be agreed with ADB prior to implementation.

****This refers to works, goods, and services.

Fund Flow Arrangement

1. The fund flow arrangement of the grant financing is designed to provide the most efficient flow of funds to the beneficiaries. Given the intricacies of the implementing arrangements, two separate mechanisms will be in place and operational to ensure that funds are used for the purposes intended. The arrangements will be closely aligned to the three components, described as follows:

Components A and C

2. The JFPR grant proceeds for Components A and C will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2012, as amended from time to time),⁸ and detailed arrangements agreed upon between the government and ADB. The grant management unit (GMU), comprising representative staff from implementing agencies and consultants contracted on an individual basis maintained at the National Economic and Development Authority (NEDA) Regional Office VIII, shall be tasked with the review and reconciliation of expenditures and payment claims from the international non-government organizations (INGOs) to ensure accuracy and sufficiency of supporting documents. Payments to the INGOs implementing the activities in Components A and C, i.e., Plan International for Component A (Subcomponents 2 and 3), and Land Equity International for Component C1) will generally be done through direct payment.

3. A separate US dollar imprest account will be opened by the NEDA at [a commercial bank] for the purposes of financing the activities of Component A (Subcomponent 1) implemented by the Department of Social Welfare and Development (DSWD), and other expenditures. NEDA is accountable and responsible for proper use of advances to the imprest account, including advances to the sub-account.

4. The ceiling of the imprest account is [\$450,000] [i.e. should be 10% of the amount allocated for NEDA/DSWD administered portions, say \$450K]. The EA may request for initial and additional advances to the imprest account based on an Estimate of Expenditure Sheet⁹ setting out the estimated expenditures to be financed through the account for the forthcoming six (6) months. Supporting documents should be submitted to ADB or retained by the EA or IA (as appropriate) in accordance with ADB's *Loan Disbursement Handbook* when liquidating or replenishing the imprest account.

5. A separate sub-account will be opened by DSWD at [a commercial bank] to facilitate expenditures relating to the component. The imprest and sub-accounts are to be used exclusively for ADB's share of eligible expenditures. Disbursement arrangements for this component will be outlined in the Grant Implementation Manual (GIM).

6. The SOE procedure may be used for reimbursement of eligible expenditures or liquidation of advances to the imprest account. The ceiling of the SOE procedure is the equivalent of \$100,000 per individual payment. Supporting documents and records for the expenditures claimed under the SOE should be maintained and made readily available for review by ADB's disbursement and review missions, upon ADB's request for submission of supporting documents on a sampling basis, and for independent audit. Reimbursement and liquidation of individual payments in excess of the SOE ceiling should be supported by full documentation when submitting the withdrawal application to ADB.

7. An initial consideration of the financial management capacity of NEDA and DSWD supports use of SOE and imprest fund procedures. The minimum value per withdrawal is

⁸ Available at: <http://www.adb.org/documents/loan-disbursement-handbook>.

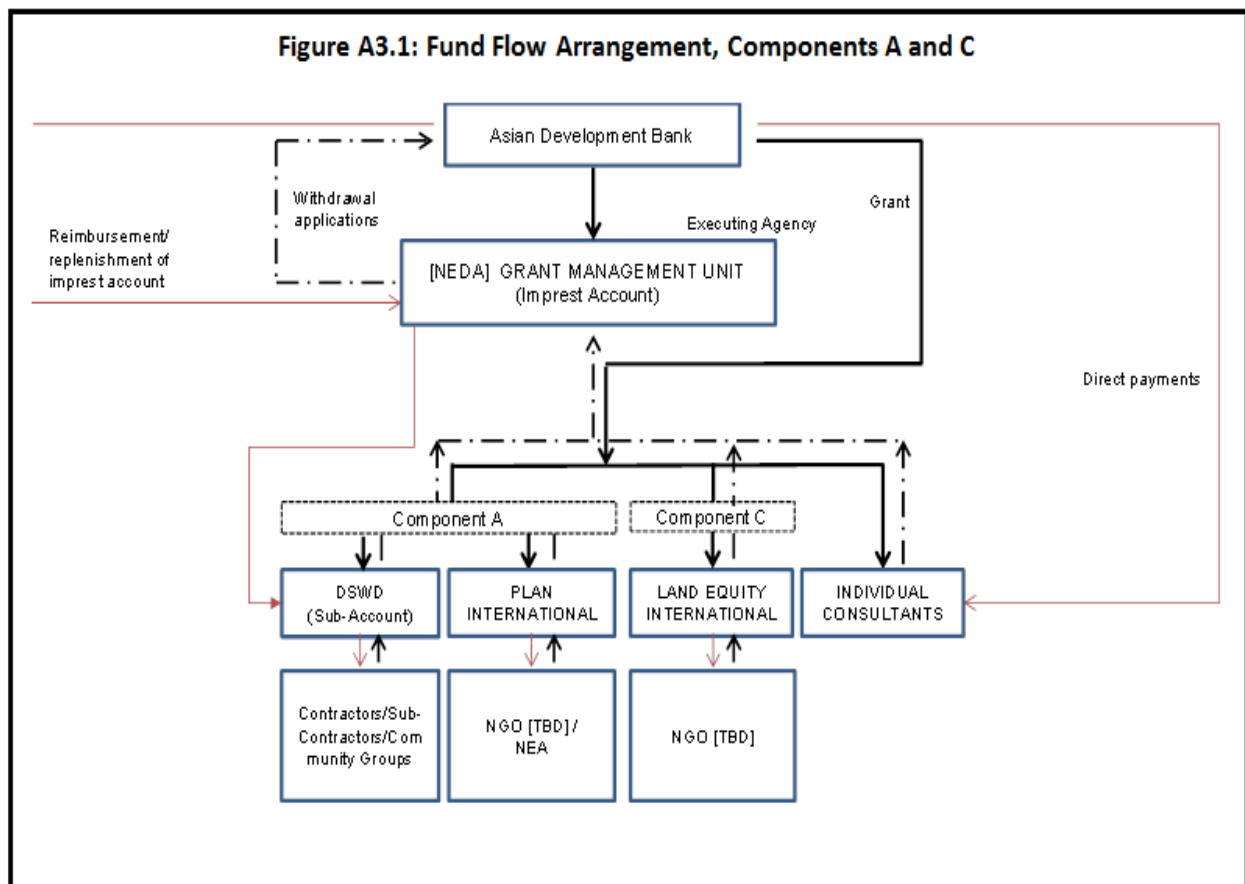
US\$100,000 equivalent, unless otherwise approved by ADB. Individual payments below this amount should generally be paid by the EA/IA and subsequently claimed to ADB through reimbursement. ADB reserves the right not to accept WAs below the minimum amount.

Component B

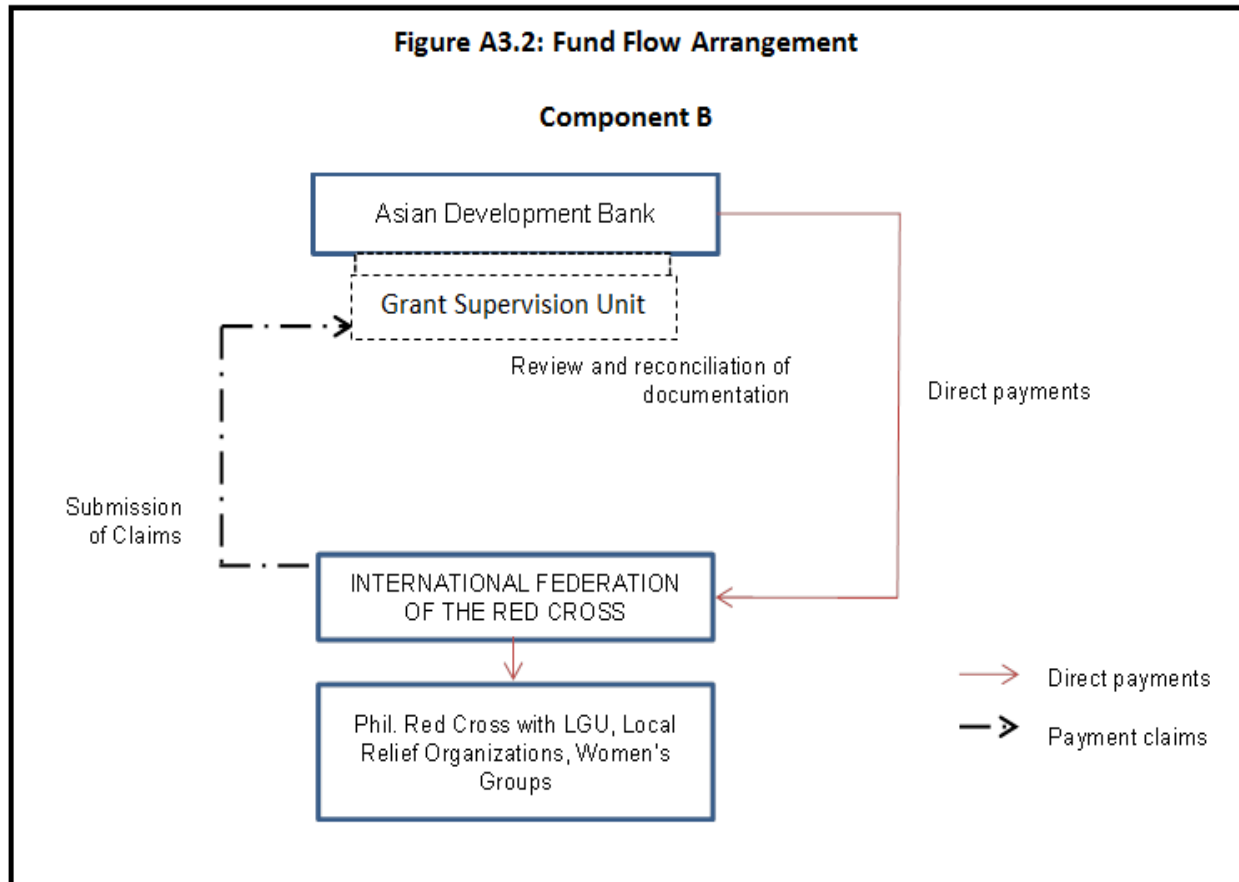
8. The JFPR grant proceeds for Component B shall generally be disbursed in accordance with ADB’s *Technical Assistance Disbursement Handbook* (2010, as amended from time to time). Based on a financial management assessment (FMA) performed on the implementing partner (the International Federation of the Red Cross and Red Crescent Societies [IFRC]), the statements of expenditure (SOEs) procedure may be used when submitting claims to ADB. [Please note that this is still dependent on how the contract is structured].

9. A Grant Supervising Unit comprising administrative and finance assistants shall be established to review and endorse documents and payment claims submitted by IFRC.

10. Detailed implementation arrangements, such as the flow, replenishment, and administrative procedures will be discussed in the GIM, and be established between ADB and the Government through the JFPR Letter of Agreement. The schematic fund flow for the JFPR Project is shown in Figures A3.1 and A3.2.



- Grant financing flow
- Grant financing including counterpart funding and other payments
- Payment claims, withdrawal applications, advance payments



- Grant financing flow
- Grant financing including counterpart funding and other payments
- Payment claims, withdrawal applications, advance payments

Implementation Arrangements

A. Project Management

1. The National and Economic Development Authority (NEDA) is the executing agency of the grant. The implementing agencies will be as follows:

- (i) Department of Social Welfare and Development (DSWD) for subcomponents A1 and A2, the Department of Agriculture for subcomponent A2, and the National Electrification Administration (NEA) for subcomponent A3;
- (ii) Department of Health (DOH) for component B;
- (iii) Department of Interior and Local Government (DILG) for subcomponent 1 of component C; and
- (iv) NEDA Regional Office 8 for subcomponent 2 of component C.

2. The project implementation builds on the memorandum of agreement between NEDA and the implementing agencies, which assigns responsibility and authority to the above implementing agencies. The implementing agencies will provide staff to supervise and work closely with implementing partners.

3. A grant steering committee (GSC) will be established to provide overall policy direction and guidance, as well as to facilitate interagency coordination and learning. The PSC will comprise representatives from NEDA, the DSWD, the DOH, the DILG, the NEA, the Department of Agriculture, and the Asian Development Bank (ADB). It will meet quarterly to review project progress, provide support, and facilitate coordination. GSC may invite representatives from implementing partners, the Japan International Cooperation Agency (JICA), the financial attaché at the Embassy of Japan in Manila, and other identified stakeholders to ensure coordination.

4. The grant management unit located in NEDA Regional Office 8 will consist of two consulting teams: (i) a grant management team comprising four individual consultants, and (ii) a third party monitoring team managed by a firm. The consultants will be recruited by NEDA and will work with the grant supervision unit and implementing partners to deliver components. The grant management unit will serve as the operations unit for day-to-day project implementation. It will be primarily responsible for ensuring that project objectives and targets are achieved; all policies are complied with; and standards and guidelines for program administration, procurement, disbursements, accounts, and maintenance of all program records are in place.

5. The third party monitoring team will be engaged as a firm to complement the monitoring system established under component 3 subcomponent 2, and is expected to track and monitor project execution at the field level. Third-party monitoring will provide accurate and comprehensive monitoring of component outputs and technical compliance of components through independent, third-party site monitoring (in addition to financial compliance) as well as data management for auditing and reference purposes.

6. A grant supervising unit will be established in ADB. It will be responsible for ensuring all ADB policies are complied with; and standards and guidelines for program administration, procurement, disbursements, accounts, and maintenance of all program records are in place.

B. Procurement and Consulting Services

7. All procurement and recruitment activities under the Japan Fund for Poverty Reduction (JFPR) grant will be conducted in accordance with ADB's Procurement Guidelines (2013, as amended from time to time) and Guidelines on the Use of Consultants (2013, as amended from time to time). Because of the emergency nature of the grant, and the need for immediate

mobilization of consultants, NEDA is requesting ADB to select the consultants. For components A and C, the implementing agencies will negotiate and sign the contract. For component B, the government requested ADB, on an exceptional basis, to select, negotiate and sign a contract, and recruit an international nongovernment organization (i.e., sign the contract); the disbursement for component B will generally be done in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time). The consultants are expected to procure the necessary equipment in accordance with ADB's Procurement Guidelines. For the emergency operation, retroactive financing up to 30% is permitted. This may be needed for all outputs. Eligible expenses must have been incurred and paid for after 10 November 2013. The government has requested advance contracting for all components. The DSWD will implement subcomponent A.1 and will provide counterpart staff and related costs.

8. Given the need to mobilize consultants immediately, two international nongovernment organizations and one consultant firm will be recruited as implementing partners:

- (i) Plan International for subcomponents 2 and 3 of component A;
- (ii) the International Federation of Red Cross and Red Crescent Societies (IFRC) for component B; and
- (iii) Land Equity International for subcomponent 1 of component C.

9. NEDA Regional Office 8 will also recruit a firm to conduct the third-party monitoring, and four individual consultants to work in the project monitoring unit. ADB will recruit four staff to work in the grant supervising unit.

C. Disbursements

10. See Appendix 4.

D. Accounting

11. **Project activities other than Component B.** NEDA Regional Office 8 will maintain separate books and records by funding source for all expenditures incurred in relation to the grant except Component B-related expenditures. The NEDA Regional Office 8 will prepare financial statements for the grant (excluding component B) in accordance with the government's accounting laws and regulations, which are consistent with international accounting principles and practices.

12. **Grant Component B.** The IFRC will maintain separate books and records by funding source for all expenditures incurred in relation to component B. It will prepare project financial statements for component B in accordance with a financial reporting framework acceptable to ADB.

E. Auditing and Public Disclosure

13. **Project activities other than component B.** NEDA Regional Office 8 will cause the financial statements for the grant (excluding component B) to be audited in accordance with International Standards on Auditing or their national equivalent, and with the government's audit regulations, by an independent auditor acceptable to ADB. The audited grant financial statements (excluding component B) will be submitted in the English language to ADB within 6 months from the end of the fiscal year by the NEDA Regional Office 8.

14. The annual audit report of financial statements for the grant (excluding component B) will include an audit management letter, and audit opinions covering (i) whether the project financial statements present a true and fair view or are presented fairly, in all material respects, in

accordance with the applicable financial reporting framework; (ii) whether the JFPR grant proceeds were used only for the purposes of the project; (iii) the use of the imprest fund procedure; and (iv) the use of the statement of expenditures (SOE) procedure certifying the eligibility of expenditures claimed under SOE procedures, and the use of the SOE and imprest procedures in accordance with ADB's *Loan Disbursement Handbook* (2012, as amended from time to time) and project documents.

15. **Component B.** The IFRC will have the project financial statements for component B audited in accordance with International Standards on Auditing by an independent auditor acceptable to ADB. The IFRC will submit the audited project financial statements for component B in English to ADB within 6 months from the end of the fiscal year.

16. The annual audit report for component B financial statements will include an audit management letter, and audit opinions covering (i) whether the project financial statements present a true and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting framework; (ii) whether the JFPR grant proceeds were used only for the purposes of the project; and (iii) the use of the SOE procedure certifying the eligibility of expenditures claimed under SOE procedures, and the use of the SOE procedures in accordance with ADB's *Technical Assistance Disbursement Handbook* (2012, as amended from time to time) and project documents.

17. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal program supervision, and followed up regularly with all concerned, including the external auditors.

18. The government, NEDA and the IFRC have been made aware of ADB's policy on delayed submission, and the requirements for satisfactory quality of audited project financial statements. ADB reserves the right to require a change in the auditor (in a manner consistent with the constitution of the borrower), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project's financial accounts to confirm that ADB financing is used in accordance with ADB policies and procedures.

19. Public disclosure of the project financial statements, including the audit report on the project financial statements, will be guided by ADB's Public Communications Policy (2011). After review, ADB will disclose the project financial statements for the project and the opinion of the auditors on the financial statements within 30 days of the date of their receipt by posting them on ADB's website. The Audit Management Letter will not be disclosed.

F. Reporting and Project Review

20. The grant management unit in NEDA Regional Office 8 will consolidate all project activity reports from the implementing partners and prepare sex-disaggregated quarterly and annual reports on project implementation, the form and content of which will be agreed upon with ADB. Quarterly reports will be due no later than 10 days after the end of each project quarter. Within 1 month of project inception, the PIU will submit a baseline survey report on the project's target communities for each grant component. A midterm report will be submitted to ADB 12 months after project inception. NEDA Regional Office 8 will provide ADB with a project completion report, with the support of the PIU, within 2 months of physical completion of the project. All reports will comprise an assessment of the project outcome and outputs, project performance indicators, and suggestions for improving project implementation.

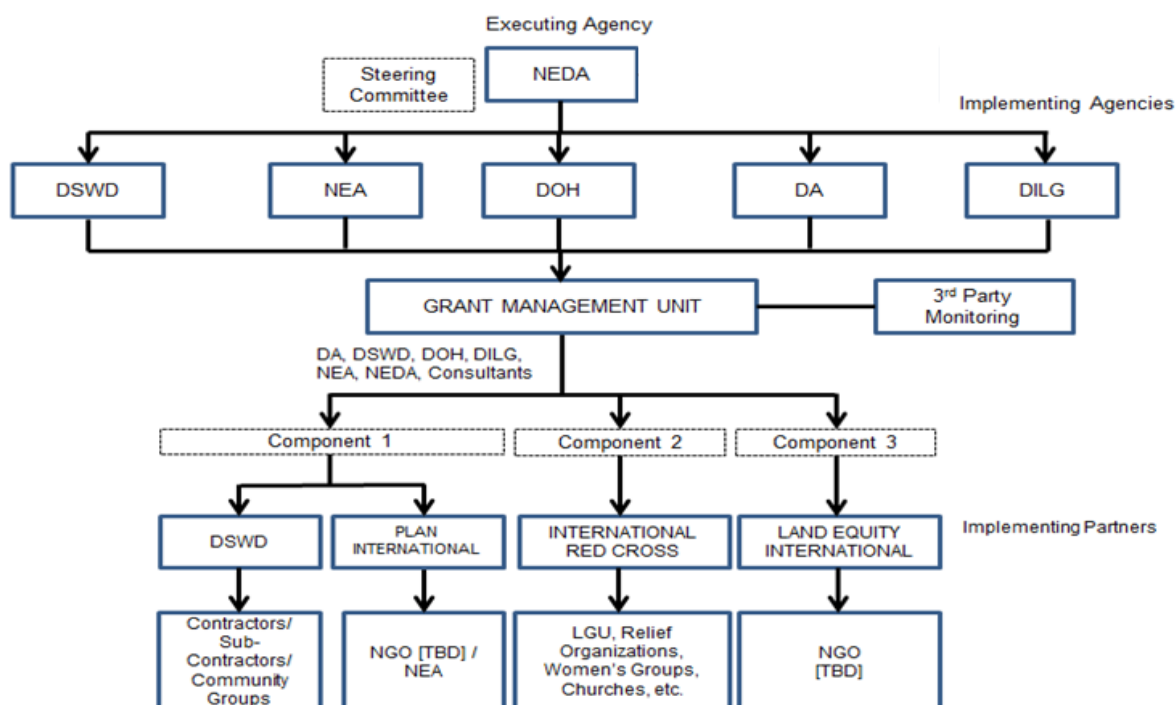
21. ADB and the government will jointly undertake review of the project at least twice a year. The reviews will assess progress, identify issues and constraints, and determine necessary remedial action and adjustments. A midterm review will be conducted in the second year of implementation. It will review and assess the progress of project implementation against performance indicators, and recommend changes in the project scope and implementation arrangements, if necessary.

22. Safeguards categorization has been undertaken in accordance with ADB's Safeguards Policy Statement (2009). The indigenous peoples impact categorization is C as no indigenous peoples' groups are present in the target municipalities.¹⁰ The involuntary resettlement impact categorization is C, because no land acquisition is expected in the process of rehabilitating existing community infrastructure. The environment categorization is C as no environmental impacts are expected because of the small-scale nature of infrastructure with rehabilitation of existing sites. However, several environmental considerations will be followed, such as protecting workers from hazardous substances in accordance with national and local environmental laws and due diligence in choosing sites so that protected areas, area soil, water bodies, ambient air, and plant or biological resources are not impacted.

G. Implementation Schedule and Implementation Organization Chart

22. The grant will be implemented from January 2014 to December 2015. The Implementation Organization Chart is in Figure 4.1.

Figure 4.1: Implementation Organization Chart



ADB = Asian Development Bank; DA = Department of Agriculture; DILG = Department of Interior and Local Government; DOH = Department of Health; DSWD = Department of Social Welfare and Development; LGU = local government unit; NEA = National Electrification Administration; NEDA = National Economic and Development Authority; NGO = non-government organization; TBD = to be determined.

¹⁰ Government of the Philippines, National Commission on Indigenous Peoples. 2013 data.

Summary Poverty Reduction and Social Strategy

Country:	Philippines	Project Title:	Emergency Assistance and Early Recovery for Poor Municipalities Affected by Typhoon Yolanda
Lending/Financing Modality:	Japan Fund for Poverty Reduction (JFPR) Grant Project	Department/Division:	Southeast Asia Regional Department/ Philippine Country Office

I. POVERTY AND SOCIAL ANALYSIS AND STRATEGY

Targeting classification: targeted intervention—geography

A. Links to the National Poverty Reduction and Inclusive Growth Strategy and Country Partnership Strategy

One of the four key support areas included in the country partnership strategy, 2011–2016 for the Philippines is reduced environmental degradation and vulnerability to climate change and disasters. The grant contributes to this key support area and is fully in line with the country partnership strategy; the government's Philippines Development Plan, 2011–2016; and the Regional Development Plan, 2011–2016 for the Eastern Visayas.

B. Results from the Poverty and Social Analysis during PPTA or Due Diligence

1. Key poverty and social issues. As of 21 November 2013, about a third of the total population affected by Typhoon Yolanda was in the Eastern Visayas (3.4 million of 10 million affected people). About 25% of the affected areas are urban; the remaining 75% are rural. Even before Typhoon Yolanda, the Eastern Visayas was the third-poorest region in the country. On average, 37.2 % of families were below the poverty line in the first half of 2012, significantly higher than the national average of 22.3%.

Typhoon Yolanda devastated the productive sectors of the economy. Thousands of enterprises and livelihoods were destroyed, and thousands of survivors were left unemployed and very poor. The overwhelming destruction of homes, communities, and (in some cases) whole villages has collapsed the livelihoods of communities. The affected communities are highly vulnerable to disease and mental health problems; they lack basic medical attention, clean water, food, and access to sanitation. Service provision, schooling, business, and trade are running at minimum levels. Many survivors are suffering psychological trauma and acute shock from their loss and the sight of many scattered bodies.

The livelihoods of farmers and fishers have been hardest hit. The loss of income in agriculture and fisheries make up more than one-third of total losses from the disaster. To minimize losses in the flow of income, these sectors need to be resuscitated as quickly as possible.

2. Beneficiaries. The project will benefit 1.2 million people affected by Typhoon Yolanda in 74 targeted municipalities in the Eastern Visayas. This is about 35% of the total affected population in the Eastern Visayas, and about 80% of the total population in these 74 municipalities. These people have lost family members as well as their assets, including houses.

3. Impact channels. The affected populations in 74 poor municipalities will have access to emergency support and early recovery systems such as restored community and municipal infrastructure (including school buildings, health centers, basic water supply and sanitation, rural electricity distribution lines, solid waste collection and transport, and small irrigation systems). The affected people will directly benefit from the income derived from employment and livelihood programs, such as cash-for-work programs and the provision of seed, fertilizer, fishing nets and boats, seedlings, and other inputs for production by poor farmers and fishers. They will also benefit from the provision of basic emergency maternal and childcare health services, focusing on immediate medical needs as well as psychological counseling for vulnerable groups. Beneficiaries will also benefit from the improved capacities of local governments to support resilience to future disasters by addressing the underlying causes of vulnerability related to land use management and management of

critical assets.

4. Other social and poverty issues. The grant will be implemented in close cooperation with national and local government agencies, as well as with other development partners. These partners include civil society organizations working on the reconstruction of temporary shelter and housing for affected people or internally displaced people.

5. Design features. The grant will be largely implemented by international nongovernment organizations (NGOs), capitalizing on their extensive networks in the region and minimizing the demands on government agencies. Grant-financed activities will be aligned with government plans and coordinated with relevant agencies.

C. Poverty Impact Analysis for Policy-Based Lending

Not Applicable

II. PARTICIPATION AND EMPOWERING THE POOR

1. Summarize the participatory approaches and the proposed project activities that strengthen inclusiveness and empowerment of the poor and vulnerable in project implementation

The grant will provide opportunities for affected people to participate in their own recovery process. Recovery plans will be developed in a participatory process conducted jointly with local governments and communities. The grant design will ensure that local government officials and beneficiary populations are aware of the selection process and the criteria used in determining recipients for the employment and livelihood programs. The process will be made transparent to avoid confusion and misperception. The affected populations will also be given opportunities to participate in the formulation of the guidelines and identification of criteria for the selection of beneficiaries. A participatory process will also be used in measuring the performance and impact of the project.

2. If civil society has a specific role in the project, summarize the actions taken to ensure their participation. In collaboration with municipal and community governments, international and local NGOs will be involved in grant design, monitoring, and implementation.

3. Explain how the project ensures adequate participation of civil society organizations in project implementation. Civil society organizations will be involved in project design, implementation, and monitoring.

4. What forms of civil society organization participation is envisaged during project implementation

Information gathering and sharing Consultation Collaboration Partnership

5. Will a project level participation plan be prepared to strengthen participation of civil society as interest holders for affected persons particularly the poor and vulnerable?

Yes. No

III. GENDER AND DEVELOPMENT

Gender mainstreaming category: effective gender mainstreaming

A. Key issues. The affected people have gathered in more than 1,500 evacuation centers (detailed data is not yet available for other districts). A post-disaster needs assessment is being carried to determine the composition of those who survived. According to the Typhoon Yolanda Humanitarian Action Plan prepared by the United Nations Humanitarian Team, about 90,000 pregnant women are affected by the disaster and about 8,000 births are expected per month. Because of the destruction of health facilities, the risk for maternal and neonatal morbidity and mortality is high.

B. Key actions.

Gender action plan Other actions or measures No action or measure

A gender action plan is prepared to promote and enable the equal participation of men and women in the project's planning, implementation, and monitoring of project components. The project will ensure that half of

the participants are women in (i) the assessment of livelihood, infrastructure prioritization, and design; (ii) all cash-for-work training and employment opportunities; and (iii) training on disaster risk management. Detailed performance targets and indicators are presented in the design and monitoring framework (DMF) and the gender action plan (GAP).

IV. ADDRESSING SOCIAL SAFEGUARD ISSUES

A. Involuntary Resettlement

Safeguard Category: A B C FI

1. Key impacts. The Project will not require any land acquisition. All rehabilitation of the basic and community infrastructure will be done in the existing structure or alignment.

2. Strategy to address the impacts - Not Applicable

3. Plan or other Actions.

Resettlement plan

Combined resettlement and indigenous peoples plan

Resettlement framework

Combined resettlement framework and indigenous

Environmental and social management system arrangement

peoples planning framework

Social impact matrix

No action

B. Indigenous Peoples

Safeguard Category: A B C FI

1. Key impacts

Is broad community support triggered? Yes

No

2. Strategy to address the impacts. Not applicable

3. Plan or other actions.

Indigenous peoples plan

Combined resettlement plan and indigenous peoples plan

Indigenous peoples planning framework

Combined resettlement framework and indigenous peoples planning framework

Environmental and social management system arrangement

Indigenous peoples plan elements integrated in project with a summary

Social impact matrix

No action

V. ADDRESSING OTHER SOCIAL RISKS

A. Risks in the Labor Market

1. Relevance of the project for the country's or region's or sector's labor market.

unemployment underemployment retrenchment core labor standards

2. Labor market impact. The grant will create temporary employment opportunities, particular for internally displaced people through cash-for-work programs to rehabilitate community and basic infrastructure. The grant will comply with national labor laws on equal pay for equal work, no child labor, no forced labor, and freedom of association and collective bargaining. Compliance with core labor standards will be strictly monitored.

B. Affordability

C. Communicable Diseases and Other Social Risks

1. Indicate the respective risks, if any, and rate the impact as high (H), medium (M), low (L), or not applicable (NA):

Communicable diseases Human trafficking

Others (please specify) _____

2. Describe the related risks of the project on people in project area.

There is a risk of communicable diseases, e.g., influenza, dengue, malaria, tuberculosis, HIV/AIDS, and other emerging infectious diseases because of their epidemic or pandemic potential, adversely affecting poor people. The project component on emergency support to basic maternal and child care services will address the possible epidemic of these communicable diseases.

VI. MONITORING AND EVALUATION

1. Targets and indicators: Performance targets and monitorable indicators (and their data sources) that address poverty reduction and inclusive social development are included in the DMF.
2. Required human resources: International NGOs will be hired to monitor poverty and social impact of the project.
3. Information in PAM: Poverty and GAP monitoring and impact analysis is included in the grant implementation manual.

Gender Action Plan (GAP)

Project Outputs	Gender Actions
<p>Component 1 LGU Infrastructure is recovered and access to emergency employment and livelihood support is available</p>	<p><u>Damage/ loss assessments of existing infrastructure and employment and livelihoods.</u></p> <ul style="list-style-type: none"> - Ensure participatory preparation of recovery plans include an analysis of the needs and benefits of men and women in the criteria for prioritizing community infrastructure to be rehabilitated. - Ensure assessment of losses to employment/livelihood consults and includes needs and preferences of both men and women in households. - Ensure 50% women's participation in all consultations/assessments on livelihoods, infrastructure prioritization, and design. - In case of under-representation or where needed, organize separate meetings with marginalized households, including women. - Rehabilitation of school building and health centers includes appropriate ratio of toilets to male and female users. - Rural access roads, footbridges, include appropriate lighting and road safety signage for safety and security of women and children - Separate male and female toilets and bathing facilities with locks from inside, visible signage (male or female), lighting constructed. The design should ensure privacy and include menstruation needs of women. <p><u>Access to employment, training and inputs</u></p> <ul style="list-style-type: none"> - Ensure 50% women's participation in all cash for work (CFW) committees, trainings and employment opportunities. Women's equal and equitable access to CFW and training to be ensured through operational guidelines. - Disseminate information on the different types of jobs that would be available during construction/rehabilitation and those which may be performed by women. - Ensure linkage with existing/functioning child friendly spaces or other protective spaces or establish community crèches for children for child minding so that women are able to access the employment and training opportunities. - Training schedules will ensure that location and timing of delivery are convenient for women. - Of the 5,000 individuals benefitting from unconditional cash grants to revitalize small businesses, 50% are women. - Provision of income generating/extension inputs will identify the needs and target 30-40% women farmers and fisherwomen. - Ensure that 50% women are represented in the community based enterprise development groups - Ensure that operations and maintenance plans for rehabilitated infrastructure provides at least 30%-50% paid work to women. - Ensure balanced representation of women extension workers in the training of 50 extension agents (at least 30% women trainees)
<p>Output 2: Basic Health Services are provided</p>	<ul style="list-style-type: none"> - Ensure gender balance in emergency teams of doctors and nurses hired. - Health centers/sub-health centers and mobile outreach clinics include the minimum initial service package and provide reproductive health services, psychosocial counseling, clinical management of rape support and referrals.¹¹ - Health services will aim to ensure women's privacy as well as confidentiality and security of all client information in accordance with Department of Health Guidelines. - 100% pregnant and lactating women are provided with iron and vitamin A. - 100% pregnant women and children under 5 provided with micro-nutrients

¹¹ Reproductive health services will include family planning, antenatal care, postnatal care, obstetric and neonatal complication support, prevention and treatment of reproductive tract infection and sexually transmitted infections.

Project Outputs	Gender Actions
Output 3: improved resilience to disasters and effective project management, coordination, monitoring and reporting	<p>and oral rehydration salts.</p> <ul style="list-style-type: none"> - All behavior, change, communication materials are gender sensitive. - Gender balance among peer educators for health promotion is monitored. <ul style="list-style-type: none"> - Re-establishment of land record and municipal records include sex-disaggregated data. - Community inputs to local government unit (LGU) disaster preparedness planning process reflect both women and men's needs and priorities. - LGU Disaster Risk Reduction and Management and Climate Change Adaptation plans ensure inclusion of gender inclusive elements, including: (i) gender sensitive risk assessment and vulnerability/capacity analysis; (ii) targets for women's involvement in (a) developing risk and hazard maps; (b) community-based risk management procedures and activities for preparedness and response; (c) the development of action plans for post disaster recovery; and (d) early monitoring/warning activities. - Early warning systems use communication alerts and channels/media which are easily understood, used and accessible to both men and women. - Identification of critical facilities e.g., evacuation shelters and emergency housing facilities, water and sanitation and health facilities which are accessible to both women and men. <p><u>Project Management, Supervision and Coordination</u></p> <ul style="list-style-type: none"> - All staff and consultants undergo gender sensitization training. - Incorporate orientation on prevention of sexual exploitation, abuse and harassment and on reporting mechanisms within basic orientation to project staff. - Selected non-government organizations' and partners' contracts specify implementation of GAP in their relevant sections and include gender expertise. - Gender action plan monitoring and progress reports are included in quarterly grant reviews and annual reports. - The project monitoring, reporting and evaluation systems are sex-disaggregated.

CFW = cash for work; GAP = gender action plan; LGU = local government unit.

Terms of Reference of Grant Supervision Unit in ADB

1. The consulting team for the Japan Fund for Poverty Reduction project will consist of a grant support team comprising of 4 individual consultants. The consultants will be recruited by the Asian Development Bank (ADB). Each consultant will work with the Grant Management Unit in NEDA Regional Office 8, implementing agencies and implementing partners in delivering identified outputs. The grant support team comprises one Disaster Response Specialist; one Financial Management Specialist, one Financial Management Analyst, and one Administrative and Finance Assistant.

2. The Grant Supervising Unit will be primarily responsible for ensuring that all ADB policies are complied with, and appropriate standards and guidelines for program administration, procurement, disbursements, accounts, and maintenance of all program records are in place. The team will:

- (i) manage and administer day-to-day operations and implementation of the project;
- (ii) conduct periodic project reviews, evaluations, and quality assessments for all components;
- (iii) serve as secretariat and provide technical and administrative support to the interagency steering committee at national level
- (iv) liaise with key development partners; national government agencies, local government units; and other stakeholders; and
- (v) prepare for ADB and National Economic and Development Authority briefings and necessary reports, submissions, and documentation of the fund utilization and project operation and implementation progress.

A. Post-Disaster Response Specialist (4 person months, international, intermittent, January 2014– December 2015)

3. The Post-Disaster Response Specialist will have overall responsibility for the proper administration and implementation of all project activities and monitoring and reporting of project results and impact. The director will:

- (i) be responsible for overall supervision of the team and administration of the grant funds in consonance with approved guidelines;
- (ii) monitor and evaluate overall performance of the project and assist the deputy director in more complex problem solving;
- (iii) visit the project at least twice a year to assess progress and to identify areas of possible improvement;
- (iv) review internal and external audit reports on the quality systems and recommend any necessary responses;
- (v) ensure visibility of Japanese support;
- (vi) review major reports and submit consolidated reports to ADB;
- (vii) be responsible for the implementation of the Gender Action Plan (GAP) and ensure GAP progress updates are included in the regular monitoring/ review reports; and
- (viii) coordinate with the client representatives and major stakeholders.

4. The Post-Disaster Response Specialist will hold a graduate degree in economics, business, management, social sciences, engineering or other related courses have extensive international experience in project implementation and more than 15 years' experience in managing projects related to post-disaster response and with managing multidisciplinary teams. The Post-Disaster Response Specialist will also have skills and knowledge in gender in post disaster situations.

B. Financial Management Expert (24 person months, national, January 2014– December 2015)

5. The Financial Management Expert will be responsible for managing the finances of the project in accordance with the prescribed ADB procedures. The specific responsibilities are as follows:

- (i) prepare/submit overall budgets, cash flow, financial reports to the Project Director and ADB;
- (ii) review and endorse for payment all financial transactions and claims to ensure validity of expense/disbursement, proper documentation, timely payments and keeps track of all accounts;
- (iii) prepare and submit the financial reports to the ADB periodically;
- (iv) prepare in-year financial monitoring reports and year-end financial reports for audit;
- (v) comply with audit findings and all finance policies of IAs and ADB.

6. The Financial Management Expert will hold a graduate degree in accounting or finance management or other related courses, and hold a current professional accountancy qualification (i.e., certified public accountant). He/she will have at least ten years' experience in the management and implementation of finances of grant-assisted projects; and must possess strong leadership, managerial and interpersonal skills.

C. Financial Analyst (24 person months, national, January 2014– December 2015)

7. The specific responsibilities are as follows:

- (i) processes ADB-contracted project claims under Component 2, Ascertain that the claims/billings submitted are in accordance with contract provisions, relevant financial covenants, applicable administrative orders/circulars, and established Bank practices and policies.
- (ii) reviews Reviews IFRC contract to keep track and monitor cost estimates, contract variations, actual disbursements, and prepares status of consultant's contracts for information of supervisor.
- (iii) maintains existing filing system by sorting and filing routine materials according to prescribed systems and established guidelines;
- (iv) Prepares statements on financial status of consultant contracts; maintains records of claims and contracts; drafts/types correspondence related to assigned work duties;
- (v) prepare in-year financial monitoring reports and year-end financial reports for audit;
- (vi) comply with audit findings and all finance policies of IAs and ADB.

8. The Financial Analyst will hold a Bachelor's degree in Business Administration, major in Accounting; preferably a certified public accountant. He/she will have at least 3 years combined on-the-job training and experience in banking, accounting or auditing. He/she will also be proficient in MS Office program, including Excel and MS Word.

D. Administration and Finance Expert (national, 24 person-months, January 2014– December 2015)

9. The expert will have at least 3 years of experience in project implementation and the ability to serve as resource person and organize training programs, and will hold a current professional accountancy qualification (i.e., certified public accountant). Activities include:

- (i) administer all records, agreements, contracts, and official communications;

- (ii) coordinate all provincial travel and management of the security and safety guidelines;
- (iii) control the register of official reports, and provide reports as authorized;
- (iv) provide overall management of the operations communications systems, office supplies and services, office equipment, and backup of computer data;
- (v) manage the grant payments, acquittal, and replenishment;
- (vi) assist the financial management expert to prepare in-year monitoring reports and year-end financial reports for audit;
- (vii) conduct internal audits of the administrative quality systems;
- (viii) arrange annual external audit of accounts;
- (ix) identify ways to improve the overall administration services for the management team; and
- (x) prepare and distribute documents; arrange meetings and appointments; control confidential documents; carry out secretarial functions for the steering committee; manage records; provide photocopying and binding, distribute documents; and maintain a library of photo documentation.

COST ESTIMATES AND FINANCING PLAN

(\$ '000)

Item	Total Cost
A. Japan Fund for Poverty Reduction^a	
1. Consultants	415.00
a. Remuneration and per diem	384.00
i. International consultants	80.00
ii. National consultants	304.00
b. International and local travel	30.00
c. Reports and communications	1.00
3. Training, seminars, and conferences	30.00
4. Miscellaneous administration and support costs	5.00
5. Contingencies	50.00
Total	500.00

^a Administered by the Asian Development Bank.

Source: Asian Development Bank estimates.

Terms of Reference for Third Party Monitoring

1. Introduction

1. The grant aims at mitigating the adverse social and economic impacts on the poor resulting from Typhoon Yolanda in the Eastern Visayas. The outcome will be that the populations in 74 poor municipalities affected by Typhoon Yolanda have access to emergency support and early recovery systems and are more resilient during future disasters.

2. The grant consists of 3 components: (i) local government unit (LGU) infrastructure is restored, and access to emergency employment and livelihood support is provided (\$12.5 million). (ii) basic emergency maternal and child health care services are provided (\$2.5 million); and (iii) improved resilience to future disasters and effective project management, coordination, monitoring and reporting are achieved (\$5 million).

3. From the outset, it was recognized that, given the post-disaster environment, the large amount of funds involved, and the reliance on implementing partners, special attention would be needed to monitor and support financial management and accountability practices. The Third Party Monitoring Firm will complement the monitoring system established under component 3.2 and is expected to properly track and monitor project execution at the field level. Third party monitoring will provide for accurate and comprehensive monitoring of component outputs and technical compliance of components through independent, third party site monitoring (in addition to financial compliance) as well as data management for auditing and reference purposes. In particular the following capabilities are required:

- i) Asset verification: Document assets and status along with relevant construction information;
- ii) Cash for work payment verification;
- iii) Livelihood support verification;
- iv) Capacity development: transfer technical expertise to government staff in order to systematically train and improve their project monitoring capability.

2. Grant Programs and Third Party Inspections

2.1 Speedy recovery of selected small scale community and LGU infrastructure (\$3,000,000)

4. This component will focus on speedy recovery of selected small-scale infrastructure. Recovery of existing community infrastructure will include infrastructure financed under *Kapit-Bisig Laban sa Kahirapan* (Linking Arms against Poverty)–Comprehensive and Integrated Delivery of Services (KALAHI-CIDSS), such as rural access roads, school buildings, health centers, water systems, small irrigation systems, and footbridges. Subcomponent 1 will also include recovery of municipal infrastructure investments such as (i) basic water supply restoration; (ii) restoration of appropriate sanitation to reduce health risks; and (iii) solid waste collection and transport, and equipment to clear debris.

2.2 Local government unit (LGU) infrastructure is restored, and access to emergency employment and livelihood support is provided (\$12,500,000)

Component 1 has three subcomponents:

2.2.1 Access to emergency employment and livelihood support (8,000,000)

5. This component will complement overall efforts to provide access to emergency employment and livelihood support while adopting an approach that combines cash for work (CFW) programs and enterprise development in agriculture and fisheries. Skill building will focus on skills needed to rehabilitate common structures that are targeted during CFW activities (e.g., basic masonry, carpentry, construction skills). This will directly support affected families by providing daily wage-based income that families can use to purchase food and other basic requirements, or inputs to reestablish their livelihoods. Support for income-generating activities will include the provision of seed, fertilizer, fishing nets, fishing boats, seedlings, farming tools, and other inputs for production by poor farmers and fishermen; the provision of small equipment such as farming and trade (carpentry, masonry, electricians, hairdressers, sewing) tools; and financing of procurement, transport, storage, and delivery of seed and fertilizer as well as improvement of agronomic practices, where needed. An internationally recognized vocational qualification/certificate will be provided to the trainees in cooperation between the Technical Education and Skills Development Authority and vocational institutions from other countries.

2.2.2. Restoration of the electricity distribution system (\$1,500,000)

6. This component aims to permanently restore selected parts of the Leyte distribution system focusing on providing electricity to health and education facilities. It is envisaged that by January 2014, transmission facilities will have been rehabilitated by the National Grid Company of the Philippines, but distribution networks will need to be reestablished in order to supply electricity to municipalities. This subcomponent will contribute to the restoration of distribution lines to municipalities. It will provide materials (including conductors, transformers, and accessories) to NEA, which, through local electric cooperatives, will rebuild this essential part of the distribution system.

2.2.3 Improve Resilience to Future Disasters (\$3,500,000)

7. This component 1 aims at improved resilience to future disasters. This subcomponent will strengthen LGUs' capacity for guiding the reconstruction process that will contribute to long-term resilience by addressing the underlying causes of vulnerability related to land use management, management of critical assets, and disaster risk mitigation, such as community drills. This is to prevent reconstruction in high-risk areas and to mitigate risks for existing critical assets.

3. Scope of Work and Deliverables

8. The goal of this assignment is to strengthen the ADB's technical supervision of the grant by ensuring year-round access to project sites across the 76 target municipalities in the Eastern Visayas. The Third Party Monitoring Firm will report directly to the ADB, but will work closely with the executing agency, the implementing agency and the implementing partners responsible for project implementation.

9. It is not the role of the Third Party Monitoring Firm to carry out on-site project management; rather it is to help the ADB to supervise works and ensure they are carried out in line with the terms of the legal agreements with the grant agreement with the Government of the Philippines and assist with capacity development to strengthen government capacities to conduct inspections.

10. The Third Party Monitoring Firm will perform site visits and monitor grant projects in all 74 municipalities on an ongoing basis.

11. In addition to the site visits performed by a network of engineer and social development trained national consultants, the Third Party Monitoring Firm will send expatriate subject matter experts to the field to perform site visits as part of quality control. Occasionally and as needed, ADB project staff will join the Third Party Monitoring Firm for such visits.

12. Specific deliverables are structured into three areas:

- In consultation with the ADB and relevant implementing agencies and partners, develop a monitoring plan totaling 60 unique inspections in 2014 and 90 unique inspections in 2015 divided between the 4 components:
 - community and municipality infrastructure: 60 inspections and reports
 - Livelihood and employment: 67 inspections and reports
 - Restoration of electricity system: 3 inspections and reports in 2014
 - Improved resilience to future disasters: 20 inspections and reports in 2013 and 2014
- In consultation with the ADB and implementing agencies and partners, prepare a grading system, inspection surveys and associated reports for all components;
- Include in the inspection surveys environmental and social safeguards issues as discussed and agreed with the ADB;
- Implement the monitoring plans and verify project locations for each component in a timely and accurate manner;
- Perform all necessary quality control to ensure data accuracy and completeness;
- Provide timely, relevant and verified project level information in the form of monthly and quarterly reports to the ADB and executing agency;
- Work with ADB project teams and respective government agencies/implementing partners to address reported findings;
- Continue operation of the grant online database to:
 - Present grant project information in a web-based interface;
 - Make available project level documentation in a web-based interface.

4. Reporting

13. The primary deliverables for the ARTF monitoring program are reports.

4.1 Monthly

14. The Third Party Monitoring Firm will submit the following reports directly to the ADB on a monthly basis:

- Inspection reports, including a grading system
- Executive summaries and overall monthly grades for each component;

15. Monthly reports shall be focused on individual project findings in support of program supervision and delivered by the 10th of each month. Budgeted and actual costs for each project will be included in the reports, so that the Third Party Monitoring Firm will be able to provide important cost comparison information to ADB. The monthly reports will be shared with the relevant government agencies and ADB teams.

16. Each month the Third Party Monitoring Firm will meet with the ADB and the relevant government agencies and implementing partners to discuss the findings and recommendations

resulting from the latest monthly monitoring activities. The Third Party Monitoring Firm will document the results of each meeting to ensure progress is made by the ADB and government agencies to successfully address the root causes of observed problems.

17. On a quarterly basis the Third Party Monitoring Firm will participate in meetings with project teams from all four component included in the program. The quarterly meetings will focus on identifying and discussing cross cutting issues, relevant to all projects, and agree on appropriate actions to (i) strengthen the work and added value of the Third Party Monitoring Firm; and (ii) address issues identified in the four components. The Third Party Monitoring Firm will provide input as needed.

18. The Third Party Monitoring Firm will also be asked to prepare and deliver presentations to ADB's Office of Cofinancing Operations on a regular basis on key findings of program monitoring.

4.2. Quarterly

19. On a quarterly basis the Third Party Monitoring Firm will submit the following reports directly to the ADB:

Grant program analysis: Detailed analysis of results, trends and challenges;

Grant Monitoring Program Impact Analysis: Detailed analysis of issues, achievements and re-recommendations resulting from the coordination meetings between the government agencies, component teams and Third Party Monitoring Firm;

20. Report formats and contents will be reviewed periodically by the ADB and modified as needed.

5. Performance Measurement

21. For each component the Third Party Monitoring Firm and the ADB will agree on performance indicators to be included in the monitoring plans. Adjustments may occur and are due to evolving program designs and implementation strategies. Any adjustments will be agreed upon by the ADB and the Third Party Monitoring Firm.

22. The table below shows the proposed performance indicators for grant monitoring program:

Key Performance Indicator	Reporting Mechanism	Plan and Timetable for M&E
Poverty rate in the Eastern Visayas is below 50% (baseline: 45.4% in first semester 2012)	National Statistics Coordination Board website	By end of 2020
Elementary school enrollment for girls in the Eastern Visayas (baseline SY 2012–2013: 91.5%) and boys (baseline SY 2012–2013: 89.3%) stabilizes at pretyphoon levels	National Statistics Coordination Board website	For SY 2015–2016
Infant mortality rate: 40 deaths per 1,000 live births (2011) stabilizes at pretyphoon levels	National Statistics Coordination Board website	In 2016
Percentage of pregnant women who received antenatal care one or more times increased by December 2015	DOH and grant records	Quarterly reports
	LGU and grant records	Quarterly reports

Key Performance Indicator	Reporting Mechanism	Plan and Timetable for M&E
Number of operational barangay and rural health centers by December 2015		
300 damaged community infrastructure investments restored/rehabilitated	LGU and grant records	Quarterly reports
40 damaged municipality infrastructure investments restored/rehabilitated	LGU and grant records	Quarterly reports
11,500 typhoon-affected households (57,500 individuals) benefited from cash for work (of which 50% are women)	Grant records	Quarterly reports
132 disaster risk reduction and skills development trainings for communities and CFW participants conducted	Grant records	Quarterly reports
At least 220 damaged small community infrastructure schemes rehabilitated through CFW	Grant records	Quarterly reports
132 CFW committees (660 individuals of which half are women) trained on disaster risk reduction and resiliency 1,000 households (5,000 individuals) benefitted from unconditional cash grants to revitalize small businesses (of which at least half of the recipients are women)	Grant records	Quarterly reports
1,000 farming and fisherman households (5,000 individuals), livelihoods restored (at least 30% women)	Grant records	Quarterly reports
Capacities of 50 agriculture extension agents strengthened in order to offer livelihood capacity development support to affected farmers	Grant records	Quarterly reports
Business sector revitalization plan developed	Grant records	Quarterly reports
100 community-based enterprise development groups (1,000 households and 5,000 individuals, of which half are women) established	Grant records	Quarterly reports
20 local sanitation entrepreneurs to produce and market sanitation products and services established	Grant record	Quarterly reports
Proportion of 1-year-old girls and boys vaccinated against measles increased by December 2015	DOH and grant records	Quarterly reports
GIS of vulnerable areas established in 30 LGUs by December 2015	LGU records, grant records	Quarterly reports
Vulnerability of key public assets assessed in 30 LGUs by December 2015	LGU records, grant records	Quarterly reports

Key Performance Indicator	Reporting Mechanism	Plan and Timetable for M&E
60 technical trainings provided by December 2015	Grant records	Quarterly reports
Quarterly monitoring and reporting system is operational 1 month after contract effectivity	Grant records	Quarterly reports
Third party monitoring system established 2 months after issuance of contract and providing for 60 additional field visits	Grant, consultant records	Quarterly reports
8 knowledge events conducted ensuring visibility of Japanese support by December 2015	Grant records	Quarterly reports
Region VIII steering committee is established and meets on a quarterly basis	NEDA regional VIII and grant records	Quarterly reports

6. Schedule and Mobilization

23. The Third Party Monitoring Firm shall submit a monitoring plan, as part of the inception report, complete with a schedule of deliverables, covering the program life cycle with the Inception Report. The ADB will have 15 days to review and comment followed by a 15-day revision period at the end of which the monitoring plan will be implemented, starting March 1, 2013. The plan shall lay out a methodology for project monitoring and data processing and publishing, and the method by which the Third Party Monitoring Firm shall communicate the results of the monitoring to the ADB. The Third Party Monitoring Firm shall mobilize the projected team as soon as possible but not later than 1 February 2014 and monitor projects across all 74 municipalities according to the accepted monitoring plan.

7. Third Party Monitoring Team

24. The Third Party Monitoring Team will consist of 2 national staff with expertise in engineering and social development, respectively. The Third Party Monitoring Team shall provide the necessary resources, including personnel (expatriate and national), equipment, facilities and services, to meet all program objectives. The Third Party Monitoring Team must be present in Region VIII with office space and infrastructure (IT equipment, communications, transportation, etc.) necessary to successfully manage the program. All necessary logistical services shall be provided by the Third Party Monitoring Team.

8. ADB Support

25. Designated ADB staff and staff recruited by the Project Management Office in Manila as well as the Monev specialist recruited under the project management office in Region VIII will be available to provide timely guidance to the Third Party Monitoring Team during the course of the work and for monthly in-depth review sessions.

9. Cost Estimate and Financing Plan

COST ESTIMATES AND FINANCING PLAN
(\$ '000)

Item	Total Cost
A. Japan Fund for Poverty Reduction^a	
1. Consultants	401.00
a. Remuneration and per diem	300.00
i. National consultants	300.00
b. International and local travel	100.00
c. Reports and communications	1.00
3. Training, seminars, and conferences	14.00
4. Miscellaneous administration and support costs	5.00
5. Contingencies	30.00
Total	450.00

^a Administered by the Asian Development Bank.

Source: Asian Development Bank estimates.

TOR for Grant Management Unit

A. **Team Leader** (International, 12 person-months, intermittent, January 2014–December 2015)

1. The Team Leader will hold a graduate degree in economics, business, management, social sciences, engineering or other related courses have extensive international experience in project implementation and more than 15 years' experience in managing projects related to post-disaster response and with managing multidisciplinary teams. The Project Director will also have skills and knowledge in gender in post-disaster situations, and ideally will have direct experience in the design and operation of financial management arrangements for a development project..

2. The Team Leader will have overall responsibility for the proper administration and implementation of all project activities, as well as monitoring and reporting of project results and impact. The director will:

- (ix) be responsible for overall supervision of the team and proper administration of the grant funds in accordance with approved guidelines;
- (x) support the targeting process of municipalities ensuring close coordination with government Yolanda targeting
- (xi) establish an appropriate management system, including guidelines and procedures for enhancing efficiency, accountability and transparency in project implementation
- (xii) provide oversight monitoring and evaluation of overall performance of the project and the beneficiary local government units (LGUs);
- (xiii) review internal and external audit reports on quality systems and recommend any necessary responses;
- (xiv) ensure visibility of Japanese support;
- (xv) review major reports and submit consolidated reports to ADB;
- (xvi) be responsible for the implementation of the Gender Action Plan (GAP) and ensure GAP progress updates are included in the regular monitoring/ review reports;
- (xvii) organize the Region VIII Grant Steering Committee and hold quarterly meetings;
- (xviii) and coordinate with NEDA Regional Office VIII, the implementing agencies, implementing partners, Grant Supervision Unit, ADB, and other development partners engaged in Typhoon Yolanda response.

B. **Deputy Team Leader** (national, 24 months, January 2014 – December 2015)

3. The Deputy Team Leader must have at least 10 years' experience in project implementation and have the ability to serve as a subproject monitor and resource person. The Deputy Team Leader will hold a graduate degree in economics, business, management, social sciences, engineering or other related courses. He/she will have at least ten years' experience in the management and implementation of multi-stakeholder disaster response projects similar to the project and possess strong leadership, managerial and interpersonal skills. The Deputy Team Leader will also have skills and knowledge in gender in post-disaster situations, and ideally will have direct experience in the design and operation of financial management arrangements for a development project.

4. The Deputy Team Leader will:

- supervise, guide, and monitor implementation of grant project performance covering the 3 project components;
- prepare plans, reports, and other project documents;
- plan and manage the delivery of technical training and capability building activities in coordination with component specialists;

- monitor the activities and implementation of the different project components
- conduct meetings as necessary with the key implementers of the different project components to proactively address issues and concerns in activity implementation
- coordinate with LGUs and line agencies of the national government which are involved in project implementation
- provide technical support to the Region VIII Steering Committee
- prepare regular reports on the progress of the activities of the different components and provide recommendation when necessary
- approve all project procurements and disbursements;
- prepare project progress and completion reports;
- provide technical and administrative support to the steering committee; and
- coordinate with development agencies, national agencies, and other major project stakeholders.

C. Project Evaluation Expert (12 months, intermittent, January 2014–2015)

5. The Project Evaluation Expert will have at least 10 years' experience in project implementation, and monitoring and evaluation. He/she will hold a Master's degree in economics, management, statistics or other relevant degree.

6. The Project Evaluation Expert will

- Agree a project design and management framework with NEDA Regional Office and Steering Committee during the inception phase of the project;
- Ensure systematic data collection, including gender disaggregated data;
- Provide quarterly evaluation reports and present findings to Region VIII Grant Steering Committee; and
- Organize follow up discussions to address findings.

D. Finance Expert (24 months, January 2014 – December 2015)

7. The Finance Expert must be a Certified Practicing Accountant and have at least 5 years' experience in international development assistance, including in accounting and disbursement processes.

8. The Finance expert

- develops and establishes appropriate finance systems, recording and reporting procedures, internal control, delegated authority, accountability, and auditing requirements;
- ensures compliance with all ADB documentation and reporting requirements;
- prepares periodic financial reports as required;
- manages the budget and grant expenditures, payments, acquittal, and replenishment, performs reconciliation reports as necessary, and elevates potential cost overruns to the Steering Committee;
- manages the annual external audit of accounts;
- develops the financial operations manual;
- prepares and processes payroll and other salary-related payments;
- manages travel, administrative, and other operational costs;
- maintains cash flow projections and requests fund amounts appropriate for the next period;
- administers project accounts in accordance with ADB's financial management, procurement and disbursement guidelines;
- prepares and maintains monthly and ad-hoc reports on accounts;

60 Appendix 9

- assists responding to audit queries; and
- facilitates an account closure workshop for completed subprojects and those nearing completion in preparation for the closure of books of accounts.
- prepares request for withdrawals as needed by the project and PIU;
- coordinates and reviews all financial transactions to ensure validity of expense/disbursement, proper documentation, timely payments and keeps track of all accounts;
- prepares and submits the liquidation and financial reports to the ADB periodically;
- oversees the imprest accounts of the project in coordination with the Treasury unit of IAs; and monitors all deposits and disbursements of the funds.

E. Administrative Assistant (24 months, January 2014 – December 2015)

9. The Administrative Assistant must have over 5 years' experience on IDA project administration and implementation.

10. The Administrative Assistant

- administers all records, agreements, contracts, and official communications; contract managements;
- establishes operations manual with organizational arrangements and TORs for all positions
- coordinates all provincial travel and management of the security and safety guidelines;
- controls the register of official reports, and provide reports as authorized;
- responsible for documentation (i.e., records and photos) management
- organizes and prepares minutes of inter-agency oversight committee meetings.