

Project Administration Manual

Project Number: 40080

Loan Number:

February 2011

Socialist Republic of Viet Nam:

Hanoi Metro Rail System Project

(Line 3: Nhon – Ha Noi Station Section)

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Project Administration Manual Purpose and Process

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with government of Viet Nam (Government) and Asian Development Bank (ADB) policies and procedures. The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The Ha Noi People's Committee (HPC) and Ha Noi Metropolitan Railway Transport Board (HRB) are wholly responsible for the implementation of ADB financed projects, as agreed jointly between the borrower and ADB, and in accordance with Government and ADB's policies and procedures. ADB staff is responsible to support implementation including compliance by HPC and HRB of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At Loan Negotiations the borrower and ADB shall agree to the PAM and ensure consistency with the Loan agreement. Such agreement shall be reflected in the minutes of the Loan Negotiations. In the event of any discrepancy or contradiction between the PAM and the Loan Agreement, the provisions of the Loan Agreement shall prevail.

After ADB Board approval of the project's report and recommendations of the President (RRP) changes in implementation arrangements are subject to agreement and approval pursuant to relevant Government and ADB administrative procedures (including the ADB Project Administration Instructions) and upon such approval they will be subsequently incorporated in the PAM.

The PAM includes references and arrangements for the Agence Française de Développement, Direction Générale du Trésor and European Investment Bank cofinanced portion of the Ha Noi Metro Rail System Project. These references are included for information purposes only and administrative and management arrangements are subject to final agreement between the Government and respective International Financing Institution.

Abbreviations

ADB	=	Asian Development Bank
AFD	=	Agence Française de Développement
AFS	=	Audited financial statements
AP	-	Affected Persons
CIF	=	Climate Investment Fund
CQS	=	consultant qualification selection
CTF	=	Clean Technology Fund
DGT	=	Direction Générale du Trésor
DMF	=	design and monitoring framework
DSC	=	design and supervision consultant
EIA	=	environmental impact assessment
EIB	=	European Investment Bank
EMP	=	environmental management plan
ESMS	=	environmental and social management system
FDIC	=	International Federation of Consulting Engineers
GDP	=	gross domestic product
HPC	=	Ha Noi People's Committee
HRB	=	Ha Noi Metropolitan Rail Transport Project Board
ICB	=	international competitive bidding
IEE	=	Initial environmental examination
LAR	=	land acquisition and resettlement
LIBOR	=	London interbank offered rate
MOF	=	Ministry of Finance
MPII	=	Ministry of Planning and Investment
NCB	=	national competitive bidding
NGOs	=	nongovernment organizations
PAI	=	project administration instructions
PAM	=	project administration manual
PID	=	project implementation division
PMU	=	project management unit
QBS	=	quality based selection
QCBS	=	quality- and cost based selection
RRP	=	report and recommendation of the President to the Board
SBD	=	standard bidding documents
SBV	=	State Bank of Vietnam
SGIA	=	second generation imprest accounts
SOE	=	statement of expenditure
SPS	=	Safeguard Policy Statement
SPRSS	=	summary poverty reduction and social strategy
TOR	=	terms of reference

NOTES

- 1 The fiscal year (FY) of the Government and its agencies ends on 31 December.
- 2 In this report, "\$" refers to US dollars.

I. PROJECT DESCRIPTION

1. The Project will develop a new urban metro line in Ha Noi, which is the third line of a planned larger urban transportation system in Viet Nam's capital,¹ under the Ha Noi Urban Transport Master Plan (HUTMP) until 2020 in accordance with Prime Minister's Decision No.90/2008/QĐ-DTĐ of 9 July 2008. Metro Line 3 will facilitate public transport connectivity, greatly enhance access in five districts² and will be an integral part of an improved public transport system of Ha Noi, which aims to achieve 50% public modal share by 2020. The HUTMP will establish six metro lines as a network crisscrossing the central business area and serving outer population centers, with the initial phases of Lines 1, 2, 2A and 3 expected to be operating by 2020. The Project will benefit from ongoing inter-connected urban transport systems developments and public transport management reform, including proposed bus rapid transit (BRT) lines. Feeder bus links, integrated stations with "park and ride" facilities will be implemented concurrently under a linked project funded by the Clean Technology Fund (CTF)³ for sustainable urban transport to Ha Noi metro line 3. Project management and institutional capacity building measures, together with expected policy and regulatory reforms, will address Project implementation and metro operation and maintenance (O&M) issues.

2. **Project Components.** The overall Project structure consists of: (i) Metro Line 3 civil works for mainline, including stations and depot facilities; (ii) Electrical and Mechanical (E&M) systems and rolling stock; (iii) consulting services for construction supervision, support studies and implementation support; (iv) capacity development for HRB; and (v) integrated sustainable urban transport measures.

3. The internal approval process that the HPC has used to prepare Phase 1 of Metro Line 3 has resulted in effectively separating the Project into components rather than one overall coherent project⁴, which consists of: (i) consulting services for project preparation, detailed design, construction supervision and relevant support services, (ii) construction of Metro Line 3 mainline, including stations and depot facility civil works, installation and operation Electrical and Mechanical (E&M) systems, and rolling stock; (iii) consulting services for project implementation support and capacity development for HRB and HPC transport agencies, (iv) integrated sustainable urban transport facilities and measures; and (v) other ancillary requirements, including incremental administration, and land acquisition and resettlement. For ADB assessment and preparation purposes, the Project has been assessed on the basis of a combined project and each part needs to be concurrently implemented.

4. The consulting services for implementation support and capacity development will provide critical strengthening of HRB, which is necessary to ensure that the highly complex Metro Line 3 Project components can be timely and successfully implemented. The implementation of CTF funded integrated sustainable transport projects will complement Metro line 3 works and the measures will enhance the attractiveness and competitiveness of the system in order to achieve forecast ridership levels. Effective implementation of components (iii) and (iv) are essential for Project viability and will be financed by ADB and CTF under a separate cross-covenanted loan in 2012.

¹ ADB 2006, *TA 4900-VIE: Preparing the Ha Noi Metro Rail System Project*. Manila.

² Tu Liem, Cau Giay, Ba Dinh, Dong Da and Hoan Kiem districts.

³ Under the Viet Nam Climate Investment Fund Program approved in March 2010, \$50million has been allocated from the Clean Technology Fund for "sustainable transport measures for Metro line 3 project".

⁴ Two major components have separate Project Description Outline (PDO) approved by the Prime Minister, and to re-submit as one combined project would result in delays to implementation.

5. **Impact.** The expected impact of the Project will be the establishment of an integrated sustainable public transport system in five districts of Ha Noi. This will support the HUTMP in achieving the city-wide public transport modal share targets.

6. **Outcome.** The outcome is competitive metro rail services along the project corridor.

7. **Outputs:** The Project outputs will consist of the construction of Phase 1 of the Metro line 3, consisting of approximately 12.5 km in length of dual track urban rail line, depot facilities, electrical and mechanical (E&M) systems and rolling stock. Key activities will include consulting services for project preparation, detailed design, construction supervision and other relevant support services, including land acquisition and resettlement. The Project will have two components:

- (i) **Component 1 - Metro Line 3 System Development:** including all Works and E&M systems for Metro line 3, from Nhon depot in the west to Ga Ha Noi⁵ measuring (a) approximately 12.5km in length, of which about 3.6 km is underground, about 8.5 km will be elevated and about 500m will be in transition ramp; and (b) depot and ancillary buildings, elevated viaducts, transition tunnel portal, bored tunnels, and 12 stations. The Works portion of this component includes all civil, structural, building services, architectural/builders work and all necessary utility services to the works. The E&M system portion of this component includes all railway systems including track work, rolling stock, traction power, signaling and telecommunications, E&M systems and facilities, and ticketing system and ancillary services and facilities required to operate a modern Metro line.
- (ii) **Component 2 – Implementation Support:** including provision to support to HRB (a) to complete: (i) the feasibility study; (ii) detailed design⁶; (iii) procurement assistance and construction supervision for all Works and E&M Systems; and (b) for verification of (i) engineering designs and cost estimates; (ii) project management and independent design safety audit.

⁵ The central mainline railway station of Ha Noi.

⁶ Through consulting services funded by DGT, the feasibility study was completed and approved in April 2009 and the detailed design is ongoing.

II. IMPLEMENTATION PLANS

A. Project Readiness Activities

8. The Project is already at an advanced stage of development, with all other co-financing approved, the government feasibility study approved in April 2009, detailed design ongoing, award of first contract for depot works in September 2010 and bidding for other contracts expected to commence in early 2011.

9. The draft readiness criteria between Ministry of Planning and Investment (MPI) and ADB, at fact finding requires: (i) feasibility study appraised and approved by EA, (ii) PDO approved by Prime Minister, (iii) Project Administration Manual⁷ agreed, (iv) counterpart fund agreed, (v) Project Management Unit staffing and Terms of Reference (TOR) agreed, (vi) draft EIA and RP completed and agreed, and (vii) Consultant inputs, TOR and RFP data completed. Items (i), (ii), (iv), (v) and (vii) have been completed. The PAM draft contents have been discussed and agreed with HRB, with further discussion on specific details to be undertaken in order that the PAM will be finalized prior to loan negotiations.

10. Prior to loan negotiations, the following draft MPI/ADB readiness criteria require the following to be met include; (i) PAM confirmed; (ii) Counterpart Funds for First Year of Implementation; (iii) PMU and PIU Establishment with key staff; (iv) Project Implementation Plan agreed; (v) EIA, RP and Social/Gender Action Plans confirmed; (vi) Procurement Plan confirmed; (vii) Auditing arrangements and Terms of Reference; and (viii) Preparation for Consultant Recruitment. A list of all readiness criteria, their current status and target dates is detailed in Table 2.1. In the period up to loan approval, HPC and HRB will provide preparation activities to support readiness criteria completion.

⁷ Includes procurement plan, project implementation plan, and auditing arrangements.

Table 2.1 – Program Readiness Criteria

Indicative Activities	2010 Months							Who
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1 FS Approved								Completed April 2009
2 Project Administration Memorandum approved						X		HRB/ADB
3 Counterpart funds for first year confirmed	X							HPC
4 Establishment of the PMU with key staff in place								Completed 2001
5 Project Implementation Plan agreed								Completed June 2010
6 EIA, RP Action Plans agreed						X		HPC/HRB
7 Procurement Plan confirmed								Completed June 2010
9 Auditing arrangements							X	HRB
10 ADB Board approval							X	ADB
11 Government legal opinion provided (April 2011)								SBV
12 Loan signing (May 2011)								SBV/ADB
13 Loan effectiveness (August 2011)								ADB

ADB = Asian Development Bank, EIA = Environmental Impact Assessment, FS = feasibility study, HPC = Ha Noi People's Committee, HRB = Ha Noi Metropolitan Rail Transport Project Board, PMU = project management unit, RP = Resettlement Plan, SBV = State Bank of Vietnam

Source: Hanoi Metropolitan Rail Transport Project Board and Asian Development Bank

B. Overall Project Implementation Plan

11. The Project is scheduled for completion by 31 December 2016. The physical implementation of the Project will be completed by 31 December 2015. The overall Investment Program implementation period is shown in Figure 2.1.

Figure 2.1 - Project Implementation Plan

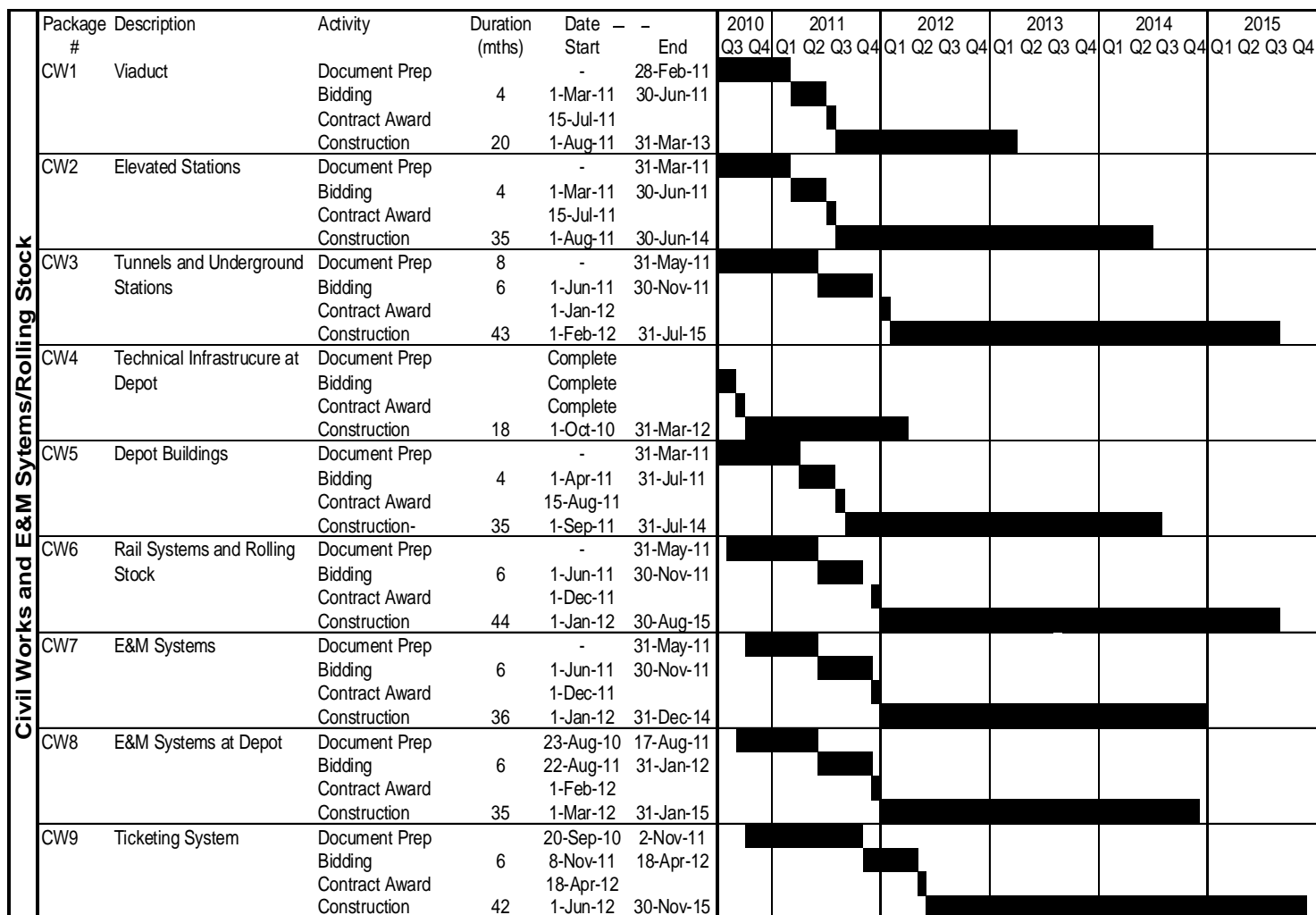


Figure 2.2 - Project Implementation Plan

	Package #	Description	Activity	Duration (mths)	Date Start	End	2010 Q3 Q4	2011 Q1 Q2 Q3 Q4	2012 Q1 Q2 Q3 Q4	2013 Q1 Q2 Q3 Q4	2014 Q1 Q2 Q3 Q4	2015 Q1 Q2 Q3 Q4	
Consulting Services	CS-1	Design and Supervision (SYSTRA)	shortlist		complete								
			RFP		complete								
			award		complete								
			Design	24	1-Apr-09	31-Mar-11							
	(DGT funded)	Supervision	63	1-Oct-10	31-Dec-15								
	CS-2	Project Coordination Assistance (COTEBA)	shortlist		complete								
			RFP		complete								
			award		complete								
			Services	36	1-Oct-09	30-Sep-12							
	CS-3	Independent Consultancy Services 2-1	shortlist		complete								
			RFP	8	1-Sep-10	30-Apr-11							
			award		31-May-11								
			Services	18	1-Jul-11	31-Dec-12							
	CS-4	Independent Consultancy Services 2-2	shortlist	7	1-Jan-12	30-Apr-11							
			RFP	4	1-May-11	31-Aug-11							
			award		15-Sep-11								
Services			18	1-Oct-11	30-Sep-11								

C. Assessment of Physical Progress during Implementation

12. Each project implementation activity carries certain weight and should be accounted for while computing the physical progress. In this respect, Table 2.2 shows guidelines for computing physical progress of the Project. This will be used both by HRB and ADB for the assessment of physical progress at any time during the project implementation.

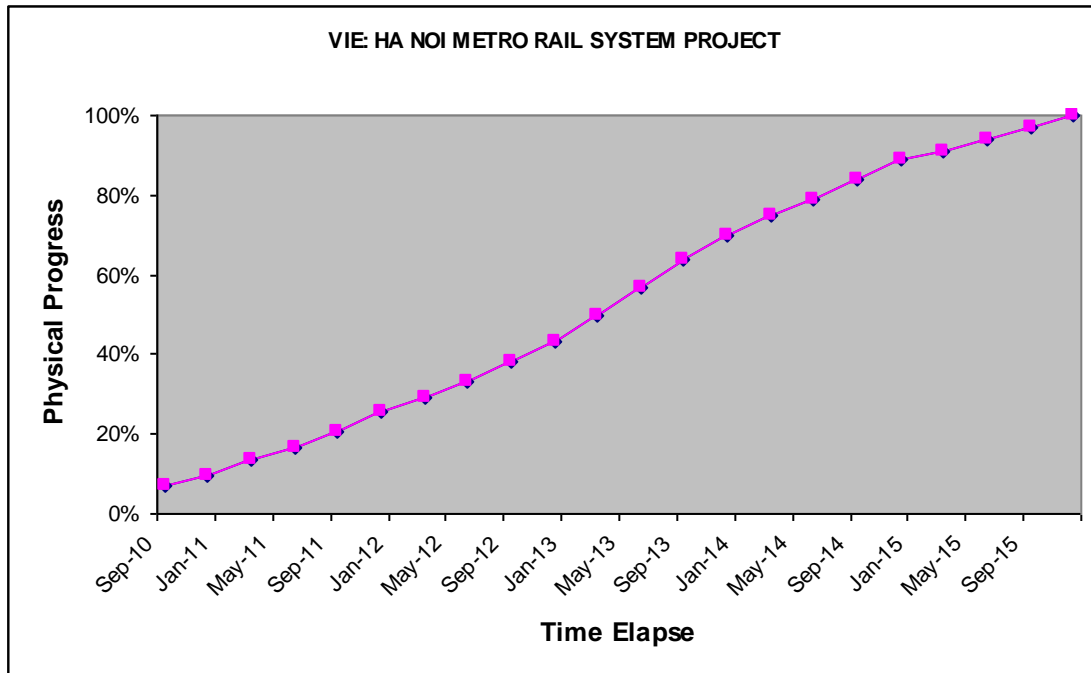
Table 2.2 – Project Implementation Progress

Activities	2010	2011	2012	2013	2014	2015	2016	(a) Assigned weight	(b) Actual Progress	(a) x (b) Weighted progress
Consultant recruitment								5%	80%	4.0%
Detailed design and Tender documents								5%	40%	2.0%
Tendering of civil works								5%	10%	0.5%
Physical completion of civil works and disbursements								50%	0%	0%
Completion of E&M Systems and delivery of rolling stock								30%	0%	0%
Commissioning of Metro line 3 system								5%	0%	0%
Total Weight								100%		
Implementation Progress										6.5%

D. Physical Progress S-Curve

13. Figure 2.2 shows graphs of anticipated overall physical progress over the life of Project 1. This graph will help identify the status of project either achieving the anticipated targets or underperforming with delays. This data will also be used for the project performance rating (PPR) and as an early warning system, which are explained in Section VIII.

Figure 2.2 – Project 1 Physical Progress S-Curve



III. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations – Roles and Responsibilities

14. The EA will be the HPC. An interdepartmental steering committee has been established for the full metro system development in Ha Noi, chaired by Vice Chairman of HPC, which is responsible for project oversight and coordination. The IA will be the HRB, which was established in 2001 with responsibility to oversee the planning, design and implementation of metro Line 2 and metro Line 3 in Ha Noi⁸. A Project Implementation Division 1 (PID1) has been established within HRB under the responsibility of a Vice Director of HRB, which is responsible for day to day management and coordination of implementation of Metro Line 3.

15. As the IA is a new agency and, together with PID1, are staffed with specialists with no previous experience in development of metro rail systems⁹, so implementation capacity is weak and could not be expected to be effective in adequately monitoring and controlling a highly complex large project that involves coordination of multiple disciplines and project interfaces. In addition, the organizational structure of HPC public transport agencies for planning, development and regulation of the public transport system is fragmented, with ambiguous responsibilities and inadequate capacity to effectively achieve the HUTMP objectives. Also, different projects report to different agencies, which make it difficult to implement as part of an overall system and deal with common issues. The HPC proposes to establish a Public Transport Authority (PTA) with responsibility for planning, developing and regulating all public transport modes, but a timeline has not been determined. The Operation and Maintenance (O&M) of the overall Metro system will be through a separate agency to be established prior to completion of civil works. Public private partnership options for operation will be considered once the ridership on the Metro has become stable to ensure investor risk is reduced and owner guarantees not required.

16. To strengthen the capabilities of HRB and HPC public transport agencies, capacity development will be provided through consulting services, training and institutional reform studies, which will be financed and implemented separately¹⁰. The capacity development will be provided through: (i) project implementation support – consultant services to support HRB for the implementation of Metro line 3, (ii) capacity building of HRB – training in technical and “non-technical” activities, such as modal integration, fares and ticketing, and creating the O&M entity and financier environment, resettlement and financial management requirements, and (iii) sustainable transport studies – to examine non-Metro issues, including interchange access, park and ride facilities, bus route redesign, fares and ticketing, and policy measures to support increase in public transport usage.

17. Non-engineering functions such as environment, resettlement, financial management and procurement will be strengthened and new units to be established to ensure maximum

⁸ The implementing authority for Metro Line 1 is Viet Nam Railways (VNR) and for Metro Line 2A Viet Nam Railway Authority (VNRA).

⁹ As the Project is effectively the first Metro system in Viet Nam, the necessary local expertise simply cannot exist within Viet Nam.

¹⁰ The capacity development cannot be included as a Project component, as the Project Description Outline (PDO) approved by the Prime Minister in April 2009 does not include these services and the Project is too advanced (with the first major contract to be awarded in September 2010) for a new PDO to be approved. A separate ADB loan in the amount of \$60 million dollars, with \$10 million for this capacity development component has been agreed by the HPC and will be processed in 2011.

ridership of Metro Line 3 at opening. New skills will need to be developed in the areas of (i) Project Management; (ii) Metro Operational experience; and (iii) other key non – engineering areas. A greater integration of functions within HRB will be needed, by putting necessary procurement, technical, etc. staff within PID1.

Project implementation organizations	Management Roles and Responsibilities
<ul style="list-style-type: none"> • Government 	<ul style="list-style-type: none"> ➤ Sign the Loan Agreement ➤ Monitor of the investment program implementation and provide respective coordination and facilitation ➤ Allocate and release counterpart funds ➤ Endorse to ADB the authorized staff with approved signatures for withdrawal application processing ➤ Process and submit to ADB any request, when required, for reallocating the loan proceeds ➤ Compliance with loan covenants
<ul style="list-style-type: none"> • Ha Noi PC/Project Steering Committee 	<ul style="list-style-type: none"> ➤ Overall responsibility for execution of the project ➤ Review the Project implementation progress ➤ Provide policy guidance to HRB ➤ Monitor and coordinate different agency activities ➤ Review and endorse any proposed changes in project scope ➤ Compliance with loan covenants ➤ Provide oversight on transport policies and regulations. ➤ Approval of major change in scope of project components
<ul style="list-style-type: none"> • HRB 	<ul style="list-style-type: none"> ➤ Establishment of project implementation division ➤ Timely provision of agreed counterpart funds for project activities ➤ Involving beneficiaries and civil society representatives in all stages of project design and implementation ➤ Public disclosure of project outputs ➤ Quality assurance of works and services of consultants and counterpart staff ➤ Establishing strong financial management system and submitting timely withdrawal applications to ADB, conducting timely financial audits as per agreed timeframe and taking recommended actions ➤ Approval of award of contracts for civil works and consultant services within approved procurement plan ➤ Complying with all loan covenants (urban transport sector reforms, social and environmental safeguards, financial, economic, and others) ➤ Ensuring projects' sustainability during post implementation stage and reporting to ADB on the assessed development impacts
<ul style="list-style-type: none"> • Project Implementation Division 1 	<ul style="list-style-type: none"> ➤ Recruiting consultants

- Finalizing survey, detailed design, bidding documents and contract awards
 - Monitoring and evaluation of project activities and outputs, including periodic review, preparation of review reports identifying issues and action plans
 - Preparing regular periodic progress reports, and project completion reports and their timely submission to ADB.
- Asian Development Bank
 - Assist HRB and its PMU/PID in providing timely guidance at each stage of the program for implementation in accordance with the agreed implementation arrangements
 - Review all the documents that require ADB approval
 - Approve the procurement activities
 - Conduct periodic loan review missions, a mid-term review, a completion mission for each project under the program, and an overall program completion mission
 - Ensure compliance of all loan covenants (transport sector reforms, social and environmental safeguards, financial, economic, and others)
 - Timely process withdrawal applications and release eligible funds
 - Ensure the compliance of financial audit recommendations
 - Regularly update the project performance review reports with assistance of HRB
 - Regularly post on ADB website the updated project information documents for public disclosure, and also the safeguards documents as per disclosure provision of the ADB safeguards policy statement

B. Key Persons Involved in Implementation

Implementing Agency

HRB

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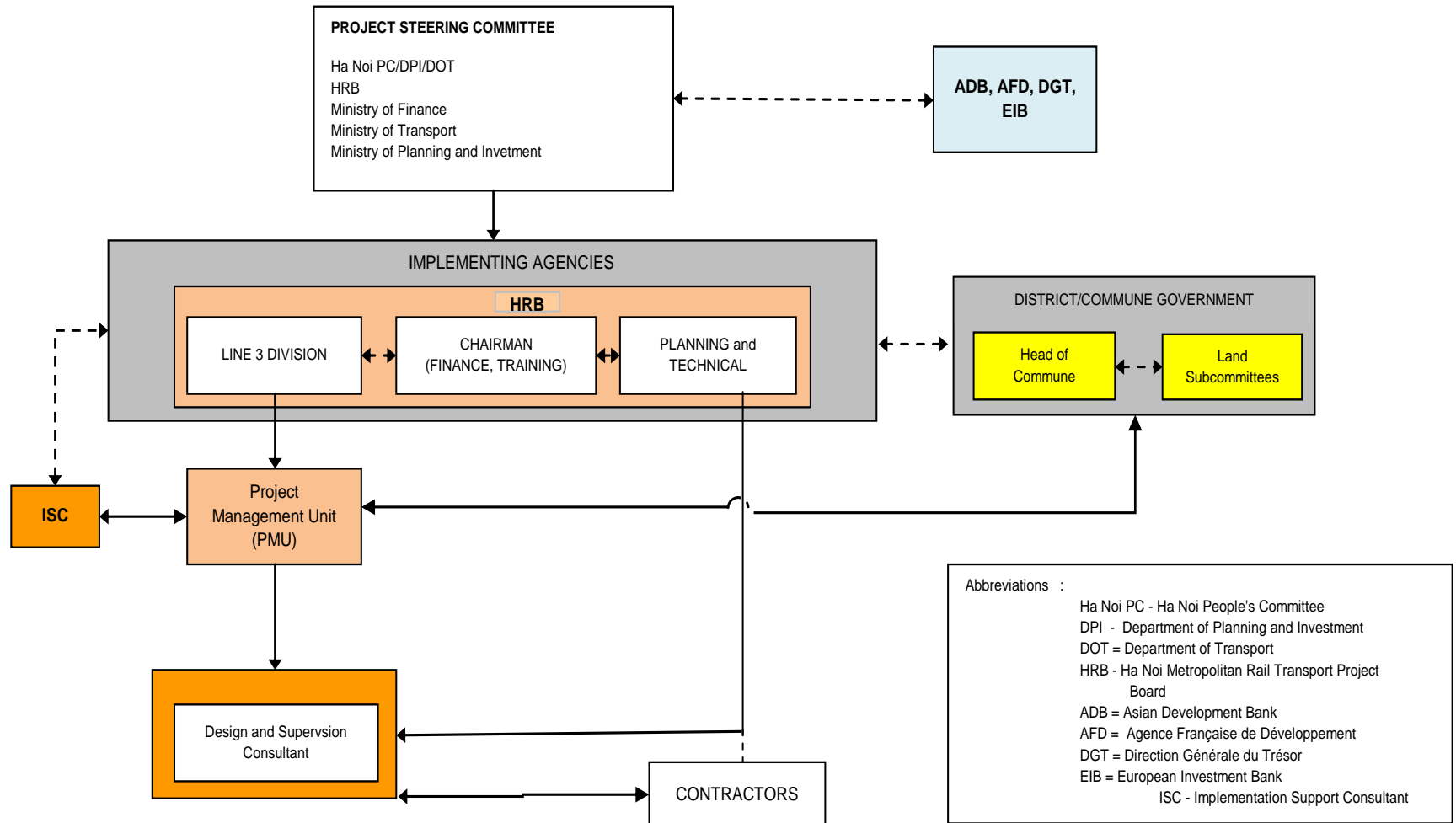
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C. Project Organization Structure

18. The organizational structure of HPC agencies for planning, development and regulation of the public transport system is being strengthened with clear assignment of responsibilities to ensure affectivity of the HUTMP objectives. Presently the Project Management Units (PMU) for different projects report to different agencies. This is under consideration for improvement, but in the meantime HPC will implement strategic policies for the transport system to insure (i) the integration of Line 3 with other lines and modes is well developed, (ii) metro standards and Operations and Maintenance (O&M) are developed by HRB under the TA projects currently funded by AFD and DGT, (iii) discussions are taking place on integrated fares and ticketing and (iv) the overall levels of capital and recurrent funding requirements for the implementation and operation of the whole public transport system are not being reviewed.

19. The HPC proposes to establish a Public Transport Authority (PTA) with responsibility for planning, developing and regulating all public transport modes in Ha Noi, including the metro system. The timeframe for establishment and resourcing of the PTA is uncertain, whereas critical strategic issues need to be studied in the near term in order to have a well integrated public system at opening of Metro Line 3.

Figure 3.1 Organization Chart



IV. COSTS AND FINANCING

A. Cost Estimates by Expenditure Category

20. The tentative total project investment cost is estimated at \$1,077.2 million (Euro 783 million equivalent), including taxes and duties, physical and price contingencies, and interest and other charges during implementation. The ADB loan is \$293 million (Euro 220 million equivalent), including taxes and duties and contingencies.

Table 4.1 – Project Investment Plan
(\$ million)

Item	Total ^a
A. Base Cost ^b	
1. Civil works	370.0
2. E&M systems	263.0
3. Rollingstock	112.4
4. Land acquisition and resettlement	24.3
5. Consulting services	52.0
6. Incremental administration	36.4
Sub-total (A)	858.1
B. Contingencies ^c	
1. Physical	78.4
2. Price	81.5
Sub-total (B)	159.9
C. Financial Charge During Implementation ^d	59.2
Total (A+B+C)	1,077.2

^a Includes local taxes and duties of \$73.6 million.

^b At 2009 prices.

^c Physical contingencies computed at 10% of civil works & equipment, 10% of pre-investment stage cost, 10% of resettlement. Price contingencies are computed at 0.5 - 1.5% on foreign exchange costs, and 5 - 9% on local currency costs. Price contingencies are applied to all Base Cost items.

^d Includes interest and commitment charges.

Exchange rate: Euro 1.0 = \$1.3

E&M = Electrical and mechanical.

Source: Asian Development Bank estimates.

Table 4.2 – ADB Financing by Expenditure Category
(\$ million)

Item	Total Cost
Civil Works	243.5
Contract Contingencies	31.0
Interest during construction	18.5
Total	293.0

ADB = Asian Development Bank

B. Allocation and withdrawal of Loan Proceeds

21. Table 4.3 shows allocation and withdrawal of funds under all the categories of the project.

Table 4.3 – Allocation and Withdrawal of Loan Proceeds

CATEGORY				ADB FINANCING
Number	Item	Total Amount Allocated for ADB Financing (\$' 000,000)		Percentage and Basis for Withdrawal from the Loan Account
		Category	Subcategory	
1	Civil Works	243.5		100 percent of total expenditure claimed*
1A	Underground		220.9	
1B	Rail Works		22.6	
2	Interest during construction	18.5		47 percent of total expenditure claimed*
3	Unallocated	31.0		
	Total	293.0		

* not including taxes and duties

C. Detailed Cost Estimates by Financier

22. The financing plan includes ADB OCR financing of \$293 million for civil works and E&M systems, and AFD parallel¹¹ cofinancing for €24.6 million (\$32.0 million equivalent) and joint cofinancing for €85.4 million (\$111.0 million equivalent) for civil works, E&M systems, and consulting services. EIB will provide parallel cofinancing for €73 million (\$95 million equivalent) for civil works and E&M systems and DGT parallel cofinancing for €250 million (\$325 million equivalent) for E&M systems, rolling stock, and consulting services. The balance of \$221.2 million would be financed by Government, which includes all taxes and duties and financial charges during the project implementation, land acquisition and resettlement costs.

¹¹ AFD will finance one contract with ADB for E&M systems at the depot.

Table 4.4 – Summary of Financing Plan
(\$ million)

Source	Total	%
ADB	293.0	27.2%
AfD	143.0	13.3%
DGT	325.0	30.2%
EIB	95.0	8.8%
GOV / counterpart funding	221.2	20.5%
Total Project cost	1,077.2	100.0%

ADB = Asian Development Bank, OCR = ordinary capital resources, AfD = French Agency for Development, DGT = General Dept. of Treasury, French Government, EIB = European Investment Bank.

Exchange rate: Euro 1.0 = \$1.3

Source: Asian Development Bank

D. Expenditure Accounts by Financiers

Table 4.5 – Detailed Cost Estimates by Financier- Investment Plan

	ADB		AFD		DGTPE		EIB		Government of Viet Nam		Total
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Base Cost											
1 Civil works											
Elevated and depot	0.0	0.0%	66.4	57.4%	0.0	0.0%	49.3	42.6%	0.0	0.0%	115.7
Underground	220.9	100.0	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	220.9
Rail works	22.6	47.0%	25.5	53.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	48.1
2 E&M systems											
Main line	0.0	0.0%	22.0	33.3%	33.0	50.1%	10.9	16.6%	0.0	0.0%	65.9
3 Rolling Stock	0.0	0.0%	0.0	0.0%	225.0	100.0%	0.0	0.0%	0.0	0.0%	225.0
4 Land acquisition and resettlement	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	24.3	100.0%	24.3
5 Consulting services	0.0	0.0%	7.3	14.0%	44.7	86.0%	0.0	0.0%	0.0	0.0%	52.0
6 Incremental administration	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	35.2	100.0%	35.2
7 Taxes and duties	0.0	0.0%	0.0	0.0%	0.0	0.0%	0.0	0.0%	71.0	100.0%	71.0
Subtotal (A)	243.5	28.4%	121.2	14.1%	280.7	32.7%	82.3	14.1%	130.5	15.2%	858.1
Contingencies	31.0	39.4%	21.8	13.6%	44.4	27.8%	12.7	7.9%	50.0	31.3%	159.9
Financing Charges During Implementation	18.5	31.2%	0.0	0.0%	0.0	0.0%	0.0	0.0%	40.7	68.8%	59.2
Total Project Cost (A+B+C)	293.0		143.0		325.0		95.0		221.2		1,077.2
% Total Project Cost		27.2%		13.3%		30.2%		8.8%		20.5%	100%

^a Physical contingencies computed at 10% of civil works & equipment, 5% of pre-investment stage cost, 0% of resettlement. Price contingencies are computed at 0.5 - 1.5% on foreign exchange costs, and 5.0 - 9.0% on local currency costs. No price contingencies for land resettlement.

^b Includes interest during construction and commitment charges

Source: Asian Development Bank

E. Expenditure Accounts by Year

Table 4.6 – Estimated Expenditure Accounts by Year for the Investment Program (\$ million)

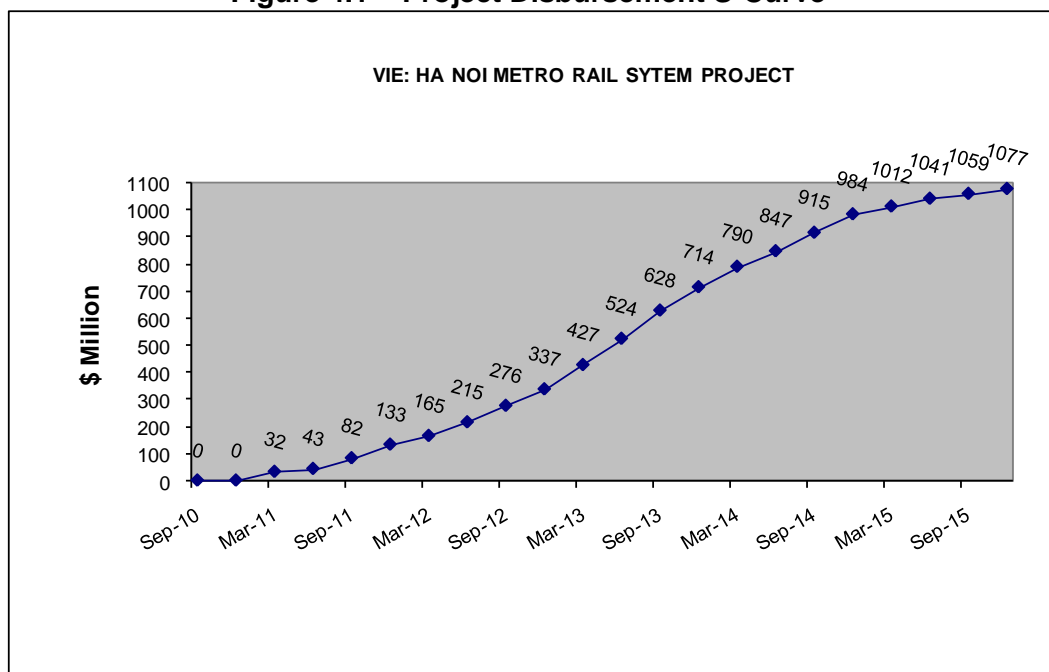
Item	Total Cost	2011	2012	2013	2014
A. Base Cost					
1 Civil works	336.3	104.2	121.5	71.6	39.1
2 E&M systems	114.0	0.0	48.8	33.7	31.5
3 Rollingstock	225.0	0.0	90.1	83.4	51.7
4 Land acquisition and resettlement	24.3	14.3	10.0	0.0	0.0
5 Consulting services	52.0	29.9	8.1	7.0	7.0
6 Incremental administration	35.2	8.8	8.8	8.8	8.8
7 Taxes and duties	71.0	11.0	27.3	19.8	12.9
Subtotal (A)	858.1	168.2	314.6	224.4	151.0
B Contingencies	159.9	24.7	61.6	44.7	29.0
C Financing Charges During Implementation	59.2	9.1	22.8	16.5	10.7
Total Project Cost (A+B+C)	1,077.2	202.0	399.0	285.6	190.7
% Total Project Cost	100%	18.8%	37.0%	26.5%	17.7%

Source: Asian Development Bank

F. Contract and Disbursement S-curve

23. Figure 4.1 shows the estimated disbursement progress over the implementation period for Project. This will assist to assess the disbursement performance at any time during the project implementation. In case of delays and poor disbursements, this will help as an early warning system for taking timely remedial measures.

Figure 4.1 – Project Disbursement S-Curve



G. Fund Flow Diagrams

24. The Fund flow diagrams are included below in Figures 4.2 and 4.3 which show how the funds will flow from ADB and the Government to implement the Project.

Figure 4.2 - Direct Payment for Civil Works

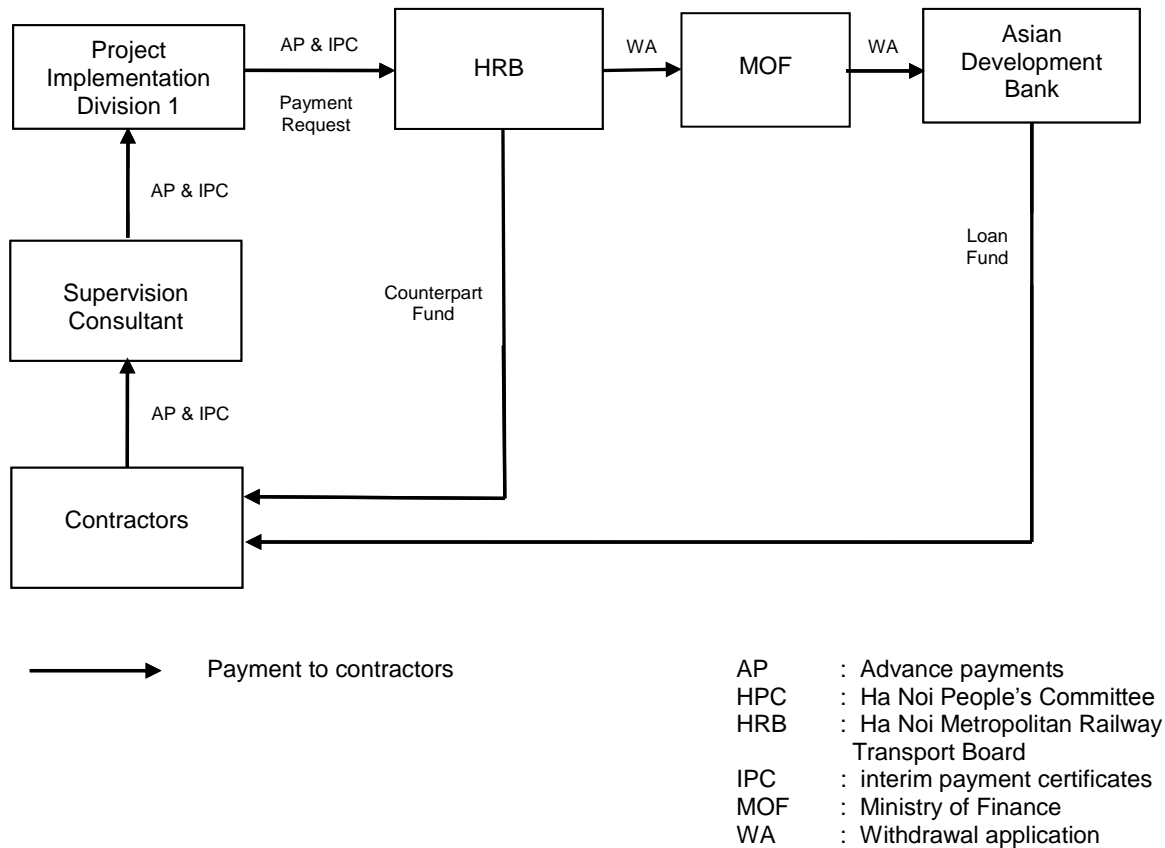
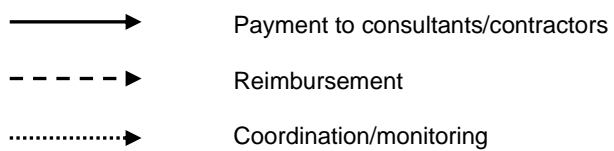
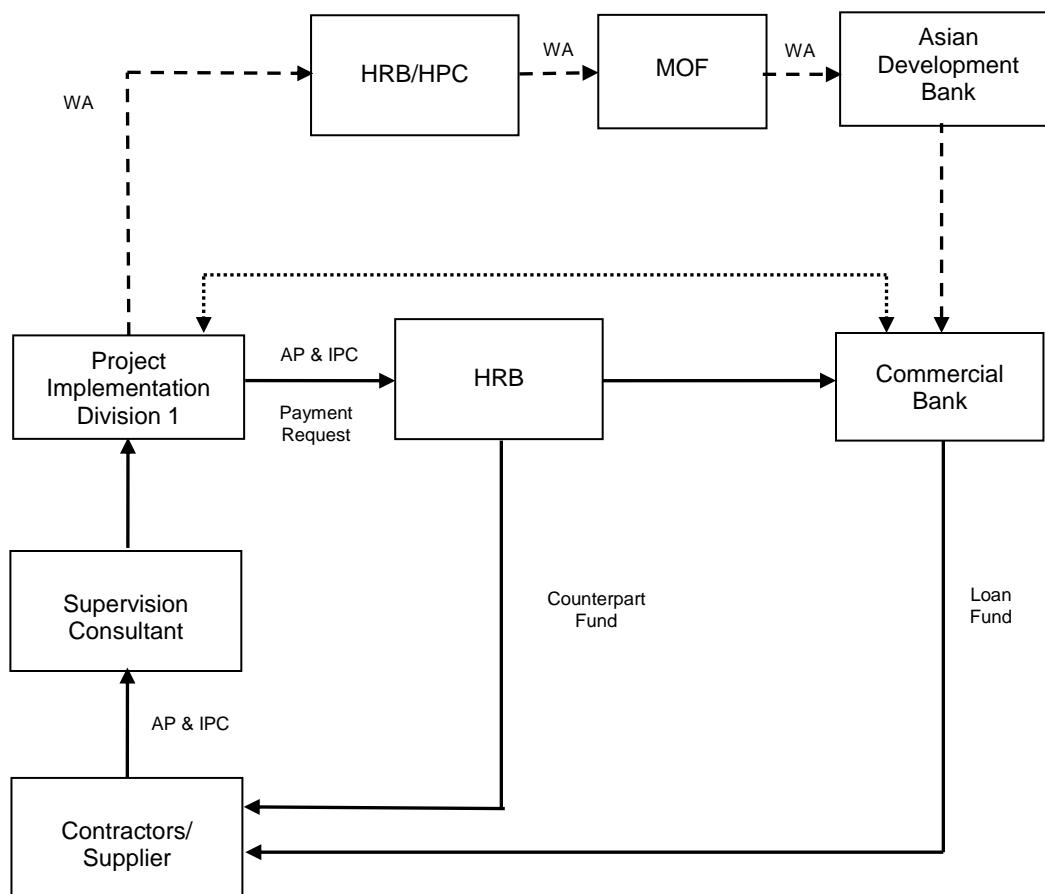


Figure 4.3 - Imprest Account



AP : Advance payments
 HPC : Ha Noi People's Committee
 HRB : Ha Noi Metropolitan Railway Transport Board
 IPC : interim payment certificates
 WA : withdrawal application

V. FINANCIAL MANAGEMENT

A. Financial Management Assessment

25. The HPC has had limited experience in managing foreign funded projects and the financial management arrangements are expected to follow a similar system. The Implementing Authority for the Project is to be the HRB that was established in 2001, under the HPC.

26. A financial management assessment of HRB was undertaken during project preparation and the main findings are indicated in Table 5.1 below. HRB is a relatively new agency with procedures being tested as they are put in place and little institutional experience in project management. As a state agency, HRB is obliged to follow the regulations and procedures set out in the various statutes and guidelines referred to above, and several of these are specific to ODA projects. This gives some assurance that procedures will meet the necessary accounting and reporting standards.

Table 5.1 – Summary of the Financial Management Assessment

Particulars	Conclusions
A. Funds Flow Arrangements	The arrangements for the flow of funds are yet to be determined. Under the Government guidelines on financial management of official development assistance (ODA) programs, (Circular 108/2007/TT-BTC of Ministry of Finance (MOF), the mode of transfer will be determined in the project investment decision.
B. Staffing	HRB is headed by a Director, and there are 4 Vice Directors who have responsibilities for specific areas of activities. As of March 2010 HRB has 70 staff. HRB has 9 divisions, including 2 Project Implementation Divisions (PID 1). PID1 covers Metro Line 3. A separate PID has now been set up for Metro Line 2. Most HRB staff has no previous experience in implementation of externally-financed projects. The exceptions are the staff who have had some exposure to preparation work on the other ODA funded rail transport projects. HRB has indicated that it is actively recruiting new staff with previous ODA project experience (HPC have approved staff increases to a total of 120 by 2015). A detailed capacity assessment will be carried out and the Project includes management support and training to HRB/HPC staff to assist with the successful implementation of the Project.
C. Accounting Policies and Procedures	At present HRB uses the accounting system prescribed by MOF Decision No. 214/2000/QD-BTC. It is expected to move towards Vietnam Accounting Standards (VAS) once new accounting software has been developed and installed. While detailed information is needed on staff responsibilities in the Finance and Accounting Division, staff accountability is in accordance with general Government of Vietnam policies and procedures.
D. Internal and external audits	HPC is responsible for internal audit and inspection function, which plays the role of checking, supervision of policies, including financial issues and reporting. Inspections are conducted based on the Government guidelines and focused on reviews of plans, expenditures, contracts and compliance. Financial statements of HRB and PID1 are to be audited annually by independent external auditors, which are hired through bidding process, in accordance with the International Standards on Auditing, which complies with the requirements of ADB
E. Reporting and	HRB will follow the reporting mechanisms for the implementation of ODA

monitoring	programs and projects as set out in Ministry of Planning and Investment Decision 803/2007/QD-BKH. This Decision also provides for the use of the Aligned Monitoring Tool which allows users and lending agencies access to monitor the project.
F. Information Systems	Information is still needed from HRB on the progress of the proposed computerization of its accounting, financial and management reporting system

27. HRB is following the accounting system for project owners as set out in MOF Decision No. 214/2000/QD-BTC. Accounting vouchers, bank account, chart of accounts and financial statements are coded and classified by the project components, categories of expenditure, and sources of funds. If properly applied the system satisfies the following FMA criteria:

- i. Controls are in place concerning the preparation and approval of transactions
- ii. The chart of accounts is adequate to properly account for and report on project activities and disbursement categories
- iii. The General Ledger and subsidiary ledgers are reconciled and in balance
- iv. All accounting and supporting documents are retained on a permanent basis in a defined system that allows authorized users easy access.

28. The Financial Management Action Plan (FMAP) for HRB includes strengthened internal controls through regular technical and financial audits of project activities, strengthened payment validation procedures to reduce risks of fraud, segregation of some financial functions from the rest of project management to maintain checks and balances, documentation of Project and financial management procedures in this manual to guide project staff, and steps to train Project staff in financial management procedures.

Action Expected	Output	Due Date
A. Project Organization and Staffing 1. Project Implementation Division (PID) established and staffed. Further review the organization to ensure adequate segregation of duties between project financial verification functions and project management. 2. Recruitment of financial management specialist consultant to help prepare the Interim Financial Reports.	HRB policy which sets out the project's organizational structure and FM staff appointments are acceptable to the Bank. Acceptable terms of reference and qualification of financial management consultant.	PID for Metro line 3 already established within HRB.
B. Project Administration Manual (PAM) A Manual to document procedures to be followed by implementing unit covering all aspects of procurement and financial management. This should include inter alia, all financial management and disbursement procedures for this	Draft Project Administration Manual acceptable to ADB.	Sep 2010

project. Also included should be annual budgets and work programs for at least the first year, stronger payment validation procedures, segregation of duties among payment authorization and “commitment maker” functions at central level, financial reporting formats, supervision, internal audit arrangements community oversight arrangements and anti corruption plan.	Final Project Administration Manual acceptable to the ADB.	Feb 2011
C. Training for HRB staff who will require the necessary skills to carry out respective project management duties as described in the Project	Consultant support to HRB and on the job training as identified by capacity assessment of Implementing Authority (HRB).	2012
D. Internal Audit Risk-based Internal Audits to be systematically undertaken for all project activities at regular intervals, jointly by private sector audit firms and the HRB, based on terms of reference acceptable to the ADB. Copies of these audit reports to be provided to the Bank.	Incremental operating cost of internal audits included in the Project cost estimates. Terms of reference on responsibility for internal audits of project activities to be issued.	2011
E. Auditing Arrangement of the project annual audit in accordance with a specific TOR and by independent auditors acceptable to the ADB.	Terms of reference and letter to auditor (including TOR) confirming the audit arrangements.	2012

29. **Risk Analysis:** During the implementation phase, the PID will encounter some risks, which can be segregated into two main categories: (i) country level and (ii) organization/project level. Together with project specific risks and activities to mitigate them are summarized in Table 5.2 below. Financial management risks shall need to be considered and updated throughout the life of the Project. Risk mitigation measures will also need to be updated as appropriate.

Table 5.2 – Risk Assessment and Mitigation Measures

Risk	Risk Assessment	Risk Mitigation Measures
<i>Inherent Risk</i>		
1. Country specific - Budgeting	M	<ul style="list-style-type: none"> • Annual budgets and work programs will be required. • Budgeting control procedures of Government of Viet Nam to be followed
2. Entity specific - PID Capacity	M	Current PID and consultants will assist newly established PID in implementing ADB financed project. Extensive training on ADB procedures shall be carried out under separate loan.
3. Project specific - procurement: collusion	L	A Project Administration Manual (PAM) to include a clear description of financial management procedures for guidance of Project staff.
- Internal control and Accounting	M	Strengthened internal controls to include regular internal technical and financial audits, stronger payment validation procedures and specific requirements for accounting evidence. Payment verification function to be segregated from project management.
Overall Inherent Risk	M	
<i>Control Risk</i>		
1. Implementing Agency	M	Organizational capacity augmentation with the induction of experienced PID staff will support the existing organizational structure
2. Funds Flow <i>HRB currently operate an account in Ha Noi Treasury Department, and all expenditures are controlled by the Treasury Department.</i>	S	<ul style="list-style-type: none"> • HRB to set up dedicated bank account to channel loan disbursements. • Under the loan, foreign and local equipment will be paid directly to the contractors. This could be through commitment or direct payment procedures. Other payments could be through reimbursement or imprest procedures.
Overall Control Risk	S / M	

* H = High, S = Substantial, M = Moderate, L = Low or Negligible

B. Disbursement

30. The Loan proceeds of ADB will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2007, as amended from time to time),¹² and detailed arrangements agreed upon between the Government and ADB.

¹² Available at: http://www.adb.org/Documents/Handbooks/Loan_Disbursement/loan-disbursement-final.pdf.

31. Loan proceeds will be disbursed directly to contractors, suppliers, and consultants, based on an approved contract using direct payment procedures, where ADB pays a designated beneficiary directly. A signed withdrawal application (Appendix 5 of Loan Disbursement Handbook) must be submitted to ADB together with a summary sheet (Appendix 8 of Loan Disbursement Handbook) and the required supporting documents. A separate withdrawal application is required for each different currency. The following supporting documents must be submitted to ADB together with withdrawal application: (i) contract or confirmed purchase order, if not submitted earlier to ADB, indicating the amount and the due date; (ii) for payment of services requires the consultant's claim or invoice; and (iii) for payment of civil works requires the claim or invoice from the contractor and a summary of work progress certified by the project engineer and approved by the borrower's authorized representative. The required documents should be in English language.

32. Pursuant to ADB's Safeguard Policy Statement (2009) (SPS),¹³ ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth at Appendix 5 of the SPS. All financial institutions will ensure that their investments are in compliance with applicable national laws and regulations and will apply the prohibited investment activities list (Appendix 5 of Loan Disbursement Handbook) to subprojects financed by ADB.

33. Payments should be certified by the Engineer in the form of monthly interim payment certificate for the civil works contracts. The monthly certificates will then be split into the relevant funding portions for each contract (ADB and the Government) by the sub project manager. The sub-project manager will provide payment request form (SPP) and if this is in order and supported by approved order, Government will issue a Payment Order (SPM). The Government (or HRB/HPC) will submit a separate Withdrawal Application for each request for each currency.

34. All disbursements for ADB and AFD financing will be carried out in accordance with the ADB Loan Disbursement Handbook. Direct payment procedures will generally be used for civil works contracts and consultant services.

35. Payment for individual consultants (national) may be made from the Imprest Account. An imprest account will be established for the Project at a commercial bank acceptable to ADB. The initial advance to and the ceiling of the imprest account will be based on estimated expenditures for the first 6 months to be paid out of the imprest account or 10% of the total ADB loan amount whichever is lower. The imprest account will be established, managed, replenished, and liquidated in accordance with ADB's Loan Disbursement Handbook, as amended from time to time, and detailed arrangements agreed upon between the Government and ADB. The statement of expenditure (SOE) procedure will be used to reimburse/liquidate eligible expenditures per individual payment not exceeding \$50,000. HRB will be responsible for (i) preparing disbursement projections and (ii) requesting budgetary allocations for counterpart funds,

36. The request for initial advance to the imprest account should be accompanied by an Estimate of Expenditure Sheet setting out the estimated expenditures for the first six (6) months of project implementation, and submission of evidence satisfactory to ADB that the imprest account has been duly opened. For every liquidation and replenishment request of the imprest account, the borrower will furnish to ADB (a) Statement of Account (Bank Statement) where the imprest account is maintained and (b) the Imprest Account Reconciliation Statement (IARS)

¹³ Available at: <http://www.adb.org/Documents/Policies/Safeguards/Safeguard-Policy-Statement-June2009.pdf>.

reconciling the above mentioned bank statement against the EA's records.¹⁴

37. Before the submission of the first withdrawal application, SBV should submit to ADB sufficient evidence of the authority of the person(s) who will sign the withdrawal applications on behalf of the borrower, together with the authenticated specimen signatures of each authorized person. The minimum value per withdrawal application is US\$100,000, unless otherwise approved by ADB. SBV is to consolidate claims to meet this limit for reimbursement and imprest account claims. Withdrawal applications and supporting documents will demonstrate, among other things that the goods, and/or services were produced in or from ADB members, and are eligible for ADB financing.

C. Financial Accounting and Auditing

38. The HRB will maintain separate project accounts and records by funding source for all expenditures incurred on the Project. Project accounts will follow international accounting principles and practices.

39. The HPC will cause the detailed consolidated project accounts to be audited in accordance with International Standards on Auditing and in accordance with the Government's audit regulations by an auditor acceptable to ADB. The audited accounts will be submitted in the English language to ADB within 6 months of the end of the fiscal year by the executing agency. The annual audit report will include a separate audit opinion on the use of the imprest account and the SOE procedures. The Government and HPC have been made aware of ADB's policy on delayed submission, and the requirements for satisfactory and acceptable quality of the audited accounts. ADB reserves the right to verify the project's financial accounts to confirm that the share of ADB's financing is used in accordance with ADB's policies and procedures. For revenue generating projects only, ADB requires audited financial statements (AFS) for each executing and/or implementation agency associated with the project.

¹⁴ Follow the format provided in Appendix 30 of the *Loan Disbursement Handbook*.

VI. PROCUREMENT AND CONSULTING SERVICES

40. All works and consulting services to be partially or fully financed out of the proceeds of the Loan shall be subject to and governed by ADB's *Procurement Guidelines*¹⁵ (April 2010, as amended from time to time), and ADB's *Guidelines on the Use of Consultants*¹⁶ (April 2010, as amended from time to time). All works and consulting services to be fully financed out of the proceeds of AFD, DGT and EIB financing shall be subject to and governed by their respective procurement guidelines.

A. Procurement of Goods, Works and Consulting Services

41. International competitive bidding procedures will be used for civil works contracts estimated to cost \$3 million or more, and supply contracts valued over \$1 million. Civil works will be procured through ICB using prequalification. ADB's prior review procedures will be followed. The HPC agreed to include the relevant sections of ADB's Anticorruption Policy (1998) in all bidding and contractual documents.

42. In cases where national competitive bidding (NCB) will be used, before the start of any procurement ADB and the Government will review the public procurement laws of the municipal and central government to ensure consistency with ADB's *Procurement Guidelines*.

43. An 18-month procurement plan indicating threshold and review procedures, goods, works, and consulting service contract packages and national competitive bidding guidelines is in Section B.

44. An estimated 2,450 person-months (300 international and 2,150 national) of consultant services is required to (i) facilitate project management and implementation, and (ii) strengthen the institutional and operational capacity of the executing and implementing agencies. These services will be financed by either DGT or AFD, following their consulting recruitment procedures.

B. Procurement Plan

45. The procurement plan for the Project is detailed below in Table 6.1, and will be updated during the course of implementation. The Loan involves 2 ICB packages for civil works and goods and no packages for consulting services. Should there be any need for NCB procurement, before the start of any procurement ADB and HRB will review the Government's public procurement laws to ensure consistency with ADB's *Procurement Guidelines*. Any necessary modifications or clarifications to the Government's procedures will be reflected in the procurement plan.

46. The procurement plan covers the first 18 months of procurement activity, which shall be finalized at the loan negotiations. Within one year after the date of loan effectiveness, the HRB shall submit a revised procurement plan to ADB for approval that captures all ongoing procurement and that planned for the following 18 months. The plan shall be updated annually (or as required after every loan review mission or after award of each major ICB contract), on the same basis for the duration of the project.

¹⁵ Available at: <http://www.adb.org/Documents/Guidelines/Procurement/Guidelines-Procurement.pdf>

¹⁶ Available at: <http://www.adb.org/Documents/Guidelines/Procurement/Guidelines-Consultants.pdf>

Table 6.1 Procurement Plan

Project Information

Country	Vietnam
Name of Borrower	Government of Vietnam
Project Name	Hanoi Pilot Light Metro Line Project, Nhon to Hanoi Railway Station
Loan Reference	TBD
Date of Effectiveness	TBD
Project Cost Amount (\$ million)	1,077.2
Of which ADB loan Amount (\$ million)	293
Executing Agency	Ha Noi People's Committee
Approval Date of Original Procurement Plan	22 June 2010
Approval of Most Recent Procurement Plan	February 2011
Publication for Local Advertisement	TBD
Period Covered by this Plan ^a	2011-2015

TBD = to be determined

^a The plan will be updated annually, on rolling 18-month basis, on the anniversary of the date of loan effectiveness

Procurement Thresholds, Goods and Related Services, Works and Supply/Install

Method	Threshold
International Competitive Bidding (ICB) for Works	> \$3,000,000
National Competitive Bidding (NCB) for Works	Below \$3,000,000
International Competitive Bidding (ICB) for Goods	Above \$1,000,000
National Competitive Bidding (NCB) for Goods	Above \$100,000 and below \$1,000,000
Shopping for Goods	Below \$100,000

Procurement Thresholds, Consultants Services

Methods	Threshold
Quality- and Cost- Based Selection (QCBS)	> \$1,000,000 by Full Technical Proposal ≤ \$1,000,000 by Simplified Technical Proposal ≤ \$600,000 by Biodata Technical Proposal
Individual consultants	In accordance with ADB's Guidelines on the Use of Consultants with procedures acceptable to ADB.

Table 6.1 Procurement Plan (cont.)

**List of Contract Packages in Excess of \$100,000
Goods, Works and Consulting Services**

Ref (Package)	Contract Description	Estimated Costs (\$ million) ^a	Procurement Method	Date of Advertisement	Prior Review Y/N	Funding Source
CW-1.	Elevated line	60.0	ICB ^c	Q2/2011	Y	EIB/AFD
CW-2.	Elevated stations	26.2	ICB ^c	Q2/2011	Y	EIB/AFD
CW-3.	Tunneling and underground stations	220.0	ICB	Q4/2011	Y	ADB
CW-4.	Depot site preparation	19.7	ICB ^c	Q3/2010	Y	AFD
CW-5.	Depot buildings	13.8	ICB ^c	Q1/2011	Y	AFD
CW-6.	Railway System 1	225.0	CB (tied) ^b	Q4/2011	Y	DGT
CW-7.	Railway System 2	55.0	ICB ^c	Q4/2011	Y	AFD/EIB
CW-8.	Railway System 3	48.1	ICB	Q4/2011	Y	AFD/ADB
CW-9.	AFC equipment	10.8	CB (tied) ^b	Q4/2011	Y	DGT
CS-2.1	Independent consultant 2.1	4.6	QCBS ^c	Q4/2010	Y	AFD
CS-2.2	Independent consultant 2.2	3.3	QCBS ^c	Q2/2011	Y	AFD

ADB = Asian Development Bank, AFC = automatic fare collection, AFD = French Agency for Development, CS = consulting services, CW = civil works, DGT = General Dept. of Treasury, French Gov., EIB = European Investment Bank, ICB = international competitive bidding, VIE = Viet Nam, N = No, QCBS = quality- and cost-based selection, Y = Yes.

^a Cost estimates do not include taxes and duties, and physical and price contingencies

^b Procurement to be guided by DGT guidelines, limited to French contractors

^c Procurement to be guided by AFD guidelines

Sources: ADB estimates

47. When a need arises during project implementation to change procurement arrangements (threshold, review requirements, method of procurement, contract packaging), HRB, in consultation with the ADB Project Officer, will prepare a letter justifying the change submitted together with an updated procurement plan, and present it for ADB approval. In the case of a variation, which would in aggregate increase the original amount of the contract by more than 15 percent of the original price, the EA shall seek ADB's no objection to the proposed extension, modification, or change order providing detailed justification validated by the Engineer. If ADB determines that the proposal is inconsistent with the provisions of the financing agreement and/or procurement plan, it shall promptly inform the EA and state the reasons for its determination. A copy of all amendments to the contract shall be furnished to ADB for its record.

48. For the purpose of oversight and monitoring, COSO will be responsible for posting the initial procurement plan and subsequent updates on ADB website.

49. The procurement milestones for the ADB funded Package 3 – Tunneling and underground stations is shown in Table 6.2.

Table 6.2 – Package 3 Contract Procurement Schedule

No.	Activity	Calendar Days	Date	Cumulative Days
1	Procurement Notice preparation (HRB to upload)	2		2
	Clearance by ADB	4		6
	Draft Bidding Documents (BD) Preparation	6		12
	Approval of draft BD by ADB, HRB – Prior review	2		14
	Detailed Design completed by HRB		Oct 11	
	BDs ready, including BOQ and tech Specs	7		21
	Clearance and approval of BD by EA Bidding Committee	7		28
	Submit to ADB for approval	7		35
	Issue Bid Documents to Interested contractors	2		37
	Receive bids and opening of tech qualifications	43		80
	Post qualification & technical evaluation by HRB	14		94
	Clearance and approval by EA Bidding Committee	3		97
	ADB's comments and no objection of the technical evaluation	7		104
	Opening of Price bids	1		105
	Overall evaluation report by HRB	7		112
	Clearance and approval by EA Bidding Committee	3		115
	Forward overall Evaluation Report with recommendations to ADB, including draft contract	1		116
	ADB's comments and no objection	7		123
	Issuance of letter of acceptance to contractor and forwarding contract agreement	3		126
	Technical meeting with contractor	1		127
	Contractor submits performance security	7		134
	Contract signing	5		139
	Contract approved by EA	7		146
	NTP and submit copy of contract to ADB	1		147
	Mobilization	14		161

C. Consulting Services

50. No consulting services will be financed by the ADB Loan. Consulting services for feasibility study, detailed design, construction supervision and other project implementation assistance will be engaged under the AFD and DGT financing. In addition, consulting services for implementation support, capacity development and sustainable urban transport measures are expected to be financed by ADB under a separate loan in 2012.

51. The outline terms of reference for all consulting services are detailed in Section D, and are summarized as follows:

- **Feasibility study, detailed design and construction supervision (DGT funded): Consultant SYSTRA, mobilized September 2007** – A total of 355 person-months of international consultant inputs and 2900 person-months of domestic consultants will be required. Consultant services are expected to take place over 72 months and commenced in September 2007. The consultant team will (i) assist HRB with preparation and approval of the project feasibility study [completed April 2009] (ii) preparation and approval of detailed design for civil works, systems, equipment and rolling stock, (iii) procurement of all contracts; (iv) construction supervision services, and (v) project management support to HRB. The full extent of the scope of services is as described in the existing contract.
- **Project Coordination assistance (AFD funded): Consultant COTEBA mobilized 12 November 2009** – A total of 7.5 person months of international consultant inputs and 5.5 person-months of domestic consultants will be required. Consultant services are expected to take place over 36 months. The consultant team will assist HRB in monitoring the AFD financed “HRB capacity strengthening program” and the FFEM financed “Program to support the urban and environmental integration of the Pilot Metro / Light Rail Transit line from Nhon to Hanoi Train Station”
- **Independent consultancy services 2.1 (AFD funded):** - A total of 177 person months of international consultant inputs and 316 person-months of domestic consultants will be required. Consultant services are expected to take place over 18 months. The consultant team will assist HRB to (i) verify the Technical Design and Cost Estimates of Packages of the Project made by Project Implementation Consultant and (ii) verification of Documents of Pre-qualification, Bid Documents for all Packages of the Project.
- **Independent consultancy services 2.2 (AFD funded):** A total of 94 person months of international consultant inputs and 270 person-months of domestic consultants will be required. Consultant services are expected to take place over 18 months. The consultant team will assist HRB to check, evaluate and certify the safety of entire system belonging to the project to ensure it is in compliance with Vietnamese regulations and International general rules..

52. To strengthen the capabilities of HRB, it is considered that additional consulting services for capacity building are an essential requirement. These will be ADB financed and implemented through a separate loan in 2012, and will be provided to HRB through the following three components:

- Project Implementation Support – Activities to directly support the implementation of metro Line 3 by HRB. These activities consist of consultant services to undertake the key tasks of Project Management and Contract Management and to support International Procurement.
- Activities to increase the use of Metro Line 3 –The current scope of work of the PIC excludes any activities outside of the limits of the rail infrastructure, stations and depot. As a result the design of interchanges, access to stations, park n’ ride facilities, bus route redesign, fares and ticketing, implications of different O & M arrangements and

policy measures to facilitate and encourage use of the metro are receiving little attention. The TA will propose studies and training activities to address this shortfall.

- Capacity Building of HRB – Activities to build the capacity to enable HRB staff to carry out both core implementation and “non-engineering” activities, such as modal integration, fares and ticketing, and creating the O & M entity and to undertake certain activities of importance to the co-financiers (such as environment, resettlement and financial management).

**Annex 1: Detailed design, procurement and construction supervision consultancy
services
Outline Terms of Reference**

The Consultant will work directly with the HRB-PID1 in the preparation of detailed engineering designs, cost estimates and bid documents for the project, including elevated and underground works, stations, and Metro Line 3 depot. The Consultant will carry out detailed engineering of the scope of work confirmed by HRB/HPC and financiers for all project sections. Tasks will include:

- (i) Update the inventories of the rail sections identified in the FS, including geometric features, structures, and other major features. Assess/quantify potential problems relating to land acquisition, cutting of trees, relocation of utilities etc. which should be addressed before tendering of construction contracts.
- (ii) Carry out topographic and geological surveys for alignment of project line, including horizontal and vertical alignments and cross-sections, establishment of horizontal control points, bench marks and permanent reference beacons as required for the preparation of detailed engineering designs to enable construction quantities to be accurately calculated.
- (iii) Prepare designs based on internationally recognized design standards, including typical cross sections with application of sound engineering practice. Validate that designs meet appropriate international practice.
- (iv) Based on the findings of the EIA completed as part of TA 4900-VIE, the rail design team, working in consultation with the environmental specialist(s), should incorporate as specific actions in the contract scope of works in infrastructure designs measures to prevent/avoid or mitigate adverse environmental impacts predicted to occur during the construction period.
- (v) Perform necessary investigations on materials found along the project alignment, with samples to be taken at suitable intervals and locations; particular attention shall be paid to subsurface conditions at viaduct support sites and underground tunnels and stations through appropriate geotechnical surveys. This investigation should include bore holes at appropriate centers in these locations and the cores should be logged sampled and tested.
- (vi) Investigate the suitability of locally available construction materials, and proposed dumping sites, and assess the quality and quantity of materials and hauling distance. Identify environmental management issues related to development and operation of these sites.
- (vii) Study the existing hydrological regime, based on an analysis of rainfall and flood records, including subsurface water characteristics supplemented by detailed field investigations, to establish adequacy of proposed structures.
- (viii) Prepare contract drawings; including rail plans, longitudinal profiles, cross-sections, structural plans, including for viaduct, stations and rail depot, and other

details necessary to describe the scope of work to bidders. Plans should include all existing features, expected land-take based on plotted earthwork limits and further right-of-way where different from existing and should include all environmental protection structures where these are necessary.

- (ix) Prepare contract packages for international competitive bidding (ICB).
- (x) In conjunction with HRB, 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 site.
- (xi) Ensure that bid documents include specific provisions to (a) minimize disruption/damage to the environment and local properties due to construction, using the EIA and the findings during this work as a basis for these provisions, (b) require contractors to prepare and implement environmental management plans for excavations and dumping sites that they will operate for their respective contracts, and (c) engage and pay a sub-contractor to undertake HIV/AIDS awareness programs for contractors' staff.
- (xii) Prepare procurement plans setting out details of proposed contract packages, procurement methods, and proposed schedule for procurement. Each plan is to cover a period of no less than 18 months and to be updated on a regular basis.
- (xiii) On completion of draft final detailed designs, prepare a Detailed Design Report setting out (a) design standards adopted, (b) rationale for major design decisions, (c) rail design methodologies, and (d) a Procurement Plan.

Preparation of Bid Documents. The Consultant will prepare final bid documents for all contract packages of the Project. The documents will include qualification criteria, invitation and instructions to bidders, standard and particular conditions of contract, specification, drawings, bill of quantities and other supporting documents. New Procurement Guidelines and Standard Bidding Documents issued by ADB in 2010 (or current version) will be used.

The Consultant will print the necessary copies of documents required by PID1 for bidding all contracts.

Completion and Implementation of Resettlement Plans. The Consultant will assist HRB and District and Commune Resettlement Committees (D/CRCs) to finalize Resettlement Plans (RPs) for all Project components, and to implement and monitor the RPs. Activities will include, but not be limited to the following:

- (i) Following completion of detailed design for each Project component, update the RPs prepared during TA 4900-VIE. The updated RPs will be approved by the Hanoi People's Committee (HPC)-DONRE and submitted to ADB and HRB for review and endorsement by HPC. The updated RPs will be in the form of a final database of affected persons, summary of the updated detailed measurement survey data, sub-project compensation charts replacement cost tables for each project component.

- (ii) Assist HRB to disclose all RPs to affected communities and general public in a form and language they can understand and in an easily accessible place, before submission to ADB for approval. This can be in a form of a public information booklet, a summary resettlement plan or a complete resettlement plan. The Public Information Booklet or summary resettlement plan will clearly state that copies of complete RPs (both in English and Vietnamese) are available to the public and can be obtained from the commune, district and municipality offices. All approved RPs will be immediately uploaded on ADB resettlement website.
- (iii) Assist HRB to implement information campaigns and stakeholder participation.
- (iv) Assist HRB and the DRCs to implement procedures for (a) minimizing adverse social impacts from land acquisition and loss of other assets throughout the planning, design and implementation phases, to reduce the need for physical displacement on houses and structures, (b) undertaking and completing census and detailed measurement survey of all losses, (c) coordinating resettlement and compensation activities on the various project sections, (d) participatory needs assessment for replacement assets (house plots, commercial premises, etc. (e) ensuring that at all stages of resettlement planning, management and monitoring, gender concerns are incorporated, including gender-specific consultation and information disclosure; this will include special attention to guarantee women's assets, property and land-use rights; and to ensure the restoration of their living and income standards, (f) tracking compliance with project policies; and (g) implementing promptly corrective actions and resolving grievances.
- (v) Assist HRB and the DRCs to implement detailed income restoration programs for people severely affected by loss of livelihood and income, including provision of agricultural extension assistance, skills training, micro-credit assistance, and or other income generation activity as compensation for lost land.
- (vi) Assist HRB to implement (a) liaison mechanisms to ensure proper technical and logistical support to the DRCs, and (b) procedures for a management information system and ongoing internal monitoring.
- (vii) Coordinate with the Independent Monitoring Agency and make submissions as necessary so that the Agency can audit the tasks in this TOR that relate to resettlement to ensure that they are undertaken properly and effectively.

Project management support to HRB. A total of 309 person-months of international consultant inputs and over 2,000 person-months of domestic consultants will be required, including 164 for construction supervision, and 145 for project management. Consultant services are expected to take place over some 72 months (actual duration of service shall be in line with civil works schedule). The consultant team will provide independent technical and advisory support to HRB throughout the implementation period of the project. This will include advice on tender evaluation; monitoring of environmental and safeguards compliances; and on the job training.

Assistance in Procurement of Civil Works Contracts in ADB Component. Assist HRB to finalize the contract packages. Print the necessary copies required for bidding all contracts. Assist HRB throughout the procurement of the contracts by providing the following services:

- (i) assist in pre-bid meetings to answer questions from bidders and provide amendments to instructions to bidders as necessary;
- (ii) assist HRB in the evaluation of qualification information submitted by interested bidders and the evaluation of bids including:
 - checking accuracy of bids,
 - checking technical and financial qualifications of bidders and the validity of bids,
 - assess management capacity,
 - produce a list of compliant bidders,
 - check plant and equipment requirements of bidders, and
 - prepare bid evaluation reports and recommendations on contract awards; and
- (iii) assist HRB in pre-contract discussions and review of securities submitted by bidders.

Construction Supervision. The Consultant will appoint a Project Manager/Chief Resident Engineer to act as the Engineer's Representative for the contracts.

As the Engineer's Representative, the Consultant's nominated Chief Resident Engineer will implement the civil works, M&E and rail system engineering contracts and ensure that the works are constructed in accordance with its provisions. The Consultant will have all of those powers which are defined in the conditions of contract as being the Engineer, with the exception of the following, which will be retained and exercised by the Employer generally on the advice of the Engineer:

- (i) issuing the order to commence the works;
- (ii) approving variation order which have financial implications;
- (iii) approving significant variations in quantities;
- (iv) approving subletting of any part of the works; and
- (v) approving extensions of time.

In addition to all of the duties necessary for the adequate supervision of the construction activities on site, the Consultants' responsibilities will also include:

- (i) preparation of formal contract documentation; and
- (ii) contract administration.

In detail, the Consultants' responsibilities will include but not limit to the following:

- (i) approve the contractor's work program, method statements, material sources, etc;
- (ii) prepare and issue reports as defined subsequently;
- (iii) approve and/or issue working drawings, approve the setting out of the works and give instructions to the contractor;
- (iv) take measurements and keep measurement records;
- (v) maintain records, correspondence and diaries;
- (vi) certify work volume and recommend interim certificates for progress payments;
- (vii) maintain consolidated Project accounts, and assist with preparation of financial statements and withdrawal applications for submission to the Bank;
- (viii) certify completion of past or all of the works;
- (ix) ensure that Contractors strictly follow the safety measures during the project implementation, provide a safety report as a part of the progress reports during the construction period.
- (x) inspect the works at appropriate intervals during the defects liability period and issue the Defects Liability Certificate;
- (xi) process the Contractor's possible claims;
- (xii) ensure minimum disruption/damage to the environment and local settlements by approval of contractors' work statement/methodology. Monitor the impact of construction works on the environment and on local settlements and provide information to HRBP and ADB and financing partners in the monthly progress reports;
- (xiii) ensure that Contractors streamline and expedite the process of completing contract works, assembling supporting documents and finalizing as-built drawings, and closely monitor their performance in this respect;
- (xiv) provide the Employer with complete records, reports and approve contractors' as-built drawings for the works; and
- (xv) provide advice and on-job-training to HRB staff in contract administration.

Project Performance Monitoring. The Consultant will implement necessary systems and programs that will enable performance with regard to Project implementation to be monitored and the effect of the Project relative to those expected to be assessed. Specifically, the Consultant will:

- (i) provide and maintain a computerized project management system that will assist HRB to implement the project and provide information on project progress for routine reports and review missions;

- (ii) prepare a monitoring and evaluation program that will enable the effectiveness of implementation activities for the Project to be assessed, giving particular consideration to (a) the precise description, timeliness, cost and quality of physical infrastructure implemented in the Project, and (b) the integrity of resettlement and related programs;
- (iii) submit the proposed monitoring and evaluation program to the HRB and ADB for review and approval at the same time as the first Detailed Design Report; and
- (iv) implement the approved monitoring and evaluation program using 'before' and 'after' studies and other forms of survey and analysis, giving regard to its anticipated effect on economic and social development as indicated in the Design and Monitoring Framework for the Project.

The Consultant will conduct the socio-economic and baseline surveys. To do this the Consultant will assemble appropriate data prepared during the feasibility study and TA 4900-VIE and carry out additional necessary socioeconomic and other baseline surveys. During implementation, the Consultant will:

- (i) ensure that monitoring and evaluation specialists liaise with all other technical staff to develop and implement a comprehensive and effective monitoring and evaluation program;
- (ii) establish systems for recording data and statistics for such monitoring;
- (iii) plan surveys and identify the collection of other required data needed for the monitoring and evaluation program, drawing on for example traffic and travel surveys, household socioeconomic sample surveys, participatory rapid appraisals, social and environmental impact assessments and indicators, and secondary data from government sources. Where relevant, indicators shall be disaggregated by gender and socioeconomic status;
- (iv) incorporate findings and supporting data in the project completion report; and
- (v) evaluate the benefits of the Project in accordance with a schedule and terms of reference to be mutually agreed by HRB and ADB.

Reports and Public Disclosure. The Consultant will submit reports at the times indicated in table below. The number of the reports including Bid Documents to be submitted by the Consultant is 20 copies to HRB, (12 copies in English and 08 copies in Vietnamese translation); Soft copies of all reports will be provided in original file formats.

The Consultant will provide other reports necessary to support Project planning, approval and implementation activities including: traffic conditions in the project area, economic evaluation, safety audits, resettlement plans, environmental management plans, soils and materials investigations, etc.

The Project Completion Report (PCR) will contain evaluation on implementation arrangement for the design stage, project costs, schedules and procurement describing significant problems encountered during packaging, preparation of documents, evaluation of bids and

recommendations to update implementation documentation prepared under the Project FS in the light of experience gained during these services.

Project Reports

Report	Required by
Inception Report	end month 1
Progress Reports	Monthly
Detailed Quarterly Progress Reports	Quarterly
Prequalification Documents	As scheduled
Draft Final Engineering Designs and Bid Documents	As scheduled
Detailed Design Report	As scheduled
Final Engineering Designs and Bid Documents	As scheduled
Resettlement Plans	As scheduled
Benefit Monitoring & Evaluation Report (BME report)	end of each year during the construction and end of services
Project Completion Report	end of services
Other reports and/or documents as may be reasonably requested by ADB (and other financiers)	

VII. SAFEGUARDS

53. The primary objective of safeguards is to avoid adverse impacts of projects on the environment and people. If impacts become unavoidable to realize the intended positive project impacts, adverse impacts shall be minimized, mitigated or affected people compensated. Approved and acceptable planning procedures shall be used and will be part of project covenants. Such procedures and documents shall be acceptable and approved by approving authorities in Viet Nam and by ADB. They will be disclosed in accordance with the agreed procedures by ADB and the borrower

A. Involuntary Resettlement

54. The Borrower shall ensure that any involuntary resettlement is carried out in accordance with the agreed Resettlement Plan (RP), ADB's Safeguard Policy Statement (2009), and the Borrower's laws and regulations on involuntary resettlement. In case of discrepancies between the Government's laws, regulations, and procedures, and ADB's Safeguards Policy Statement (2009), the ADB SPS will prevail.

55. The draft RP agreed between HPC and ADB will be updated following completion of detailed designs and will be submitted to ADB for review and concurrence. The RP will be updated through the conduct of consultations, census and detailed measurement survey (DMS) to determine the actual impacts on land and assets of displaced persons. A qualified appraiser will be engaged to carry out replacement cost survey for land and non-land assets during RP updating. The RP will be submitted to ADB for review and concurrence. Land acquisition, relocation of affected households, and clearance of land will not commence until the RP has been agreed between ADB and the Government.

56. HPC, through HRB, will ensure that the agreed resettlement corrective action plan for the depot priority area agreed between HPC and ADB will be implemented.

57. HPC, through HRB, is responsible for disclosing and disseminating the RP as required in the relevant laws of the Government and ADB Safeguard Policy Statement (2009). Copies of the resettlement external monitoring reports on RP implementation will be made available to project offices and affected communes.

58. HPC, through HRB, will ensure that within 1 month following the commencement of RP updating, an external monitoring agency (EMA), acceptable to ADB, is engaged to monitor and evaluate updating and implementation of the RP. The budget provided to the EMA will include funds sufficient, in the opinion of ADB, for the EMA to adequately perform its functions.

59. HPC, through HRB will only issue a site possession notice to the civil works contract to commence construction activities for a specific section once the head of the district resettlement committee has officially confirmed in writing that (i) payment has been fully disbursed to the displaced persons and rehabilitation measures are in place for that specific section as per RP agreed between the Government and ADB; (ii) already compensated DPs for that specific section have been cleared from the area in a timely manner; and (iii) that the specific section of the project is free from any encumbrances.

60. HPC shall timely provide counterpart funds for land acquisition, resettlement and monitoring activities specified in the agreed RP, and will meet any unforeseen obligations in excess of the RP budget estimate in order to satisfy resettlement objectives.

B. Environment

61. The Borrower shall ensure that:

- (i) the Project is implemented in accordance with the Borrower's laws and regulations on environment, as well as ADB's Safeguard Policy 2009 (ADB's SPS), and that there is no significant damage to the natural environment as a result of the design, construction, operation and maintenance of the Project facilities;
- (ii) if there is any discrepancy between the Borrower's laws and regulations, and ADB's SPS, then ADB's policy shall apply;
- (iii) the Works contracts under the Project include specific measures to mitigate negative environmental impacts caused by the construction activities in accordance with the requirements of the EMP prepared for the Project, and the EMP shall be included in the bidding and contract documents requiring contractors to comply with all applicable provisions and as a basis for the contractors to prepare site specific EMPs;
- (iv) adequate budget and staff resources are allocated for the EMP implementation;
- (v) the contractors engaged under the Works contracts are in strict compliance with all environmental impact mitigation and monitoring requirements set out in the EMP and contract documents;
- (vi) environmental approvals required by the Government are obtained in a timely manner and copies of such approvals shall be submitted to ADB upon issuance;
- (vii) construction works carried out by contractors are adequately supervised and monitored to ensure compliance with the monitoring and mitigation measures set forth in the EMP;
- (viii) new or supplementary environmental assessment report shall be prepared in compliance with the EARF and ADB's SPS if there are any additional components or changes in the Project such as specific location and design, among others, that will result to adverse environmental impacts and are not within the scope of the environmental assessment report approved by ADB; such documents shall be submitted to ADB for clearance prior to implementation of additional components or major changes and corresponding approval from the Borrower's (approving authority) shall be obtained in a timely manner;
- (ix) if any unanticipated environmental impacts become apparent during project implementation, prepare a corrective action plan and submit this to ADB for clearance and ensure implementation of the corrective action plan;
- (x) establish an environmental grievance redress mechanism, acceptable to ADB, to receive and facilitate resolution of affected peoples' concerns, complaints, and grievances about the Project's environmental performance;

- (xi) the existence of this grievance redress mechanism is made public through public awareness campaigns; review and address environmental grievances of stakeholders in relation to the Project, any of the service providers, or any person responsible for carrying out any aspect of the Project; and proactively and constructively respond to such grievances; and
- (xii) semi-annual reports on implementation of the EMP are submitted to ADB on a timely manner.

C. Execution of Civil Works Contracts

62. HPC, through HRB, will ensure that, subsequent to award of civil works contract, no section or part of the section for any project will be handed over to the contractor until the applicable provisions of the EIA and RPs, particularly the timely delivery of compensation to affected families, have been complied with.

63. Any changes to the location, alignment of works, or environmental impacts arising from the detailed designs of any project will be subject to prior approval by ADB and the relevant government agency of Viet Nam.

VIII. GENDER AND SOCIAL DIMENSIONS

A. Poverty Reduction

64. The Investment Program is a general intervention, with indirect poverty reduction impacts. Major beneficiaries will be the wards in districts along the project corridor and all public and private transport users. It is expected that local economies will improve, with lowered transport costs increase business opportunities, reduce congestion, better quality of life

65. The Project is expected to contribute in reducing bottlenecks in transport infrastructure, ease congestion and improve air quality in the City, although during construction traffic congestion and disruptions are expected to be exacerbated. The beneficiaries include students in universities and colleges along the Metro line 3 alignment, workers and traders traveling between the western part of Ha Noi and the central business district and service/commercial establishments near the Metro Stations. Women, children and older people, who are more inclined to use public transport, are expected to benefit the most from the improved transportation

66. Project district wards will benefit through temporary construction jobs, and routine maintenance will employ unskilled and semiskilled workers. Women will be encouraged to work and will be treated equitably. HRB will ensure that employment opportunities are announced to local communities and will also ensure that contractors conform to appropriate labor laws and standards. HRB will monitor the use of local labor and appropriate labor laws and standards within the first 3 months of the commencement of each construction contract and take appropriate action to improve the employment and compliance if needed.

B. Safety, Health and Gender Concerns

67. The potential adverse social impacts from the Project are increased risks of exposure to HIV/AIDS and human trafficking of women and children during construction and operation due to the influx of construction workers and increased commuter traffic. There will also be increased safety risks for the communities along the road due to higher concentration of pedestrian movements near stations. These risks will be addressed through the HIV/AIDS and human trafficking awareness and prevention program and public transport safety component to be implemented under a separate loan in 2012. All civil works contracts under the Project incorporate provisions and budgets to the effect that contractors carry out the HIV/AIDS and Human Trafficking Prevention Program in the construction campsites with such Program being held in coordination with the Government's programs and other initiatives.

68. Gender is an important variable which needs to be taken into consideration to ensure that the effectiveness and sustainability of Ha Noi mass rapid transit development is maximized. Women and men have different transportation needs and behavior, and they also have different access and affordability to use transportation means. Women to a greater extent than men use public transportation, bicycles and motorbikes for transport. Generally they also take major part of bringing children to school and other activities, as well as purchase and carry home family food and consumer items. As more and more urban and suburban women are living and working in different areas, commuting to work, to children's school and to markets/shops in overcrowded roads and streets takes an increasing part of their time. At the same time traffic is a major cause of stress due safety risks, and exhaust fume is causing health concerns. Rapid metro system will therefore provide a good transport alternative for women. However, gender aspects need to be integrated into all Project design, planning and implementation in order to

ensure that the metro system will be accessible, safe, secure, comfortable and affordable to women as well as to all different kinds of passengers.

69. Gender differences have to be understood and responded to in order to ensure the access and use of the transport system by different groups of passengers. A Gender Action Plan (GAP) has been prepared in accordance with ADB's Gender and Development Policy (1998) to ensure the sustainability of design, planning and implementation of the Hanoi Metro Rail System Project for both men and women, and an operation of a competitive and efficient public transport system that meets the needs of different users. Gender considerations will accordingly be mainstreamed into all Project phases and activities.

C. Gender Action Plan

70. Gender Action Plan has been prepared in order to ensure that gender aspects and issues will be considered in all Project-related issues and activities throughout the Project time period from preparatory stage to the start of the metro traffic operation. The GAP will be implemented through the following areas of action in order to guarantee gender mainstreaming:

a. Gender-specific physical design features and gender-specific planning of the transport infrastructure and system in order to ensure access, safety, convenience and affordability of the metro for different kinds of passengers.

(i) **Accessibility.** The metro system physical design has to take into account women's and men's different gender roles. For example, as women tend to have greater caring responsibilities, the metro physical design should be easily accessible for women traveling with young children. Accessibility for the elderly and people with disabilities should also be considered. Stations also have to be easily accessible for motorbikes and bicycles to enhance metro commuting. It has to be ensured that:

- Metro stations and trains are easily accessible and spacious for women carrying children and packages, as well as for pregnant women;
- Steps and elevators are designed for women traveling with children, also pushing baby prams, for elderly people and for handicapped;
- Metro trains are designed with priority seats for pregnant women and women traveling with children, for elderly people and handicapped;
- Metro stations and trains have dedicated waiting areas and carriages for women, children, the elderly and people with disabilities.
- Metro trains are provided with space for baby prams, wheelchairs and shopping bags;
- There are proper parking areas for motorbikes and bicycles around the metro stations, and also "xe om" waiting areas.

(ii) **Safety.** Metro stations, access and surrounding areas have to be safe for women even in night-time. Dark and unsafe spots that may attract drug addicts, sex workers and robbers have to be avoided in the design. Safety has to be ensured through:

- Proper lighting and landscaping around and in the metro stations to ensure that there are no dark spaces;
- Video surveillance system in trains, stations and footbridges joining the platforms;
- Dedicated women-only train carriages and waiting spaces on platforms
- Safe pedestrian overcrossings with traffic signals to access metro stations.

(iii) **Convenience.** The metro has to be comfortable to ensure women's utilization of the public transportation system:

- Accessible separate toilets for women and men in metro stations, with women's toilets including additional toilet facilities appropriate for young children;
- Trains have to run frequently and timely;
- Metro system has to be integrated with other public transportation in timetable and ticketing systems;
- Wherever possible there should be space designed for market/shopping areas selling everyday food and household items around the metro stations to facilitate the daily household purchases by women on the way home from work and to save time for women.

(iv) **Affordability.** Public transportation system has to be affordable in order to attract passengers:

- Pricing of metro tickets need to be affordable to all groups of people, integrated with other city public transportation systems, and with monthly passes available for commuters. Gender analysis of affordability will inform ticket pricing

b. **Gender-specific employment targets, and gender-specific core labor standards in recruitment of staff for all civil works and other transport services.** HRB will ensure that:

- Metro station physical design allows for adequate spaces to promote women's livelihood opportunities to run small businesses in the vicinity of stations
- All employment for the Project will be gender equal, following the Government Labor Code;
- Women's employment will be promoted and women are specially encouraged to search employment in the transport service sector;
- Targets will be established for employment of women and gender-equal core labor codes in all construction contracts to prevent discrimination of women, gender-equal wages are ensured, and recruitment of qualified women enhanced. At least 30% of the jobs generated by the Project civil works will employ women;

- Targets for a minimum of 30% female employment in the metro operation and maintenance staff, such as in management, ticketing, station attendance and security;
- HRB will pay attention to the needs of female employees for protection against any sexual harassment, and in case there are migrant female workers, safe accommodation areas separately from men will be guaranteed for them;
- HRB will ensure that no child labor will be used in any Project-related work or by any Project contractor.
- .

c. Women and men equally considered and treated in the Project resettlement plan.

- Resettlement Committees will include female representatives from the district and commune Women's Unions to represent the interests of women in the affected households;
- Separate consultations will be held with the women from the affected households to determine the level of impacts, issues related to relocation and compensation, and special assistance required to address their specific needs to restore or improve their livelihoods;
- Joint registration of land-use rights in the names of both husband and wife in instances where households are allocated alternative agriculture and/or residential land;
- Presence of both husband and wife in the occasion of receiving compensation payment;
- Special attention paid to assessing the impacts on the mainly female shopkeepers in Nui Truc Street. Specific measures will be taken to restore their temporary loss of income during the construction period. The potential long-term impacts of the construction on their business activities will be assessed and paid attention to in an appropriate way;
- Attention will be paid to any complaints and grievances made by women.

71. To ensure the effectiveness of gender mainstreaming, HRB will implement the GAP and appoint in HRB a full-time Gender Specialist with demonstrated previous competence in socio-economic development and gender mainstreaming, to assure that gender is considered in all design, planning and implementation activities, and to monitor the gender impacts of the project and implementation of the GAP. The Gender Specialist will be ensure that all baseline data and analysis for preparatory surveys, feasibility studies and assessments is gender disaggregated and contains a gender perspective, and that the findings will be brought into all design, planning and implementation of the Project.

72. Indicators have been developed for monitoring the implementation of major GAP strategies and activities. Gender disaggregated baseline data will be collected in the preparatory phase of the Project, and activities will be potentially adjusted and detailed based on the results. Gender disaggregated indicators will also be developed for an integrated monitoring of gender, social and resettlement-related issues as specified in the Resettlement Plan and GAP.

73. **Capacity Development Program.** Under the proposed separate loan in 2012 to develop the capacity of HRB for project implementation, gender activities will be included that address (i) gender mainstreaming into HRB capacity development activities and targets for participation of female staff in all project-related capacity development activities, (ii) whenever relevant, gender aspects are considered in all TORs for consulting services and in studies and plans developed under the project, and (iii) separate targets for men and women in the HIV/AIDS and Human Trafficking Prevention Program developed for the Project.

GENDER ACTION PLAN
VIE: Ha Noi Metro Rail System Project

Duration: 2011 –2015

Impact: *Establishment of an integrated sustainable public transport system in five districts of Ha Noi*
Outcome: *Improved public transport services along the project corridor, which meets the needs of different users*
Outcome indicator: *22% increase in public transport usage in project districts, including increased usage by women by 25%*

Output and Gender-related Objective(s)	Activity / Strategy	Performance/Target Indicators	Time Frame
Preparatory Stage <i>To ensure due consideration of gender issues and analysis in program planning, design and implementation procedures.</i>	Appoint a full-time Gender Specialist in HRB responsible for supervision and reporting against the GAP throughout the Project period. Gather baseline sex-disaggregated data and gender analytical information for preparatory surveys, feasibility studies and assessments. Facilitate equal participation and consultation of women affected by and involved in the Project during preparatory surveys, studies, assessments and other consultative mechanisms.	Gender Specialist appointed in HRB and reporting periodically on progress with GAP implementation. Studies and reports include reference to gender-disaggregated data and gender analytical information. Number of women's groups and representatives consulted during preparatory surveys, studies, assessments and other consultative mechanisms.	2011
Output 1: Civil Works – Construction of 12.5km of Metro rail and depot facilities <i>To ensure that gender aspects are integrated into Metro infrastructure design and construction to maximize women's equal access and benefits.</i> <i>To mitigate potential negative impacts from new Metro construction.</i>	Civil works designed and constructed considering gender aspects and including features that are important from gender perspective, such as safe lighting, gender-separated toilets, child-friendly access and facilities. Establish targets for female employment generation and regulate adherence to gender-specific core labor codes and a code of conduct in construction company contracts for all Metro civil works. Include information on potential negative impacts through awareness raising and information to all construction labor force. Ensure that women's needs are equally met through Resettlement Plan, e.g. quotas for women's participation in resettlement committees, specific attention to impacts on (predominantly female) shopkeepers in Nui Truc Street, ensuring that women and men equally receive compensation payments.	Gender-specific physical design features evident in newly constructed Metro infrastructure facilities. Minimum 25% of jobs generated by Metro civil works are occupied by women. All construction contracts for Metro civil works include gender-specific core labor codes, and a code of conduct. 50% of representatives in resettlement committees are women. 100% of affected female shopkeepers have received income restoration and livelihood support. 100% compensation receipts with female and/or both husband and wife signatures.	2011-2013

<p>Output 2: Metro Line 3 Electrical/Mechanical Systems (E&M), and rolling stock</p> <p><i>To promote women's role in transport sector operations and service delivery.</i></p> <p><i>To ensure that E&M systems and rolling stock are designed to ensure women's equal access to the Metro service.</i></p>	<p>Establish targets for female employment generation in Metro E&M systems and rolling stock, such as in management, ticketing, station attendance and security.</p> <p>E&M systems and rolling stock designed with gender-specific features e.g. women and children carriages, priority for pregnant women, space for baby prams, emergency intercom.</p>	<p>Minimum 25% of jobs generated by Metro E&M systems and rolling stock are occupied by women.</p> <p>Gender-specific physical design features evident in new E&M systems and rolling stock.</p>	<p>2011-2015</p>
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IX. PERFORMANCE MONITORING, EVALUATION, REPORTING AND COMMUNICATION

A. Project Design and Monitoring Framework

74. The Design and Monitoring Framework (DMF) for the Project is in Table 9.1 below.

Table 9.1 – Design and Monitoring Framework

Design Summary	Performance Targets and Indicators	Data Sources and Reporting Mechanisms	Assumptions and Risks
Impact An integrated sustainable public transport system in five districts of Ha Noi	Public transport percentage share in five districts increases from 12% in 2008 to 30% by 2020	Government statistical publications by district Post-evaluation reports	Assumptions Continued strong growth in Viet Nam and regional economies Risks Implementation of other planned Metro lines are delayed
Outcome Competitive metro rail services along the project corridor	785,000 passenger-kms and 5,800 per direction peak loading on line 3 by 2017 Reduced weighted average travel time along project corridor by 25% from 2011 level by 2017	Government and public transport operator statistics Benefit Monitoring reports	Assumptions Government resources are available for metro line 3 O&M Sustainable transport initiatives implemented and acceptance of public transport modes Risks Policy and regulatory reforms to support modal shift not timely enacted Public transport services are not financially sustainable
Outputs 1. Construction of metro line 3, including stations and depot facilities 2. Metro Line 3 E&M systems and rolling stock and operation of metro services	Completion of 12.5 km tunneled and elevated track works, 11 stations and depot at Nhon, including gender sensitive facilities at stations by end 2015 Provision and operational commissioning of all systems, equipment	Progress Reports Project Review Mission Reports Project Completion Reports	Assumptions Government demonstrates leadership to coordinate various stakeholders Risks Government underestimates major infrastructure and implementation needs for Ha Noi Problems arising from limited experience of

Design Summary	Performance Targets and Indicators	Data Sources and Reporting Mechanisms	Assumptions and Risks																
installed	and rolling stock designed with gender specific features by end 2016		implementing large complex internationally supported project; and integrating of urban transport modes Delays in land acquisition and resettlement for main line station works																
Activities with Milestones			Inputs																
1.1 Implementation of civil works – all contracts awarded by June 2012 and completed by December 2015			ADB: \$293 million OCR																
1.2 Project management support consulting services – consultants mobilized by August 2011			<table><tr><th>Item</th><th>Amount (\$ million)</th></tr><tr><td>Civil works:</td><td>264.8</td></tr><tr><td>E&M Systems</td><td>28.2</td></tr></table>	Item	Amount (\$ million)	Civil works:	264.8	E&M Systems	28.2										
Item	Amount (\$ million)																		
Civil works:	264.8																		
E&M Systems	28.2																		
1.3 Land Acquisition – all land acquisition and resettlement completed by December 2012			AFD: \$143.0 million																
2.1 Provision and installation of Metro Line 3 systems – all contracts awarded by June 2012, completed by December 2015 and system commissioned by December 2016			<table><tr><th>Item</th><th>Amount (\$ million)</th></tr><tr><td>Civil Works</td><td>84.7</td></tr><tr><td>E&M systems:</td><td>50.0</td></tr><tr><td>Consulting services:</td><td>8.3</td></tr></table>	Item	Amount (\$ million)	Civil Works	84.7	E&M systems:	50.0	Consulting services:	8.3								
Item	Amount (\$ million)																		
Civil Works	84.7																		
E&M systems:	50.0																		
Consulting services:	8.3																		
			DGT \$325.0 million																
			<table><tr><th>Item</th><th>Amount (\$ million)</th></tr><tr><td>E&M systems</td><td>163.8</td></tr><tr><td>Rolling stock</td><td>115.7</td></tr><tr><td>Consulting services:</td><td>45.4</td></tr><tr><td>Others</td><td>16.4</td></tr></table>	Item	Amount (\$ million)	E&M systems	163.8	Rolling stock	115.7	Consulting services:	45.4	Others	16.4						
Item	Amount (\$ million)																		
E&M systems	163.8																		
Rolling stock	115.7																		
Consulting services:	45.4																		
Others	16.4																		
			EIB: \$95.0 million																
			<table><tr><th>Item</th><th>Amount (\$ million)</th></tr><tr><td>Civil works:</td><td>55.6</td></tr><tr><td>E&M systems:</td><td>39.4</td></tr></table>	Item	Amount (\$ million)	Civil works:	55.6	E&M systems:	39.4										
Item	Amount (\$ million)																		
Civil works:	55.6																		
E&M systems:	39.4																		
			Government: \$221.9 million																
			<table><tr><th>Item</th><th>Amount (\$ million)</th></tr><tr><td>Civil Works</td><td>47.8</td></tr><tr><td>E&M systems</td><td>23.9</td></tr><tr><td>Rolling stock</td><td>10.2</td></tr><tr><td>Consulting services</td><td>4.7</td></tr><tr><td>Land acquisition:</td><td>24.3</td></tr><tr><td>Incremental administration:</td><td>47.5</td></tr><tr><td>Other:</td><td>59.2</td></tr></table>	Item	Amount (\$ million)	Civil Works	47.8	E&M systems	23.9	Rolling stock	10.2	Consulting services	4.7	Land acquisition:	24.3	Incremental administration:	47.5	Other:	59.2
Item	Amount (\$ million)																		
Civil Works	47.8																		
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Rolling stock	10.2																		
Consulting services	4.7																		
Land acquisition:	24.3																		
Incremental administration:	47.5																		
Other:	59.2																		

ADB = Asian Development Bank, EIB = European Investment Bank, AFD = *Agence Française de Développement*, DGT = *Direction Générale du Trésor* (of French Government), O&M = Operation and Maintenance, OCR = Ordinary capital resources

Source: Asian Development Bank

B. Monitoring

75. **Project performance monitoring.** The HRB will establish a project performance monitoring system. ADB through the project performance reporting (PPR) system will rigorously monitor the overall performance of each project under the investment program. The HRB will refine the monitoring system within 6 months from project commencement and collect and update baseline data for performance monitoring. The key indicators and targets, assumptions, and risks outlined at the impact, outcome, and output levels in the investment program's design and monitoring framework will be the primary data required for analysis. For this purpose, ADB inception mission will provide to HRB a checklist of the above data, which will be updated in track changes and reported quarterly through the HRB's quarterly progress reports and after each ADB review mission. These quarterly reports will provide information to regularly update ADB's project performance reporting system¹⁷.

76. HRB will involve the beneficiaries in the collection of data on impacts and outcomes. During each review mission, the updated project performance will be shared with the interested representatives of project beneficiaries.

77. **Compliance monitoring:** Compliance for all the Loan agreement undertakings and loan covenants — urban transport sector reforms, social and environmental safeguards, financial, economic, and others — will be jointly monitored by HRB and ADB through monthly updates provided by the HRB. In this respect, the HRB will submit to ADB a status report on the covenants summary with the explanation and time-bound actions on partly or non-complied covenants. As part of the joint venture efforts, ADB's resident mission will hold quarterly review meetings with the HRB to ensure the full compliance of all the loan covenants.

78. In addition, HPC and ADB shall undertake, at the end of the second year of Project implementation, a comprehensive midterm review. At the conclusion of the mid-term review, ADB and the Borrower may agree on changes in both Project scope and implementation arrangements, as deemed necessary.

79. **Safeguards monitoring:**

a. Environment

80. HPC and HRB, with assistance from the construction supervision consultant and other consultants, will (i) undertake regular monitoring, as scheduled in the EMP, of contractors' environmental performance in terms of implementation of mitigation measures indicated in the EMP; (ii) monitor and report on the environment impacts during construction, and recommend measures to improve the situation as required; (iii) undertake environmental effects monitoring on air quality, noise, water quality, etc. based on the EMP; and (iv) prepare semi-annual monitoring reports for submission to ADB.

81. In addition to the environmental monitoring described above, HPC will also engage qualified and experienced external expert(s), acceptable to ADB, to review and verify the accuracy, breadth, depth, and relevance of information provided by HPC to ADB with regard to EMP implementation and to determine if EMP provisions are being conducted in thorough and timely manner and in accordance with budget identified within the EMP. The external expert

¹⁷ ADB's project performance reporting system is available at:
<http://www.adb.org/Documents/Slideshows/PPMS/default.asp?p=evaltool>

shall undertake such monitoring on an annual basis and shall submit annual monitoring report to HPC and ADB.

b. Resettlement

82. HPC and HRB will ensure that the RP will be updated following completion of detailed designs and will be submitted to ADB for review and concurrence. No land acquisition or site clearing will be done until and after the Final RP has been agreed between HPC and ADB and those provisions in the Final RP have been implemented satisfactorily. In case of differences between the Borrower's laws and regulations and ADB's Safeguard Policy Statement (2009), ADB's Policy shall prevail.

83. The PID will submit quarterly monitoring reports to HRB and ADB starting from the commencement of RP finalization, which coincides with the conduct of the census, detailed measurement survey and implementation activities. An external monitoring agency (EMA) will also be engaged by HRB to carry out its independent monitoring and assessment. The external monitoring agency will submit quarterly monitoring reports to HRB and ADB. The budget provided to the EMA will include funds sufficient, in the opinion of ADB, for the EMA to adequately perform its functions. All monitoring reports will be uploaded on the ADB website.

84. HPC will provide to the EMA, at no cost, all documents required to monitor the resettlement process, specifically including the RP, detailed measurement survey documents, and all associated documents which may be reasonably requested by the EMA.

85. HPC, through HRB, will not issue a notice of possession of site for any depot works until the head of District Compensation and Site Clearance Committee has officially confirmed in writing that (i) payment has been fully disbursed to the affected persons and rehabilitation measures are in place as per updated RP agreed between HCMC PC and ADB; (ii) already-compensated affected persons have cleared the area in a timely manner; and (iii) the area is free from any encumbrances.

86. HPC will timely provide counterpart funds for land acquisition, resettlement and monitoring activities specified in the agreed upon RP, and will meet any unforeseen obligations in excess of the RP budget estimate in order to satisfy resettlement objectives. HPC will ensure that counterpart funds for compensation and entitlements under the agreed upon RP are fully provided directly to affected persons prior to their displacement from housing and prior to loss of land, livelihood, income or other assets.

87. **Gender and social dimensions monitoring:** The HRB will submit quarterly reports to HPC and ADB on specific activities indicated in the agreed social action plan¹⁸.

88. HCMC PC will ensure that all Works contracts under the Project incorporate provisions and budgets to the effect that contractors: (a) comply with the Viet Nam's applicable labor laws and related international treaty obligations and do not employ child labor; (b) provide safe working conditions, and water and separate sanitation facilities for male and female workers; (c) provide equal wages to male and female workers for work of equal value; (d) provide day care

¹⁸ADB's *Handbook on Social Analysis: A Working Document*, is available at: <http://www.adb.org/Documents/Handbooks/social-analysis/default.asp>, *Staff Guide to Consultation and Participation*: <http://www.adb.org/participation/toolkit-staff-guide.asp>, and, *CSO Sourcebook: A Staff Guide to Cooperation with Civil Society Organizations*: <http://www.adb.org/Documents/Books/CSO-Staff-Guide/default.asp>

services for female construction workers; and (e) carry out the HIV, Illicit Drugs, and Human Trafficking Prevention Program in the construction campsites with such Program being held in coordination with the Government's programs and other initiatives.

C. Evaluation

89. Within 6 months of the loan effectiveness, HRB, assisted by the project supervision consultants, will establish baseline data for the performance indicators and targets for evaluating project performance in relation to the Project's impacts, outcomes, and outputs. Within 6 months of physical completion of the Project, HRB will submit a project completion report to ADB¹⁹. The performance indicators and targets will be measured 6 months and 3 years after project completion, and compared with the baseline data. HRB will submit a report summarizing key findings of the project performance monitoring and evaluation to ADB.

90. ADB will field an inception mission within 3 months after signing of the loan agreement. Review missions will be carried out on a semiannual basis jointly by representatives of ADB, Borrower, and the HRB. The review missions will assess the status of the project implementation including procurement, civil works, financing, compliance to environmental and social safeguards, and the road sector sustainability. Site visits are required for all projects with environment or social impacts. A mid-term review mission will be carried out 2 years after each loan becomes effective. Each mid-term review will evaluate compliance with the terms, conditions, and undertakings set out in the environmental and social safeguards, and loan covenants set out in the loan agreements. The review will allow for any necessary midcourse corrections to ensure successful implementation and the achievement of the project objectives. Within 6 months of physical completion of each project, the HRB will submit a project completion report to ADB.²⁰

D. Reporting

91. The HRB will provide ADB with (i) quarterly progress reports in a format consistent with ADB's project performance reporting system; (ii) consolidated annual reports including (a) progress achieved by output as measured through the indicator's performance targets, (b) key implementation issues and solutions; (c) updated procurement plan and (d) updated implementation plan for next 12 months; and (iii) a project completion report within 6 months of physical completion of the Project. To ensure projects continue to be both viable and sustainable, project accounts and the executing agency AFSs, together with the associated auditor's report, should be adequately reviewed.

92. The HRB will establish a project performance monitoring system within 6 months from loan effectiveness and collect baseline data for performance monitoring. The key indicators and assumptions outlined at the impact and outcome levels in the investment program's design and monitoring framework will be the primary data required for analysis

¹⁹ Project completion report format available at: <http://www.adb.org/Consulting/consultants-toolkits/PCR-Public-Sector-Landscape.rar>

²⁰ Project completion report format is available at: <http://www.adb.org/Consulting/consultants-toolkits/PCR-Public-Sector-Landscape.rar>

E. Stakeholder Communication Strategy

93. Table 9.3 details the overall required disclosures.

Table 9.3 – Stakeholder disclosure requirements

Project Documents		Means Of Communication	Responsible Party	Frequency	Audience(s)
Project Information Document (PID)		ADB's website	ADB	initial PID no later than 30 calendar days of approval of the concept paper; quarterly afterwards	General Public
Design and Monitoring Framework (DMF)		ADB's website	ADB	draft DMF after post fact-finding mission	Project-affected people
Environmental Assessments	Impact	ADB's website	ADB	at least 120 days before Board consideration	General Public, project-affected people in particular
Resettlement Documents	Planning	ADB's website	ADB	post fact-finding mission	General Public, project-affected people in particular
Reports and Recommendations of the President		ADB's website	ADB	within 2 weeks of Board approval of the loan	General Public
Legal Agreements		ADB's website	ADB	no later than 14 days of Board approval of the project	General Public
Initial Poverty and Social Assessment		ADB's website	ADB	within 2 weeks of completion	General Public, project-affected people in particular
Documents Produced under Technical Assistance		ADB's website	ADB	within 2 weeks of completion	General Public
Project Administration Memorandum		ADB's website	ADB	After loan negotiations	General Public
Social and Environmental Monitoring Reports		ADB's website	ADB	Routinely disclosed, no specific requirements	General Public, project-affected people in particular
Major Change in Scope		ADB's website	ADB	within 2 weeks of approval of the change	General Public
Progress Report on Tranche Releases		ADB's website	ADB	within 2 weeks of Board or management	General Public

Completion Reports	ADB's website	ADB	approval within 2 weeks of circulation to the Board for information	General Public
Evaluation Reports	ADB's website	ADB	Routinely disclosed, no specific requirements	General Public
<i>Performance of the Project with clearly defined information requirements and indicators, policy on roads construction and reconstruction, 5-year investment plan, business opportunities, bidding process and guidelines, results of bidding process, and summary progress reports of the ongoing projects.</i>	The borrower's Website	The borrower (Executing Agency)	per project progress, no longer than monthly	General Public

X. ANTICORRUPTION POLICY

94. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the Project.²¹ All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing agency and all Project contractors, suppliers, consultants and other service providers. Individuals/entities on ADB's anticorruption debarment list are ineligible to participate in ADB-financed activity and may not be awarded any contracts under the Project.²²

95. To support these efforts, relevant provisions are included in the Loan agreement and the bidding documents for the Project.

96. The Government and HPC will comply with, ADB's Anticorruption Policy (1998, as amended to date) and the Combating Money Laundering and the Financing of Terrorism Policy (2003). The Government (i) acknowledges ADB's right to investigate, directly or through its agents, any alleged corrupt, fraudulent, collusive or coercive practices relating to the Project; (ii) agrees to cooperate fully with, and to cause HPC to cooperate fully with, any such investigation and to extend all necessary assistance, including providing access to all relevant books and records, as may be necessary for the satisfactory completion of any such investigation; and (iii) agrees to refrain, and cause the HPC to refrain, from engaging in money laundering activities or financing of terrorism and shall allow, and cause HPC to allow, ADB to investigate any violation or potential violation of these undertakings.

97. HPC will conduct periodic inspections on the contractors' activities related to fund withdrawals and settlements, and the Government and HPC will ensure that all contracts financed by ADB in connection with the Project include provisions specifying the right of ADB to audit and examine the records and accounts of all contractors, suppliers, consultants and other service providers as they relate to the Project.

98. HPC will publicly disclose on the website information how Loan proceeds are being used, presenting (i) procurement contract awards, including for each such contract (a) the list of participating bidders, (b) name of the winning bidder, (c) basic details on bidding procedures adopted, (d) amount of the contract awarded, (e) list of Goods and/or services purchased, (f) intended and actual utilization of Loan proceeds under each contract, and (ii) internal and external resettlement reports. The website will be updated within 2 weeks after: (i) each award of contract, (ii) each submission of the EMA's quarterly resettlement report, and (iii) each submission of HRB's internal quarterly resettlement reports.

²¹ Available at: <http://www.adb.org/Documents/Policies/Anticorruption-Integrity/Policies-Strategies.pdf>

²² ADB's Integrity Office web site is available at: <http://www.adb.org/integrity/unit.asp>

XI. ACCOUNTABILITY MECHANISM

99. People who are, or may in the future be, adversely affected by the project may address complaints to ADB, or request the review of ADB's compliance under the Accountability Mechanism.²³

²³ For further information see: <http://compliance.adb.org/>.

XII. RECORD OF PAM CHANGES

100. All revisions/updates during course of implementation should be retained in this Section to provide a chronological history of changes to implemented arrangements recorded in the PAM.

101. This document was reviewed and agreed between Hanoi Metropolitan Rail Transport Project Board (HRB) and the Asian Development Bank (ADB) on February 22, 2011. During the project implementation, if any discrepancies are found, they will be reviewed and discussed by both HRB and ADB to ensure correctness, harmonization and compliance with the relevant regulations.