



2nd Progress Report

(October – December 2011)

Consultancy Services under the Technical Assistance Component of the
Logistics Infrastructure Development Project (LIDP)

Development Bank of the Philippines

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ACRONYMS

AO	—	Account Officers
BII	—	Berkman International, Inc.
BOT	—	Build-Operate-Transfer
CCI	—	Central Consultants, Inc.
DBP	—	Development Bank of the Philippines
DPWH	—	Department of Public Works and Highways
EMU	—	Environmental Management Unit
GOCC	—	Government-owned and controlled companies
JICA	—	Japan International Cooperation Agency
KPI	—	Key-performance Indicator
LGU	—	Local Government Unit
LIDP	—	Logistics Infrastructure Development Project
M&E	—	Monitoring and Evaluation System
MIS	—	Management Information System
OPG	—	Operating Policy Guidelines
PFI	—	Participating Financial Institutions
PIP	—	Project Implementation Plan
PMO	—	Project Management Office
RAR	—	Rapid Assessment Report
RBM&E	—	Results-bases Monitoring and Evaluation System
SLDP	—	Sustainable Logistics Development Project
TACT	—	Technical Assistance Consultancy Team
TEG	—	Technical Evaluation Guide
TPLEX	—	Tarlac-Pangasinan-La Union Expressway
TTAC	—	Technical Assistance Component
TOR	—	Terms of Reference
UICI	—	Urban Integrated Consultants, Inc.

Chapter 1.0 INTRODUCTION

As the country's premiere development financial institution, the Development Bank of the Philippines (DBP) reaffirms its commitment to continuously catalyze global competitiveness through economical, environmental and sociological awareness and sustainability.

The Logistics Infrastructure Development Project (LIDP) is a continuation of the previous project of the DBP, the Sustainable Logistics Development Program (SLDP) which was initialized in support of the government's Strong Republic Nautical Highway (SRNH) whose primary intention was to stimulate economic activities by lowering the transportation costs and minimizing product travel time. LIDP was created to expand the program and to help in the development of transportation and logistics in the Philippines.

The LIDP is a 7-year, JPY 30.380 billion development project that will provide financing in infrastructure and logistics systems in the country. It consists of two (2) loans: (a) fund for re-lending; and (b) training and technical assistance components (TTAC). The latter allows DBP to hire a team of specialists that will provide consulting services to support the DBP in project implementation.

LIDP, as a Program, experienced start-up delays, its ups and downs and has recently re-gained its momentum with the support of all members of the Consulting Team and LIDP-DBP team. At present, the LIDP is in continuous implementation of the project. The vision of helping the government in developing the nation keep the Program heading in the right direction despite of delays and problems it encounters. The consultancy inputs, delivered in an intermittent manner, from the members of the Team with diverse experiences and expertise allowed the integration of different perspectives into the design and preparation of the LIDP-PMO.

On February 8, 2011, DBP signed a contract with Berkman International Inc. (BII) for BII and its firm associates, Central Consultant, Inc. of Japan (CCI), Science and Vision for Technology, Inc. (VISION), and Urban Integrated Consultants Inc. (UICI), to provide the consulting services. At present, Berkman still leads the consortium together with VISION and CCI.

1.1 OVERVIEW OF LOGISTICS INFRASTRUCTURE DEVELOPMENT PROJECT (LIDP)

LIDP is a 7-year, JPY30.380 billion development project that will provide financing in infrastructure and logistics systems in the country. It consists of two (2) loans: (a) fund for re-lending; and (b) training and technical assistance components (TTAC).

LIDP is envisioned to assist the Philippines in addressing the need for adequate transport infrastructure, and efficient logistics for the distribution of goods and services in the country. The loan package aims to encourage the participation of private sector, government owned and controlled corporations (GOCCs), local government units (LGUs), cooperatives, and participating financial institutions (PFIs) involved in infrastructure development. This will be undertaken through investment support in physical infrastructure and institutional capability building program for the private sector, GOCCs, LGUs, PFIs, and other end users.

The LIDP covers five (5) sub-sectors covering two major sectors in infrastructure, namely, transport and logistics. Eligible investments in the transport sector include: 1) RRTS vessels and facilities; and 2) toll roads, LGU roads, and maintenance equipment, while logistics include 3) packaging, transport and distribution facilities; 4) bulk chain, and 5) cold chain.

1.2 OBJECTIVES OF THE TECHNICAL ASSISTANCE COMPONENT

The Terms of Reference (TOR) for the LIDP Consulting Services provides the following objectives:

1. To assist DBP, end-users and PFI's in the implementation of the LIDP in terms of strategy formulation, sub-project evaluation, assessment and monitoring, in accordance with the objective of LIDP to promote efficient transport and logistics systems in the Philippines; and to achieve more effective utilization of the fund.
2. To expand competence level (technology transfer) of bank officers and staff, including end-users and industry stakeholders involved in transport and logistics systems through provision of training seminars, actual on-the-job / field work, training and others.
3. To coordinate and build linkages with concerned government agencies and industry stakeholders regarding policy directions for the transport and logistics sector.

The general scope of work is divided into two (2) major activities which are the project preparation and project implementation and monitoring.

Chapter 2.0 CHANGES ON THE PROJECT

During the 4th quarter of 2011, there were changes (i.e., changes on the consultants, changes on the schedule of submission) made on the LIDP. Likewise, this chapter discusses the changes on LIDP for the quarter.

2.1 CHANGES ON THE LIDP MANAGEMENT

Engr. Antonio E. Kaimo was employed to replace Engr. Cherry Rivera as Environment and Social Assessment Specialist. Engr. Kaimo is assigned to assist on the Technical Evaluation Guide (TEG) and give his inputs on the environment and social component of the TEG. He was also able to provide his technical assistance on the JICA-Tokyo mission for the Tarlac-Pangasinan-La Union Expressway (TPLEX) last 13 December. He was deployed on November 2011.

Engr. Juanito P. Buduan replaced Engr. Romeo S. Matanguihan as Road Specialist. Engr. Buduan is assigned to provide his expertise as Road Specialist to the Road Component as one of the five (5) sub-sectors of the LIDP. He was deployed on the early weeks of December. Alongside with Engr. Kaimo, he was able to provide his assistance on the JICA-Tokyo mission for the TPLEX which was held last 13 December.

Ms Jennylyn Ozeña filed for her resignation as Project Coordinator for the LIDP and was replaced by Mr Arnold T. Abuyog which was deployed last November.

2.2 CHANGES ON SCHEDULE OF SUBMISSION OF LIDP-TACT DELIVERABLES

Given the delays that the LIDP experienced on the initial months of project implementation, the LIDP-TACT also experienced delays on carrying out some of the deliverables for the project. Last 24 November, the LIDP-TACT requested for changes on the schedule of submission of the deliverables.

The LIDP-TACT requested for changes on the schedule as summarized in Table 2.1. This request was reflected on the AM Minutes of the Meeting of the LIDP-TACT but it was not yet approved by the DBP.

Table 2.1 Requested Changes on the Schedule of Submission of LIDP-TACT deliverables.

Deliverable	Original Schedule of Submission	Proposed Schedule of Submission
1. Rapid Assessment Report	Mid-October 2011	Draft Final Report October 2011 Final Report Mid December 2011
2. Strategic Marketing Plan	End-October 2011	Mid December 2011

Deliverable	Original Schedule of Submission	Proposed Schedule of Submission
3. Revised Operating Policy Guidelines	End-September 2011	Draft End of November 2011
4. Technical Evaluation Guides	Mid- September 2011 for the 2 generic guides Mid-2012 for the 5 sub-sector specific guides	Draft End November 2011
5. "Sub-Project" Performance Monitoring Guides	Mid- September 2011 for the 2 generic guides Mid-2012 for the 5 sub-sector specific guides	Mid December for the 2 Generic Guides Mid-2012 for the 5 sub-sector specific guides
6. Project Implementation Plan	End-October 2011	End of December 2011
7. Promotions Plan*	End-September 2011 for initial promotions plan focusing on packaging, transport and distribution facilities, and the cold chain sub-sectors Complete Promotions Plan as part of the Strategic Marketing Plan: End-October 2011	<i>*It was submitted Mid-October 2011.</i>
8. Regional Industry Conference on LIDP (at least 4 conferences)	One by end of 2011 Three by first semester of 2012	One conference every Quarter of the Year
9. Presentation Paper or Exhibit Materials for Sub-sector Industry Conferences	As needed	As needed
10. Policy Papers	One by November 2011; others to be identified and decided later	To be identified and decided later
11. M&E System	Mid-October 2011	Draft End of November 2011
12. MIS System	Design and operationalization by end of 2011; continuing administration (if DBP MIS will not be able to handle)	End of January 2012
13. Strategies or Policy Recommendations on overcoming achievement of agreed targets of operation and effect indicators	Mid-Project (2013)	Mid-Project (2013)
14. Training Program	Mid-November 2011	End of December 2011
15. Training Workshops for DBP and PFIs	One training workshop before end of 2011; others to be scheduled (from the training program)	End of January 2012

Deliverable	Original Schedule of Submission	Proposed Schedule of Submission
16. Training Workshops for end-users	First run by first semester of 2012; others to be scheduled	First run by first semester of 2012; others to be scheduled

Last 20 December, the LIDP-TACT made another request to the DBP for the extension of the submission of the Training Program because of the late deployment of the consultant. It was requested that the Draft Training Program be submitted on mid-January 2012 while the Draft Final Report be submitted on the end of January 2012.

The LIDP-TACT was able to furnish the DBP with the soft copy of the following reports:

1. Draft Position Paper for the reactivation of the Environmental Management Unit (EMU) of the DBP;
2. Technical Evaluation Guide (TEG);
3. Economic and Financial Evaluation Guide of the TEG;
4. Results-based Monitoring and Evaluation System;
5. Rapid Assessment Report (RAR); and
6. Operating Policy Guidelines (OPG).

Chapter 3.0 **WORK CARRIED OUT FOR THE 4TH QUARTER OF 2011**

This chapter discusses the work carried for the fourth quarter of 2011 from October to December. It covers the highlights of the weekly meetings of the LIDP-TACT and the updates on the deliverables of the consultants. The meetings were usually held at the DBP Head Office but some meetings were held outside the Project Management Office (PMO).

3.1 HIGHLIGHTS OF LIDP-TACT MEETINGS

Every Tuesday of the week is the weekly meeting of the LIDP-TACT. The weekly meeting starts in the morning with the meeting of the team about their inputs and ends in the afternoon together with the Project Development I of the DBP.

For the fourth quarter, the LIDP-TACT had the meeting from October to December 2011. Highlights and salient points of the meeting are summarized by the following. Annexed to this 2nd Progress Report is the Approved Minutes of the Meeting dated: October 11, November 8 and December 14 and 20. Some of the Minutes of the Meetings were not yet approved or is being reviewed by the DBP as of the moment that is why it was attached to this progress report. Nonetheless, the LIDP-TACT made a follow-up on the minutes of the meeting and it will be annexed to the 3rd Progress Report.

3.1.1 October Meetings

The October meetings were mainly about the updates on the deliverables of the LIDP-TACT e.g., Operating Policy Guidelines (OPG), Rapid Assessment Report (RAR), Technical Evaluation Guide (TEG), Promotions Plan, among others.

For this month, most of the deliverables were being drafted for submission to the DBP.

3.1.2 November Meetings

Meetings for the month of November concern the position paper on the reactivation of the Environmental Management Unit (EMU) of the DBP, questionnaire from the JICA-Tokyo for concurrence on the Tarlac-Pangasinan-La Union Expressway (TPLEX), Technical Evaluation Guide (TEG), Monitoring and Evaluation System (M&E), Management Information System (MIS), among others.

Highlights of the November meetings are:

1. LIDP-TACT suggested the reactivation of the EMU of the DBP to do the monitoring of the environmental component of the projects of the DBP. It was agreed that the LIDP-TACT would draft a position paper on the reactivation of the EMU. Likewise, last 28 November, the draft position paper was submitted to the DBP.

2. JICA-Tokyo sent a questionnaire to the DBP for the concurrence on the TPLEX project. A meeting was set with Dir. Rebecca Garsuta of Build Operate Transfer of Department of Public Works and Highways (BOT-DPWH) regarding the documents required by JICA-Tokyo as enlisted on the questionnaire. Dir. Garsuta and her personnel tapped other agencies related to the TPLEX project and assure the DBP for the assistance on the compliance of the documentary requirements e.g., resettlement action plans for the three (3) alignments, stakeholder's consultation, among others.
3. Draft Technical Guide was presented and discussed by the team. Some major parts of the guide include the process flow of loan application, key document requirements, threshold limits analysis, evaluation of parameters and requirements, outsourcing of technical experts, annexes, among others.

Environmental and Social Assessment component of the TEG was added. The threshold limits analysis discuss whether a project, loan application, would require a partial feasibility study or a full blown feasibility study.

Several parameters and standards were also set to determine the "risks" of a project. In such a way, the Account Officers (AOs) would have the means to assess if a project are relevant, effective, efficient, sustainable, and will contribute to institutional development of its influence areas.

Outsourcing of experts would enable the AOs to hire an expert to assist in the evaluation of loan application given the non-technical backgrounds of AOs.

4. It was realized on the Monitoring and Evaluation System (M&E) that the job of the AOs would be voluminous if they would handle the baseline data gathering that is why it was agreed that it cannot be passed to the AOs. It could be possible to tap the AOs on the data gathering of baseline information if the key performance indicators (KPIs) were included on the Operating Policy Guideline (OPG) where the AOs could refer.
5. On the Management Information System (MIS), common terminologies need to be reviewed because there were numerous terminologies used by the different department of the DBP. For LIDP, the team agreed to conduct a "workshop" to work on the terminologies for the project documents (OPG, TEG, M&E, MIS, etc).

Type of information to be included on the LIDP website and the level of access should also be decided. MIS expert could already upload the system to a project computer system to be tested and managed at the project office. However, the IT equipment was not yet purchased. Follow-up on the request was made and the memorandum order was requested on the DBP regarding the purchase of the IT equipment.

6. The LIDP-TACT requested for a revised schedule of submission of the deliverables for November and December. It was made because of the status of the deliverables being behind on schedule as result of the suspension of the project last July and the replacement of some consultants. A request letter was sent to and approved by the DBP

last 24 December. However, the team did not request for the extension of their man-months.

3.1.3 December Meetings

The main discussion revolved around the revisions on the Technical Evaluation Guide (TEG), Strategic Marketing Plan, and follow-through on the JICA Mission for the Tarlac-Pangasinan-La Union Expressway (TPLEX).

Highlights for the December meetings are:

1. The TEG would be submitted in two (2) volumes because there would be various attachments such as Codes and Conventions, Glossaries, among others. Volume 1 of the TEG would be main discussion while Volume 2 would contain mostly the attachments.

Included in the TEG are the economic and financial guide and the environmental and social assessment checklist. The financial guide presented a discussion on the use of the financial component of loan applications. The environmental checklist would include the list of documentary requirement for the loan applications.

The financial guide would include a sample case or problem for the Project Development I.

2. Strategic Marketing Plan were presented and the LIDP-TACT suggested some major points to be included on the plan which are the following:
 - comparisons of the interest rates of other banks;
 - highlight the viability of the LIDP as a fund-source to make it attractive to loan borrowers;
 - citation of specific possible project areas; and
 - inclusion of ports, cooperatives, government-owned and controlled corporations (GOCCs), public-private partnership as target markets of the LIDP.
3. JICA conducted a mission on the TPLEX for the concurrence of the questionnaire which was given to the DBP to comply. The representatives from JICA, Tokyo-office conducted the mission last 12-16 December 2011. Last 13 December was the conduct of site visit on the three (3) segments of TPLEX together with the DBP-PD I and LIDP-TACT's Deputy Project Manager, Road Specialist, and Environmental and Social Assessment Specialist.
4. Wrap-up meeting for the LIDP was held on the last meeting for December. The LIDP-TACT discussed the schedules for the last quarter of 2011 and agreed for the schedule of submission of deliverables. With the late deployment of the Training Specialist, the LIDP-TACT requested for an extension of submission of the draft and final Training Program by January 2012 which will be submitted on Mid and Fifth week of January 2012 respectively.

3.2 UPDATES ON THE LIDP-TACT DELIVERABLES

3.2.1 Operating Policy Guidelines

The Operating Policy Guidelines (OPG) was sent to the DBP for reference and comments. To date, the LIDP-TACT is in editorial review of the guideline. Annex 4 which is the Key-performance indicators (KPIs) was obtained from the Results-based monitoring Evaluation System. The main report was submitted to the DBP while the annexes were still with the LIDP-TACT. Upon accomplishing the editorial review of the LIDP-TACT the whole report including the annexes will be submitted to the DBP.

3.2.2 Project Implementation Plan

Project Implementation Plan (PIP) is still under drafting stage of the LIDP-TACT. The PIP would be the basis of the Task Authorization for the consultants for the succeeding year.

3.2.3 Rapid Assessment Report

Last 18 October, the draft final Rapid Assessment Report (RAR) was submitted to the DBP. Several revisions were made on the report after which, it was resubmitted to the DBP for their comments last 25 November. Follow-up of the comments of the DBP on the Rapid Assessment Report (RAR) was made. The DBP gave their comments on the report which was then forwarded to the consultants. To date, the consultants are still working on the comments of the DBP.

3.2.4 Results-Based Monitoring and Evaluation System

The Results-based monitoring and evaluation system (RBM&E) was drafted during this quarter. It was realized that the job of the AOs would be voluminous if they would handle the baseline data gathering that is why it was agreed that it cannot be passed to the AOs. It could be possible to tap the AOs on the data gathering of baseline information if the key performance indicators (KPIs) were included on the Operating Policy Guideline (OPG) where the AOs could refer. Likewise, the LIDP-TACT added the KPIs as annex to the OPG.

3.2.5 Strategic Marketing Plan

Some points were suggested by the LIDP-TACT be included in the strategic marketing plan which are the following: a) comparisons of the interest rates of other banks; b) highlight the viability of the LIDP as a fund-source to make it attractive to loan borrowers; c) citation of specific possible project areas; and d) inclusion of ports, cooperatives, government-owned and controlled corporations (GOCCs), public-private partnership as target markets of the LIDP. It was proposed that the marketing plan will be submitted by mid-January 2012.

3.2.6 Technical Evaluation Guide

Several revisions were made on the Technical Evaluation Guide (TEG) for the LIDP. Major components were added on the guide so that the user will be able to use it with ease. Some of the components added are the environmental and social assessment checklist, economic and financial evaluation, among others. Given that there would be too many attachments for the TEG, it was suggested that there would be two (2) volumes to be submitted by the LIDP-TACT. The first volume will include mostly the major discussion about the guide while volume 2 will include the annexes or attachments for the guide.

The process flow of loan application was also polished. The LIDP-TACT agreed to add the concurrence of JICA depending on the amount of loan.

Chapter 4.0 EXPENDITURES FOR THE 4TH QUARTER

This chapter discusses the expenditures of the LIDP-TACT during the fourth quarter of 2011, from October – December. Table 4.1 shows the remunerations and reimbursable expenses of the LIDP for the quarter. The remunerations, which are mostly the payment of the regular expat consultants and the local consultants, for the fourth quarter sums to JPY 8,811,799, while the local reimbursable expenses sums to JPY 412,460.

The expenditures incurred during the fourth quarter totals to JPY 9,224,259. The expenditure for the year increased because of the vehicle rental and gasoline expenses incurred during the TPLEX Site Visit last 13 December and also the full mobilization of the other consultants for the LIDP.

Table 4.1 Summary of the expenditures incurred during the 4th quarter.

	Unit Prices/Budget Figures (¥)	Expenditures per quarter 2011 (¥)			Total Expenditures for 2011 (¥)
		2nd Quarter (Apr-June)	3rd Quarter (July-Sept)	4th Quarter (Oct-Dec)	
Man-months Se. Expat Cons.					-
Man-months Reg. Expat Consultants	50	-	0.13	0.3295	0.4595
Man-months Local Cons.	145	3.44	13.67	16.35	33.4600
Remunerations					
Senior Expat Consultants		-			-
Regular Expat Consultants	80,324,067.06	-	223,811	564,392	788,203
Local Consultants	79,178,445.93	1,602,246	7,113,060	8,247,407	16,962,713
Sub-Total		1,602,246	7,336,870	8,811,799	17,750,915
Reimbursable Expenses:					
A. LOCAL	39,035,159.02				
Accommodation		6,207			6,207
Daily Allowance					-
International Travel (Home Ofc)					-
Travel Related Costs					-
Study Tours, internat, Sem.					-
Home Office Communication					-
local Travel		15,235			15,235
Transportation		727			727
Vehicle Rental				8,467	8,467
Gasoline				6,774	6,774
Communication Cost		2,617	22,805	3,559	28,982
Meeting Expenses		5,656	8,515	12,081	26,251
Office Operations		188,847	217,955	363,141	769,942
Equipment (Computer/Others)		2,519			2,519
Reports and Drawings	Lumpsum	6,513		18,438	24,951
B. FOREIGN	15,738,236.85				
Sub-Total	214,275,908.86	228,321	249,275	412,460	890,056

		Expenditures per quarter 2011 (¥)			
	Unit Prices/Budget Figures (¥)	2nd Quarter (Apr-June)	3rd Quarter (July-Sept)	4th Quarter (Oct-Dec)	Total Expenditures for 2011 (¥)
Provisional sums - local	3,675,000.00				
Contingencies - foreign	7,000,000.00				
- local	8,000,000.00				
TOTAL	232,950,908.86	1,830,567	7,586,145	9,224,259	18,640,971

Chapter 5.0 PLANS FOR THE 1ST QUARTER OF 2012

This chapter discusses the plans of the LIDP-TACT for the first quarter of 2012. The plans for the first quarter were reflected in Annex 1 which is the Individual Quarterly Progress Report of the LIDP-TACT.

5.1 PLANS OF THE LIDP-TACT FOR THE 1ST QUARTER OF 2012.

The first quarter of 2012 would be mostly the submission of the reports which was not submitted last December 2011. These reports are in the final drafting stage and editorial review of the LIDP-TACT for submission to the DBP. Aside from the submission of the reports, the main activity for the first quarter would be the conduct of training for the AOs in the NCR.

There would be few meetings among the LIDP-TACT and the DBP as this year would be the full blast implementation of the LIDP. Below are the specific plans of the LIDP-TACT (see Annex 1. Individual Quarterly Progress Report of the LIDP-TACT for the 4th Quarter of 2011).

5.1.1 Project Adviser

1. Participation in TACT meetings and meeting with LPT
2. QA/QC and editorial review of all project documents due for submission during the period

5.1.2 Financial Specialist

1. Contribution in the finalization of all reports upon approval of the draft final reports by the DBP Staff;
2. Finalization of the training program to be undertaken;
3. Conduct of training of DBP Staff and other project stakeholders.

5.1.3 Environmental and Social Assessment Specialist

1. Performance Monitoring Guide for sub-projects such as Ports and Harbors and Shipyards, RORO facilities, Roads and Bridges, Bulk Chain Projects, Cold Chain Projects and Other Infrastructure Projects.
2. Quarterly Progress Report.

5.1.4 Institutional Specialist

1. Complete the development of the Technical Evaluation Guide
2. Design improved systems, procedures and forms to implement the use of the TEG.
3. Participate as presenter in the training program for end users of the TEG and OPG.
4. Participate in the development of the Project Implementation Plan and Strategic Marketing Plan.
5. Participate in the development of the Performance Monitoring & Evaluation guides

5.1.5 Training Specialist

1. Finalization of the Training Program
2. Preparation of the 1st Quarter Training for National Capital Region (NCR)
3. Implementation of the Training Program
4. Preparation of the Terminal Report

5.1.6 Port/Shipyard Panning Specialist

1. Preparation of Feasibility Studies for the Expansion of Sasa Port
2. Technical Support on Subprojects Evaluation and Processing
3. Regional Industry Conferences

5.1.7 Road Specialist

1. Final input for the Technical Evaluation Guide in relation to roads.
2. Provide inputs/evaluation guide for flood control proposals.

5.1.8 Bulk Chain Specialist

1. Provision of inputs on the preparation of Training Workshops for DBP personnel and participating financial institutions (PFIs)

5.1.9 Cold Chain Specialist

1. Technical Support on Sub-project Evaluation and Processing

5.1.10 Monitoring and Evaluation Specialist

1. Testing and finalization of the Results-Based M&E Guide and its integral subproject performance M&E on transport and logistics using the information and data from about 5 subprojects (1 subproject for each category)
2. Incorporation of Results-based M&E to the capacity building and training program of the LIDP;
3. Support to the integration of KPIs and other data into the MIS; and
4. Participation and provision of inputs to the other undertakings and outputs of the Consultant Team.

5.1.11 Marketing Specialist

1. Contribution to the finalization of all reports upon approval of the draft final reports by the DBP Staff;
2. Finalization of the training programs to be undertaken for marketing; and
3. Conduct of training for the DBP Staff and relevant branch members as needed.