1. Terms of Reference

1. The consulting services under the PPTA will follow the terms of reference set out below. These terms of reference have been broadly divided into sections relating to technical, economic and financial, social (including resettlement, ethnic minorities, and gender), environmental, and contract packaging and implementation. The detailed tasks required are set out under each section.

a) Technical Review

2. A preliminary design of the expressway has been prepared for VEC by TEDI (South). Although preliminary it is expected that this design will be sufficiently detailed to allow an assessment of the Project at a feasibility study level. The consultants will undertake the following tasks:

(i) Review existing topographical, hydrological, and geotechnical investigations, including topographical, geotechnical, and hydrological surveys, and ensure that the information from the surveys has been appropriately incorporated into the preliminary designs and cost estimates. Undertake additional surveys, as appropriate, to confirm survey data.

(ii) Coordinate with Peoples Committee of Ho Chi Minh City (PC-HCMC) and other agencies to confirm that the proposed design is appropriate to allow efficient movement of traffic as it enters and exits the proposed expressway.

(iii) Review the proposed cross sections, and horizontal and vertical alignments of the expressway, based on the results of the above. This review is to confirm compliance with technical standards and good practice for a major expressway facility. Adjust the preliminary design, as appropriate, to meet required standards, and to ensure that the proposed design is technically feasible.

(iv) Identify roadside infrastructure (irrigation, cables, pipelines, etc.) where permanent or temporary relocation is required, and ensure that cost estimates and implementation documentation allows for any relocations.

(v) Review hydraulic and hydrological studies to determine roadside and cross-drainage requirements, highway finished levels, and slope protection works. Review designs of bridges, culverts, and viaducts based on the results of the topographical, hydrological, and geotechnical investigations for technical viability. Prepare revised designs if required. Develop cost-effective pavement designs based on traffic and geotechnical conditions. Identify locations where special design details will be required, such as erosion, subsidence, or landslides, and revise the preliminary designs to incorporate details to address these needs.

(vi) Prepare an assessment of alternatives for pavement structures. This assessment must include a comparison of life cycle costs for asphaltic concrete and cement concrete pavements. Make recommendations for pavement structures based on (a) life cycle costs, (b) treatment of special areas (toll plazas, heavy truck routes, etc). Prepare pavement designs based on forecast traffic loads, ground conditions, and available construction materials. Pavement designs must be based on realistic assumptions on axle loads.

(vii) Develop road traffic safety improvement measures, taking into consideration that the percentage of motorcycle traffic is very high, and include them in the geometric
and structural designs, as appropriate. Undertake a road safety audit to identify potential road safety hazards and make recommendations for measures to be incorporated in the detailed design to improve safety aspects of the Project.

(viii) Prepare preliminary cost estimates for construction of the Project, taking into account works undertaken for other similar projects in Viet Nam and elsewhere. Set appropriate percentage of the physical and price contingencies. Produce final detailed and summary cost tables in accordance with ADB’s standard practice.

(ix) Develop preliminary designs for a road traffic control system for the expressway. It is expected that the requirements of this system will need to meet those of an urban expressway between HCMC and Long Thanh, and an inter-city expressway between Long Thanh and Dau Giay. This system is to include provision for vehicle counts, motion detectors, close circuit television, information boards, variable message signs, communication systems, and emergency response facilities. Ensure that the preliminary design includes provisions necessary for the installation and operation of the traffic control system (including control room facilities) and that the costs of the installation and commissioning of the system are included in the cost estimate. An essential facility of the system will be the use of open architecture and a data exchange facility to facilitate expansion of the system and communications with other systems.

(x) Review proposals for toll facilities. Prepare outline designs for (a) a barrier system (with toll plazas on the main line expressway at intervals); (b) an open system (with payment on entry to the expressway system and traffic free to exit at any point), and (c) a closed toll system. Based on outline designs, undertake a technical, economic, and financial analysis to determine the appropriate system for the expressway and make a recommendation for review and approval by VEC. This analysis will take into account the land requirements for each system. For the selected system, prepare feasibility level designs sufficient to allow feasibility level costs to be determined and to prepare terms of reference for detailed designs.

(xi) Determine the extent of Unexploded Ordinance (UXO) contamination of the Project site. Determine appropriate measures to survey and clear the Project site prior to commencement of construction.

b) Economic Assessment

3. The consultants will undertake the following economic evaluation of the ensuing project, according to the Guidelines for Economic Analysis of Projects (1997), by comparing with and without project scenarios, including but not limited to:

(i) Review the basis for the selection of the proposed Project and provide the rationale for the HCMC – LT – DG Expressway. This review will address (a) consideration of project alternatives in terms of location, scale, timing; (b) the basis on which the best alternative was chosen; (c) confirming that the selected option is the most cost-effective alternative for the project.

(ii) Calculate economic vehicle operating costs (VOCs) for use in economic analyses of with and without project cases. Quantify the benefits (using shadow prices) that will arise from the Project, including benefits in terms of time savings generated from improved road conditions, road maintenance savings, traffic accidents etc.

(iii) Prepare an economic analysis model of the Project. As inputs to this model prepare traffic forecasts for the Project based on (a) a review of existing traffic data; (b) supplementary surveys, as necessary to supplement and confirm existing data, these surveys may include traffic counts, origin-destination, and axle-load surveys. In preparing the traffic forecast account will be taken of traffic patterns by
vehicle type and transport mode in the project area; and an assessment of the capacity of the road network in the project area.

(iv) Prepare an assessment of the economic internal rate of return (EIRR) and NPV by homogenous road section based on ADB’s Guidelines for Economic Analysis of Projects. Derive appropriate sensitivity and switching values by varying the major parameters affecting Project viability. The economic analysis will evaluate the alternatives by undertaking an evaluation using HDM IV\(^1\) including an assessment of the total life cycle costs. The analysis will identify risks and undertake appropriate risk and sensitivity analysis with respect to EIRR in accordance with ADB’s Handbook for Integrating Risk Analysis in the Economic Analysis of Projects. Attention is drawn to the contents of Appendix 1 of these terms of reference. This appendix contains a copy of Appendix 1 of the ADB’s Guidelines for Economic Analysis of Project, which summarizes the main issues that should be addressed in preparing an economic analysis of a project. The contents of this Appendix will be the basis for evaluation of all economic analyses;

(v) Carry out a distribution analysis of project benefits and calculate the poverty impact ratios for the project in accordance with Appendixes 25 and 26 of ADB’s Guidelines for the Economic Analysis of Projects and Handbook for Incorporating Poverty Impact Analysis into Economic Analysis of Project (2001);

(vi) Within the context of the social and economic development of the project area, undertake a study of how improved road transport facilities and services will contribute to this development, with particular reference to the flows of benefits to the poor. Examine structural and other constraints that inhibit inclusive growth and identify measures to address these issues that may be included in the Project. Propose monitoring and evaluation schemes, including major monitoring indicators.

c) Financial Viability and Capacity

4. The Consultant will make a detailed financial analysis of the proposed Project and of the executing agency/operating agencies. The Consultant will undertake the following tasks, and be guided by, and outputs prepared in accordance with, ADB’s Financial Management and Analysis of Projects (the Guidelines), ADB’s Operations Manual (particularly OM G2, J7 and C4), ADB’s Project Administration Instructions (particularly PAI 5.09) and ADB’s Loan Disbursement Handbook.

(i) **Project Cost and Financing Plan.** Prepare detailed Project Cost Estimates Table for the proposed investment (and any defined sub-project) taking into account all relevant financial costs, that include physical and price contingencies, interest during construction, commitment fee, and up-front fee. Produce final detailed and summary cost tables in accordance with ADB’s standard practice. The consultant should prepare the Project Cost Estimates Table in one excel sheet, which can be updated anytime with variables including exchange rate, disbursement schedule, international and domestic inflation rate, etc.

(ii) Prepare a Project Financing Plan, including proposed ADB lending, any prospective co-financing, and appropriate counterpart funds. Provide recommendations on alternative sources of funds based on maximizing financial returns on the Project.

(iii) **Financial Analysis of the project.** Conduct financial analysis of the project that involves the financial internal rate of return (FIRR) and debt service coverage ratio (DSCR), based on the anticipated traffic and the proposed toll rates, and weighted

\(^1\) Highway development and management software, version IV
average cost of capital (WACC). Consultants should prepare detailed explanation of the assumptions and its rationale used in the financial analysis, which includes: (a) traffic volume forecasts by type of vehicle, (b) toll rates by type of vehicle, (c) disbursement schedule of the investment loan, (d) maintenance costs, (e) operating costs, (f) personnel costs, and (g) overhead costs.

(iv) Identify project revenue and cost risks and: (a) conduct relevant sensitivity analyses against these variables, including, for example, lower toll rates, cost overruns, delay in construction, and lower demand; and (b) identify practical risk-mitigation strategies and approaches. Prepare a Summary of the Project Financial Analysis including summary tables and analyses (Project Cost Estimates Table, Financing Plan, cash flow projections, and sensitivity analyses) to ADB for review and comments.

(v) Propose and justify appropriate toll rates by type of vehicle, taking into consideration the ongoing study under the TA for the Expressway Network Development Plan and the Vietnamese government’s policies, laws, regulations, decrees, circulars, and charters relevant to the toll structure and the existing methodology of establishing tolls. Prepare the detailed financial projections for the proposed highway.

(vi) **Fund-flow mechanism.** Design the project fund-flow mechanism. Where applicable, review direct-lending (ADB to VEC) /on-lending (ADB to VEC through MOF) arrangements to ensure compliance with ADB policy. The design should take account of (a) the financial management responsibilities of each involved entity [ADB Loan Disbursement Handbook] and (ii) the most efficient and least cost mechanism for MOT and VEC. As applicable, review or suggest disbursement procedures, including Imprest Account and SOE arrangements. Provide the proposed project fund-flow mechanism design and disbursement arrangements to ADB for review and comments.

(vii) **Financial Management Assessment.** Undertake a financial management assessment of MOT and VEC, including planning and budgetary control, financial and management accounting practices and procedures, internal control and auditing. Particular emphasis should be placed on the capacity of MOT and VEC to manage and monitor project disbursements, taking account of previous disbursement experience. Identify procedures to strengthen financial management of the entity and to carry out project implementation efficiently. Prepare the draft financial management (FM) assessment report based on the Financial Management Assessment Questionnaire (FMAQ) prepared by VEC and the consultants report (TA4695-VIE), and provide the Financial Management Assessment Report to ADB for review and comments. Suggest appropriate financial covenants to monitor financial soundness of the entity. Further guidance is given in Appendix 4.

(viii) Assess the acceptability of accounting policies, including financial reporting standards and general accounting practices. Assess suitability of auditing standards (Vietnamese Accounting Standards) and auditors. Identify material differences, discuss these with the entity’s auditor (if possible), and, propose modifications where necessary.

(ix) Work with VEC to propose reporting formats in English and timetables.

(x) Identify potential accounting, reporting, and auditing issues and propose workable options. Update the Financial Management Assessment Report, to reflect proposed accounting and auditing arrangements, and provide to ADB for review and comments, together with supporting materials (e.g., proposed accounting
policy modifications, proposed reporting formats and timetables, and proposed auditor terms of reference).

(xii) **Financial Analysis of VEC.** Review audited and/or unaudited financial statements of VEC (FY2005 and FY2006) to assess historical financial performance, tariff levels, equity and financing arrangements, and whether sufficient internal funds have been generated to sustainably support ongoing operations (i.e., to service existing debt and to finance a reasonable proportion of capital expenditures). Prepare the financial statements translated into English.

(xii) Prepare projected financial tables (income statement, balance sheet, cashflow statement for next 20 years) of VEC, including X-year pro forma financial statements and assess its financial viability and sustainability, including the projection of DSCR of VEC, debt to equity ratio, and working ratio. The projected financial tables must be (a) prepared in detailed items following to 7.16-7.17 of the Guidelines, (b) used terminology in accordance with the International Accounting Standards (IAS), and (c) reviewed by certified public accountants (CPA). Consultants should conduct break-even analysis (tariff level) for VEC to be financially sustainable and discuss with relevant parties about the balance of (a) affordable tariff level and (b) government cost share for the construction of expressway. Consultants and VEC will prepare (a) the investment plan which includes affordable tariff level and government support and (b) financial projections.

(xiii) Where appropriate, recommend financial indicators and covenants for VEC. Assess pro forma compliance with these measures and conduct sensitivity analyses. Prepare summary for the agency financial analysis and provide to ADB with supporting materials.

(xiv) **Others.** Explain the compilation of forecasts and analyses to counterparts, with the objective of reaching agreement on: (a) the Project Cost Table, (b) the Financing Plan, (c) financial projections, (d) financial performance indicators, and where relevant (d) any proposed tariffs and charges.

(xv) Where requested by ADB, provide project-related financial information to assist the preparation of Aides Memoire, Memorandums of Understanding, and other project-related documents.

(xvi) **Reporting.** Provide the following documents and reports to ADB, with copies to the VEC and other concerned counterparts: (a) Project Cost Tables and Financing Plan (with excel model), (b) Financial Analysis of the Project (with excel model), (c) Proposed project fund-flow mechanism, (d) Financial Management Assessment Report, incorporating findings and recommendations, (e) proposed reporting and auditing arrangements (and supporting materials), (f) financial analysis of VEC (with excel model).

5. The project has been categorized as environmental category A as is likely to have significant adverse environmental impacts that are sensitive, diverse, or unprecedented, and affect an area broader than the sites or facilities subject to physical works. The consultants will prepare a full Environmental Impact Assessment (EIA), in accordance with ADB’s Environment Policy (2003), and Environmental Assessment Guidelines (2003), and the Government’s environment regulations. Attention is drawn to the following specific activities that are mandatory in preparing EIAs: (a) the EIA must consider overall impacts of entire project; (b) the EIA must consider all alternative routes included in the feasibility study; (c) public consultations will be required twice during preparation of the EIA; and (d) the EIA must
include an economic analysis of environmental impacts. In preparing the EIA the following tasks will be undertaken:

(i) Review the 2002 EIA prepared by VEC and government’s related laws, regulations and environmental and vehicle standards. Identify gaps of the 2002 EIA that will need to be updated and filled up to comply with existing regulations and ADB environmental safeguard requirements.

(ii) Review available reports and data and conduct a field visit to identify environmental sensitive areas and receptors and environmental quality sampling sites along the project alignment.

(iii) Prepare a sampling plan and select a local institute to conduct environmental data collection and analysis during dry and wet seasons, which shall include at least air, noise and water quality.

(iv) Prepare a public consultation plan and materials and assist MOT in conducting the public consultation at least twice, and document the consultation process and results.

(v) Carry out air quality and noise simulations based on the predicted traffic flow, vehicle types and emission factors to assess potential impacts of the proposed project and prepare mitigation measures and an environmental management plan.

(vi) Assess other potential environmental impacts, direct, indirect and cumulative, which shall include but not be limited to water quality and hydrology, solid wastes, soil, flora and fauna, public health, and road safety; propose mitigation measures and environmental management activities to be included in the environmental management plan.

(vii) Assess potential impacts of alternatives of the proposed project.

(viii) Conduct an economic assessment of the potential environmental impacts of the proposed project.

(ix) Review EA’s institutional capacity of environmental management and propose institutional framework and capacity building plan, if necessary, for the implementation of the mitigation measures and the environmental management plan.

(x) Estimate the cost of the mitigation measures and environmental management plan. Discuss with the EA to secure its consensus.

(xi) Discuss with MONRE the content and format requirements for the EIA. Prepare an EIA and SEIA to comply with both the government’s and ADB’s requirements.

**e) Resettlement**

6. The consultants will undertake the following resettlement tasks, in accordance with ADB’s Policy on Involuntary Resettlement (1995) guided by Operations Manual on Involuntary Resettlement (OM/F2, 2006); and other relevant policies and guidelines of ADB, i.e., Gender (1998), Indigenous Peoples (1998), Accountability (2003), and Public Communications (2005):

   (i) Assess the capacity of the responsible institutions at central and project levels to plan and implement the resettlement plan and design and implement training and capacity-building interventions.
(ii) Design and implement a consultation and disclosure program to ensure active involvement of APs, executing and implementing agencies, women and community-based organizations, and other stakeholders in the timely and transparent provision of information to APs and development of consultation, disclosure, compensation, relocation, and rehabilitation strategies. Give particular attention to poor and vulnerable APs that may be at high risk of impoverishment.

(iii) Carry out full census of affected people and inventory of losses survey (IOL) of their assets to be acquired or will result to restricted access, in full or in part, permanently and temporarily, regardless of tenure status; baseline socio-economic and perception survey of at least 10% of APs and 20 percent of severely affected APs and 10%; and a study to determine the replacement costs of all categories of losses.

(iv) Prepare a full Resettlement Plan that covers the essential elements stated in ADB’s Involuntary Resettlement Operations Manual 2006 (OM/F2). For all measures proposed under a resettlement plan clear linkages must be established between (a) the presence of the need at specific locations; (b) the specific requirements of either ADB policies and Viet Nam that require the need to be addressed; (c) the means by which the mitigation measures are to be implemented. The point in time during project implementation at which the measures are to be implemented must be identified and detailed budgets prepared. The Resettlement Plan will become the property of the executing agency, therefore, must be written in full consultation with the executing agency and must be deemed by the executing agency to be implementable in the Vietnamese context, as appropriate, while still meeting ADB policy requirements. Ensure endorsement of the RP by the executing agency and disclosure of the RP to project affected persons prior to submission to ADB for review and approval. Assist the Executing Agency (EA) to prepare a Public Information Booklet (PIB) to be distributed to affected people (APs) prior to ADB’s Management Review Meeting. The PIB should contain a brief description of the Project, the types of impacts, basic compensation policy and entitlements, implementation schedule, implementing organizations, public consultation mechanisms and grievance procedures. An outline scope of work and methodology for preparing a resettlement plan is in Appendix 3.

f) Poverty Assessments and Social Impacts

7. The consultants will undertake the following tasks to develop an assessment of the potential impacts of the Project on poverty and social conditions. The objective will be to minimize the negative impacts of the Project through appropriate mitigation measures and to maximize positive impacts through the inclusion of appropriate measures that are consistent with a major transport infrastructure project.

(i) Poverty Impact. Undertake a poverty impact assessment for the project area. This assessment will include information on the project area in terms of potential benefits generated by the Project and determine potential impacts that target the poor. These impacts can in terms of increased opportunities for transportation of goods, development of business, potential employment generation for the poor (including employment during construction), and increased provision of social services. Through field surveys and focus groups interviews in the Project area, collect and collate data on: occupation and employment, sources of household income, consumption/expenditure, assets (physical, natural, human, social networks, financial/savings, access to formal/informal credit, pension etc.), access to goods, access to social and other services.

(ii) Discuss causes and incidence of poverty, determine the poverty line in the project area and compare it with national and regional poverty lines. Prepare estimates of
the extent of poverty in terms of (a) poverty (US$ 1 poverty line), (b) extreme poverty (use the Viet Nam poverty line), and (c) vulnerability (US$ 2). Discuss various dimension of poverty, and their determinates, including seasonal poverty. The presence of ethnic minorities or other vulnerable groups within the zone of influence should be further identified together with the potential impact of the project on these groups. When negative impacts are identified mitigation measures will be developed and their costs estimated. Make a comparison of poverty between social/ethnic groups, women, women headed households, the elderly and children. Identify issues of inequality and vulnerability and describe people’s perception of poverty and vulnerability. Determine the relevance of prices in the determination of poverty;

(iii) Undertake an assessment of economic growth of the Project area which will have an impact on economic opportunities and the livelihood system of various ethnic groups, and women. The assessment will include details on (a) the systemic poverty reduction impact of the project; (b) specific impact on vulnerable groups (various social/ethnic groups, women, female headed households, elderly and children; (c) impact on MDGs, and (d) an assessment of the project’s contribution to systemic poverty reduction and MDG achievements. The assessment will use the Poverty Impact Assessment (PIA) methodology of the DAC and the Poverty and Social Impact Analysis (PSIA) methodology of the World Bank, adjusted to the specific conditions of the project.

(iv) A poverty impact matrix is to be prepared based on the sample provided in Appendix 1. Based on the impacts and channels identified in the poverty impact matrix, identify potential barriers for the poor to benefit from economic growth and recommend interventions that may be included in the Project to maximize the impact of the Project on poverty reduction, particularly to poor households, ethnic minority groups, vulnerable groups and poor women.

(v) Describe power structures and the organizational structures within social intuitions that influence conditions for poverty. Assess the capacity of households’ to cope with shocks, and the mechanisms used to address these shocks, particularly in respect of the impacts of resettlement. Determine the effect of resettlement on households’ coping mechanisms and develop a strategy to deal with shocks on vulnerable groups;

(vi) Provide recommendations for a poverty reduction program in the Project area that may be incorporated in the resettlement plan. These recommendations may include measures such as livelihood activities;

(vii) Prepare a separate report on the poverty impact assessment (PIA), including a stand-alone summary. Prepare poverty monitoring indicators for the Project and the resettled communities.

(viii) Social Development and Gender. Using census and secondary data prepare demographic, social, and economic profiles of the population (disaggregated by gender and ethnicity), access to social (education and health facilities) services (disaggregated by gender and ethnicity) within the Project area, including Districts and Communes;

(ix) Conduct focus group discussion, consultation with various stakeholders, to assess the following: (a) existing access to market and movement of goods to other provinces and potential increase in access to market and movement of goods; (b) the potential for increases in manufacturing of goods, farm production, agribusinesses and other commercial venture in the Project areas and its positive and negative impact on the population in the Project areas; (c) the potential for increases in land and property value and commercial development in the Project area.
area together with possible impacts arising from the displacement of middle, low income and poor people; (d) the impact on people’s daily life and livelihood activities arising from the expressway cutting through farm land, urban and semi-urban settlements, and rubber plantations. Undertake focus group discussion with the affected communities to determine community infrastructure to be included in the Project design. This infrastructure may include foot bridge, or underpasses, which facilitate access by affected communities to their land, work place or other relevant facilities;

(x) Assess the impact of land acquisition and resettlement on (a) women (by ethnic groups) from the affected households, and (b) women headed households. Develop mitigation strategies to address negative impacts;

(xi) Prepare resettlement related gender strategy or incorporation in resettlement plans. This gender strategy will focus on (a) livelihood programs relevant to women’s present occupation; (b) women’s access to fair compensation and land titles; (c) participation of women leaders in the District and Commune level resettlement committees; (d) gender sensitive consultation processes and grievance mechanisms. Identify capacity building training needs of Provincial, District, and Commune level Resettlement Committees. Identify groups, such as Women’s Unions, who can provide inputs to gender issues during the preparation and implementation of resettlement and ethnic minority related activities;

(xii) Assess potential impacts of construction related activities on living condition of the people around the construction sites. These impacts include: air pollution due to rock crushing, cutting and filling works, asphalt processing, disposal of waste, and general construction noise;

(xiii) For the HIV/AIDS and Prevention of Human Trafficking Awareness Campaigns, develop gender sensitive activities, and budgets, at the community level as well as district level. Develop gender-based monitoring indicators for resettlement and HIV/AIDS and Prevention of Human Trafficking;

(xiv) Recommend strategies to address negative social impact of the Project in the Project design.

(xv) Prepare a separate report on the social impact assessment, including a stand-alone summary. Prepare social monitoring indicators for the Project and the resettled communities.

(xvi) **Ethnic Minorities.** If the social analysis determines that ethnic minority people are likely to be affected significantly by the Project because of land acquisition and resettlement or that ethnic minority people are disadvantaged or vulnerable because of their social or cultural identity, an Ethnic Minority Development Plan (EMDP) or Ethnic Minority Specific Actions will be prepared to address the concerns of the ethnic minorities in accordance with ADB’s [Policy on Indigenous People](#). The EMDP plan will be prepared in full consultation with the EA. The specific tasks to prepare an EMDP will include: (a) in coordination with work to prepare resettlement plans, undertake an asset inventory survey and prepare an inventory of lost assets; (b) undertake an socioeconomic survey of the ethnic minority groups affected by land acquisition, and resettlement; (c) prepare socio-cultural characteristics of the ethnic minority groups; (d) assess the extent to which resettlement will change the livelihood activities of the ethnic minority groups; and (e) assess the socioeconomic influence of the dominant ethnic group(s) on the ethnic minorities in the Project areas. In coordination with tasks to prepare resettlement plans, develop strategies and mechanisms for ethnic minority groups in the following areas: (a) livelihood strategies, (b) local level consultation process,
(c) appropriate information disclosure process, and (d) appropriate grievance process.

(xvii) Identify Government policies in relation to ethnic minority population;

(xviii) If an EMDP is required, include specific measures and approaches to be taken to address the concerns of the ethnic minorities. The EMDP will be prepared in accordance with ADB’s Policy on Indigenous People. Ensure participation of ethnic minority groups in preparation of the plan and livelihood activities. Prepare a budget for the activities required under the EMDP and, if required, an implementation schedule. Further details of requirements for the preparation of an EMDP are given in Appendix 3;

(xix) Identify areas for institutional strengthening of the EA in implementing EMDP and recommend capacity building training of EA staff. Develop monitoring indicators for the implementation of measures for ethnic groups under resettlement plans.

(xx) HIV/AIDS Awareness and Prevention of Human Trafficking. The tasks of HIV/AIDS awareness and prevention of Human Trafficking will the following: (a) collect information on incidence of HIV/AIDS and human trafficking in the Project area; (b) assess the type of and level of vulnerability of the population along the proposed expressway to HIV/AIDS (disaggregated by gender, ethnicity, age type of occupation, mobility etc) and Human Trafficking; (c) assess the potential risk of HIV/AIDS and Human Trafficking; (d) review existing government programs in the Project area for HIV/AIDS and the prevention of human trafficking as well as programs implemented by donors, nongovernmental organizations (NGOs); (iv) assess the capacity building training need assessment of the Provincial and District Committees responsible for implementing HIV/AIDS awareness and prevention of human trafficking program; (v) in coordination with existing programs, recommend a HIV/AIDS awareness and prevention of human trafficking program for the Project (construction and post construction period); (vi) recommend relevant linkages with other donors and NGOs’ programs; (vii) prepare budget for awareness campaign, activities for preventive measures, HIV/AIDS tool kits for the health facilities in the Project areas, capacity building training cost and implantation of the program.

g) Implementation Documents

8. The following documents will be prepared:

(i) Prepare a subsector profile for the road sector, in general, and expressways, in particular. This profile will include background information on the roads subsector and will include (a) Government objectives and priorities, (b) transport planning and coordination, (c) data on the extent and condition of the road network, (d) vehicle fleet and traffic, (e) road sector revenues and expenditures, (f) maintenance, (g) financial management, (h) axle load controls, (i) road safety, and (j) external assistance to the road sector.

(ii) In conjunction with VEC, prepare realistic construction schedules showing anticipated progress of works and expenditures for the contract packages, as well as timing of environmental mitigation, monitoring and reporting actions; the schedules will reflect seasonal climatic effects at the work sites, and will take into account typical outputs on recent ADB financed road projects of similar nature. Based on the above, prepare a detailed implementation schedule for the Project;

(iii) Define project implementation arrangements, demonstrate the relationship between relevant institutions, and indicate the responsibilities of each unit in a participatory implementation framework. A critical review of the implementation
arrangements being used should provide insight to improve the effectiveness of the project implementation structure and personnel. Based on the above, recommend a project implementation structure that will allow any subsequent project to be effectively prepared, managed, and implemented;

(iv) Prepare a procurement plan for all contracts to be procured under the Project. For civil works contract packages will be identified that are logical and are consistent with the effective and efficient implementation of the Project;

(v) Prepare outline terms of reference to implement the strategies, training needs, capacity building and other interventions identified above. These terms of reference must include detailed budgets and implementation schedules and will take into account training and capacity building activities already planned under the proposed TA Loan for the expressway;

(vi) Prepare terms of reference for a construction supervision consultant to be engaged during the implementation of the project. These terms of reference should provide details of budgets, implementation arrangements, and implementation schedules;

(vii) Design a Project Performance Monitoring System in accordance with the ADB’s Guidelines for Project Performance Monitoring. Develop a detailed Evaluation and Monitoring Framework for the ensuing Project including impacts, outcomes, and outputs with corresponding measurable performance indicators/targets, monitoring mechanisms and risks/assumptions. Provide baseline data for all proposed indicators. Identify agencies responsible for monitoring activities and when these activities should be undertaken. A template for use in preparing the design and monitoring framework is given in Appendix 6.

(viii) Based on the work prepared above, prepare an update to the existing approved feasibility reports for submission to the Government of Viet Nam. This update must meet the requirements of:

1. Decree No. 52/1999/ND-CP issued by the Prime Minister of Viet Nam on 8 July 1999.
2. Decree No. 12/2000/ND-CP issued by the Prime Minister of Viet Nam on 5 May 2000.
4. An outline of the requirements of this decree is in Appendix 5, however the consultant is required to meet the requirements of the latest versions of this Decree, or any Decree that may supersede it, and

(ix) Prepare a update for the project bidding plan for submission to the Government of Viet Nam based on the requirements of: (a) Decree No. 88/1999/ND-CP issued by the Prime Minister of Viet Nam on 1 September 1999, (b) Decree No. 14/2000/ND-CP issued by the Prime Minister of Viet Nam on 5 May 2000, (c) Decree No. 66/2003/ND-CP issued by the Prime Minister of Viet Nam on 12 June 2003. The bidding plan must include the following information: (a) the division of the project into bid packages; (b) cost estimates for each bid packages and the sources of finance; (c) selection criteria for bidders and the bidding mode to be applied to each bid package; (d) procurement schedule for each bidding package; (e) type of contract for each bidding package; and (f) contract duration.
B. Work Schedule

9. The consulting services will last for 9 months from 1 May 2006 to 31 January 2008.

C. Staffing Inputs

10. The consulting services will be undertaken by an international consulting firm for about 97 person-months (14 person-months of international and 83 person-months of domestic consulting services). The consultants will have expertise in design of expressway alignment, pavements, bridges, culverts, toll and traffic control information systems, road safety, transport economics, financial analysis and assessment, environmental impact assessment, resettlement, and social issues.

11. The consultants will be engaged by ADB in accordance with its Guidelines on the Use of Consultants and other arrangements satisfactory to ADB for the engagement of domestic consultants. Consultants will be recruited using the quality based selection procedures; a simplified technical proposal will be requested. Equipment to be financed under the TA will be procured in accordance with ADB’s Guidelines for Procurement.

D. Government Inputs

12. VEC will provide about four full-time counterpart staff and a similar number of part-time support staff through a sub-unit within VEC established for this TA and located in Ho Chi Minh City. VEC will provide all available maps, reports, master plans, preliminary engineering drawings, calculations, and reports, and other data needed by the consultant. VEC will assist the consultants in arranging meetings, field trips and acquiring needed data and surveys. The consultants, international and domestic, will provide workshops and other on the job training to VEC staff, as necessary, to undertake and actively participate in TA and understand subsequent project implementation activities.

E. Personnel

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International</strong></td>
</tr>
<tr>
<td>1. Team Leader*</td>
</tr>
<tr>
<td>2. Economist/Financial (Transport) Specialist</td>
</tr>
<tr>
<td>3. Expressway Design Engineer</td>
</tr>
<tr>
<td>5. Structural Engineer</td>
</tr>
<tr>
<td>7. Resettlement Specialist</td>
</tr>
<tr>
<td>8. Environmental Specialist</td>
</tr>
<tr>
<td><strong>Domestic</strong></td>
</tr>
<tr>
<td>1. Domestic Team Leader/Transport Specialist</td>
</tr>
<tr>
<td>2. Highway Engineers**</td>
</tr>
<tr>
<td>3. Structural Engineers**</td>
</tr>
<tr>
<td>4. Materials Engineer</td>
</tr>
<tr>
<td>5. Hydrologist / Hydraulics Engineer</td>
</tr>
<tr>
<td>6. Information Systems Engineer</td>
</tr>
<tr>
<td>7. Environmental Specialist</td>
</tr>
<tr>
<td>8. Snr Resettlement Specialist</td>
</tr>
<tr>
<td>9. Jnr Resettlement Specialists**</td>
</tr>
<tr>
<td>10. Social Development Specialist</td>
</tr>
</tbody>
</table>

*Team Leader to be either Transport Economist or Highway Engineer

**Positions for which it is expected that more than one expert will be required.