

RETA 6432: Private Sector-Led Integration and Free Trade Agreements in South Asia

Outline Terms of Reference

Project Coordinator

Objective / Purpose of Assignment

Under the supervision of Principal Economist, OREI and Senior Economics Officer, OREI, the consultant will assist in the implementation of this project.

Scope of Work

The consultant will provide logistical, administrative, and technical support for the project.

Detailed Tasks

- (i) provide logistical, administrative, and technical support for the training program on regional economic and financial monitoring in South Asia to be held in September 2009, a conference on harnessing business opportunities for South Asian economic integration to be held in October 2009, promoting effective LDC participation in SAARC, regional technical group activities on Aid-for-Trade, as well as other events to be organized in 2009-2010, including arranging the travel and accommodation of participants; drafting and following up on invitations; and preparing workshop/conference kits, IDs, name plates, backdrops, and others;
- (ii) liaise with project consultants, resource persons, co-organizers, and participants and monitor the progress of outputs/inputs and corresponding payments;
- (iii) collect and present data and other information required by ADB staff, collate presentation materials of consultants and resource persons, and facilitate distribution of these materials to workshop/conference participants;
- (iv) help prepare and analyze evaluations of participants on the training workshops and seminars;
- (v) prepare memoranda such as those for engagement and reimbursement claims of consultants and resource persons;
- (vi) create and manage databases on participants, consultants, and resource persons;
- (vii) assist in taking minutes at events;
- (viii) coordinate the preparation of meeting documents; and
- (ix) undertake other tasks as required by the project.

Output / Report Requirements

Efficient logistical, administrative, and technical support for training programs, conferences, and other activities organized as part of this project; and comprehensive databases on consultants, resource persons, and participants.