

P55254-001-TON: Integrated Aged Care Project

Terms of Reference for Project Manager

A. Background

1. The Kingdom of Tonga, with funding from the Asian Development Bank (ADB), the Japan Fund for Prosperous and Resilient Asia and the Pacific, and Climate Change Fund, will implement a project that aims to enhance the well-being and quality of life of older people in Tonga by providing appropriate, safe, and high-quality integrated health and care services and support to caregivers. The project has three outputs: (i) Output 1: community-based and climate-resilient aged care centers established, (ii) Output 2: aged care services and programs implemented, and (iii) Output 3: caregiver support and measures to recognize, reduce, and redistribute the caregiving responsibility implemented.

2. **Output 1.** This output includes construction of four community-based aged care centers: one main center in Tofoa (the central area of Tongatapu) and three smaller network centers, one each in the districts of East and West Tonga and Vava'u. These centers will offer supervised day care for older people, short-term respite care for caregivers, and other community-based services such as wellness promotion programs. The main center will also serve as the national hub for aged care services and programs. It will coordinate and oversee network centers, community resources and activities for older Tongans, establish an integrated management information system for aged care, and provide climate-resilience services to enhance older people's adaptive capacity.¹ The centers will be climate- and disaster-resilient and will respond to the differing needs of older men and women and their caregivers. Inclusive design for older people with disabilities will be done in consultation with older people, caregivers, and the communities to ensure (i) their access to and use of the facilities, and (ii) their physical safety and security.

3. **Output 2.** This output will (i) develop and implement gender-responsive, disability-inclusive, and climate-resilient integrated health and care services and programs for older people;² (ii) build older people's climate resilience through an adaptation plan, training on climate change and disaster risk management, and forming community groups with older people as climate champions for documenting and sharing traditional adaptation methods; (iii) promote a caring and inclusive society for older people by involving community volunteers, including youth in implementing aged care programs; (iv) promote societal contributions by older people to assist younger generations, such as teaching traditional skills and use of indigenous knowledge to cope with environmental stresses and the use of medicinal plants; and (v) support prevention of and response to elder abuse, including GBV, through the development of strategies for preventing GBV and training and counseling for individuals working with older people.³ Potential clients of

¹ The centers will assist in mapping, mobilizing, and consolidating potential local and international resources to help the government meet current and future aged care demand, including alternative services in outer islands without aged care centers. The international aged care specialist will assist MIA with adaptive management planning to regularly assess demand for additional or expanded centers, potentially needing future government support.

² The Ministry of Health (MOH) will work closely with aged care centers in providing services such as health screening and monitoring, including for noncommunicable diseases (e.g., diabetes and hypertension), and coordination of physical therapy by visiting medical staff. The professional counselor and dementia expert will train and assist MOH with assessment of cognitive impairment or dementia. Protocols to prevent and mitigate disease outbreaks and respond to pandemics such as the coronavirus disease (COVID-19) will also be developed with the MOH.

³ Elder abuse is defined as "a single, or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person." It can take different forms—

the centers, including older women and people with disabilities, will be able to participate in activity planning to ensure that their interests and needs are respected. The actual number of people enrolled for services at each center at any given time will depend on the needs and preferences of the clients.⁴ The project will prepare a communication plan to ensure community awareness through dissemination of information on the services and programs available at each center.

4. **Output 3.** This output supports caregivers' immediate needs and promotes strategic, transformative approaches to make caregiving careers more appealing, especially among less-involved men, and achieve equitable distribution of care responsibilities. This output will directly benefit informal or family caregivers, mostly women, who provide care to older people. Activities include (i) a pilot caregiver allowance for informal family caregivers who care full-time for older people who need a high level of care; (ii) caregiver counseling services;⁵ (iii) training to enhance the quality of care and provide a pathway to formal employment;⁶ (iv) capacity building to government agencies, caregivers, and communities on supporting older people in adapting to climate change and during disasters; (v) provision of reduced-cost products and equipment such as commodes, hoists, and walkers to older people and their caregivers, and other individuals with disabilities; (vi) a home modification grant for eligible households; and (vii) activities to encourage and support more male caregivers, such as community awareness campaigns, information drives, special incentives, and recognition programs.⁷ This output will reduce and rebalance the distribution of unpaid care and domestic work by providing both financial and psychosocial support. The project evaluation will include assessment of the caregiver allowance pilot and feasibility for scale-up. This output will address the norms surrounding care work which often place all responsibilities on women without adequate support or recognition, and promoting it as a viable career option, particularly for men.

5. **Project impact and outcome.** The outcome of the project is integrated aged care system improved and expanded. The capacity building of government agencies in implementing aged care is integrated into the project outputs. The project will be aligned with the following impact: a higher quality of life experienced by older people in Tonga. The project includes impact evaluation to assess results and further inform aged care sustainability and improvements.

6. **Project Implementation Arrangements:** The Ministry of Finance (MOF) will be the executing agency and the Ministry of Internal Affairs (MIA) will be the implementing agency. MIA, with support from the Central Procurement Unit, will procure all works, goods, consulting, and nonconsulting services in accordance with the ADB Procurement Policy (2017, as amended from time to time) and the Procurement Regulations for ADB Borrowers (2017, as amended from time to time).⁸ The Tupou Tertiary Institute (the only qualified and experienced government-certified private training institute in Tonga) will be engaged through direct contracting to provide caregiver training. Value for money in procurement will be achieved by focusing on the engagement of national firms; consolidating requirements for goods to leverage economies of scale; designing infrastructure to match the local context, material availability, and operation and maintenance

such as physical, psychological, and financial abuse—and affects older men and women. World Health Organization. [Preventing abuse of older people.](#)

⁴ Selection criteria will prioritize the poor and households headed by women. Severely disabled or homebound older people will be eligible to receive homecare services through an existing nongovernment organization, facilitated by the aged care center.

⁵ Counselling services will be available to older people enrolled at the centers and their caregivers.

⁶ Young men and women in the community who are interested in attending the training will also be supported. Training will include awareness on prevention of noncommunicable diseases.

⁷ Awareness and training on prevention of GBV will be included in promoting male caregivers.

⁸ The Central Procurement Unit will support project procurement activities if needed.

requirements; promoting skills development during construction; and providing ADB support to consultant recruitment.

B. Objective of the assignment

7. A Project Manager will be engaged to provide an overall project management role across all the outputs of the project and ensure timely implementation of project activities working closely with other consulting and non-consulting service providers and in compliance with the requirements of ADB and Kingdom of Tonga.

C. Scope of Work

8. The duties of the expert will include but are not limited to the following:

- (i) Lead and manage the PMU with oversight from the Ministry of Internal Affairs and Ministry of Finance for the overall project implementation, monitoring and reporting;
- (ii) Directly implement output 3 activities working closely with relevant PMU consultants and other project experts;
- (iii) Report and provide secretariat support to the Project Steering Committee that will be comprised of officials of the Government of Tonga, key stakeholders and ADB representative as an observer as needed;
- (iv) Work together with other project management unit consultants, construction supervision consultant and other relevant consultants in the project to progress the implementation of project activities in an efficient, effectively and timely manner;
- (v) Monitor procurement of aged care center staff, contractors and other consultants to implement all the project components and ensure its timeliness and achievement of contractual requirements working closely with procurement experts;
- (vi) Monitor the procurement of all the goods and supplies and ensure its timeliness and achievement of contractual requirements working closely with procurement experts;
- (vii) Regularly visit the project sites to ensure timely implementation of project activities;
- (viii) Communicate with all stakeholders to ensure community support and acceptability of aged care centers, support to caregivers and other project activities;
- (ix) Develop and implement the communication plan and strategy including coordinating with relevant government agencies and other stakeholders, development partners if needed, to achieve the project outcomes and outputs including ensuring awareness of the aged care center activities and programs;
- (x) Develop project implementation schedule based on the project administration manual and other key aspects of the project and monitor the progress, and report regularly on action necessary to mitigate potential delays in project implementation;
- (xi) In consultation with ADB, update the project administration manual as needed;
- (xii) Coordinate and oversee the disbursement of project funds and claims from ADB and ensure that government counterpart funding will be available on time;
- (xiii) Oversee with assistance from PMU relevant consultants and guidance from MOF and MIA the preparation of project audit reports, and internal audit reports as required by ADB;

- (xiv) Prepare quarterly progress reports, semi-annual safeguards monitoring reports, gender action plan monitoring reports, project completion reports and other reports as required by ADB working closely with PMU consultants, aged care center consultants, and relevant consulting firms.

D. Qualifications

9. The expert should have tertiary qualifications in gerontology or social protection or equivalent from a recognized institution and should have at least 5 years of relevant experience. Work experience with ADB, World Bank, or similar development partner projects will be preferred.

E. Reporting

10. The consultant will report to the Ministry of Finance and Ministry of Internal Affairs. The consultant will supervise the rest of the project management unit (PMU) consultants and work closely with other project consultants and non-consulting services to ensure smooth project implementation.

F. Duration of Engagement

11. The consultant will be engaged full time for 60 person-months over a period of 5 years. The continuation of the contract is subject to annual performance evaluation by the government. The estimated commencement of the assignment is in February 2024.

G. Deliverables

Deliverable	Type	Estimated Submission
Oversight of all project aspects during implementation including but not limited to financial management, procurement, governance, and strategy for the project and ensure timely implementation, and compliance with government and ADB policies, rules, and regulations.	Other	31 Jan 2029
Prepare the communication plan and lead its implementation working closely with the implementing agencies	Report	31 Jan 2029
Timely coordination of all project outputs and oversight and coordination with key stakeholders and manage the resolution of all project issues, including grievance redress mechanism, working closely with the implementing agencies and undertake any other tasks as required	Other	31 Jan 2029
Oversight and approval of the work of the monitoring and evaluation firm in consultation with the implementing agencies	Other	31 Jan 2029
Ensure timely submission of quarterly financial and project progress report working closely with implementing agencies and project consultants in preparing the quarterly progress report; and any other reports needed during implementation such	Report	31 Jan 2029

as gender action plan, safeguards monitoring plan, etc.		
Facilitate timely request and release of funds from ADB including verification of claims and payment milestones working closely with the implementing agencies.	Other	31 Jan 2029
Provide support to project steering committee on all project related matters; working closely with key government counterparts and follow-up on action items and decisions made during meetings.	Other	31 Jan 2029
Other needed support to ensure project's timeline implementation, monitoring and reporting.	Other	31 Jan 2029