PIA: PPFD Intelligent Assistant

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Agenda

- **The Purpose**
- ***Challenge and Solution***
- **Features**
- **Moving Forward**
- **Meet PIA**

Purpose

- Provide clients specific information/ instructions on how ADB administers its project implementation
- Help clients to find information on how to do business with ADB
- Provide an AI interface between ADB and its clients
- Gather feedback and understand client needs

Challenge:

- ADB has hundreds of files on project implementation procedures and instructions
- Inefficient and challenging when searching for instructions buried in multiple ADB documents in different locations
- Knowing what ADB's clients really need is challenging

Solution:

- Harness Artificial Intelligence (AI) and provide easy ways to access information
- Augmented AI search on Project Administration Instructions
- Understand client needs with AI analytical dashboard and insight
- Gather feedback

Features

- Conversational Chatbot
- FAQ on consulting services related to COVID-19
- FAQ on Project Administration Instructions (PAI)
- PAI Document Search
- Glossary and Acronyms
- Feedback Form
- Dashboard

Moving Forward

- Conversational AI Avatar
- Speech-to-text capability
- Potential interface with other systems (chatbots, search engine etc.)
- Customized responses to users (based on historical data and metadata)
- User insights
- Forum-like feature where users can ask questions and answer them
- FAQs on Procurement Guidelines and Staff Instructions

Meet PIA!

https://www.adb.org/documents/project-administration-instructions

1. Go to adb.org, then search for “PAI”

Project Administration Instructio

adb.org/documents/project-administration-instructions

Learn about ADB’s response to the coronavirus (COVID-19) →

News and Events | ADB Institute | Contact | English

ADB ASIAN DEVELOPMENT BANK

WHO WE ARE | WHAT WE DO | WHERE WE WORK | WORK WITH US

Search

Publications > Project Administration Instructions (PAI)

Project Administration Instructions (PAI)

Institutional Document | October 2020

2. This is PIA! Click to show the chat window

The Project Administration Instructions (PAIs) outline the policies and procedures to be followed by ADB staff involved in the administration of ADB-financed loan and technical assistance (TA) projects.

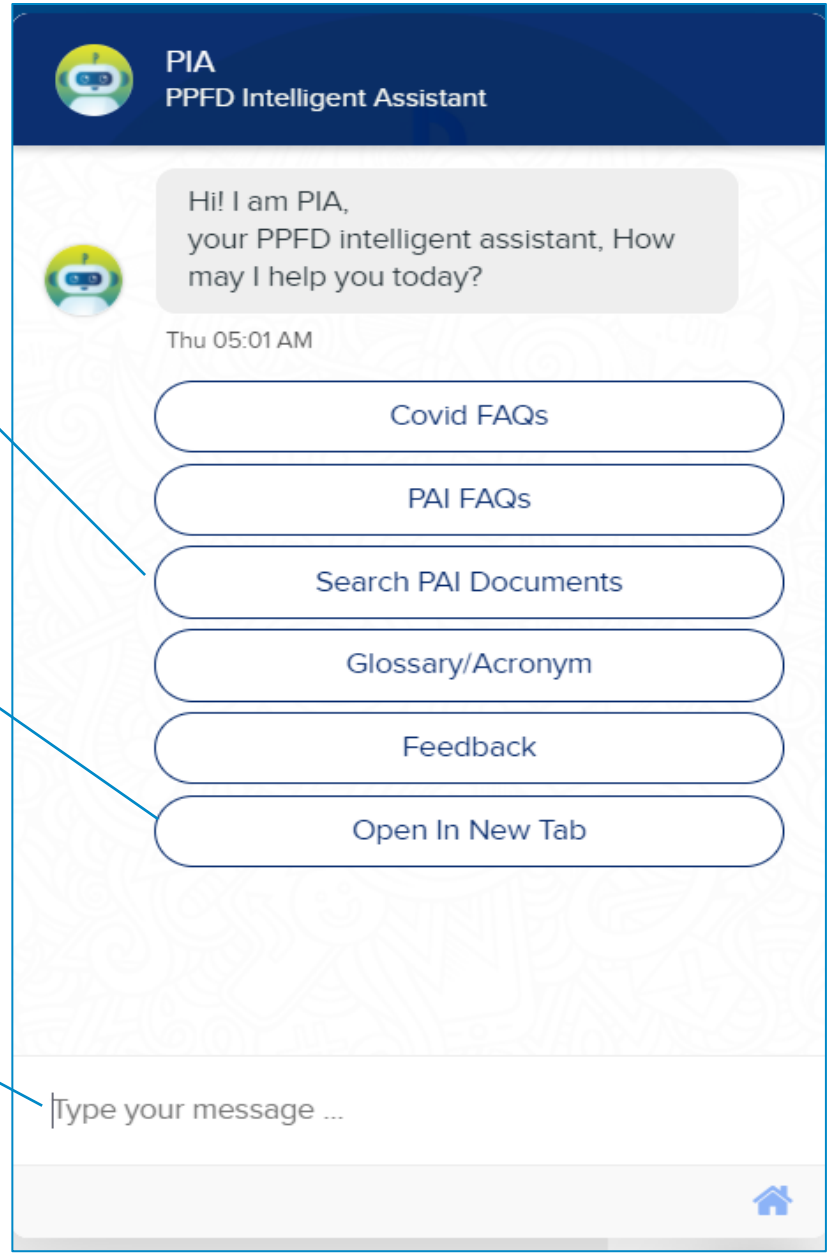
Related

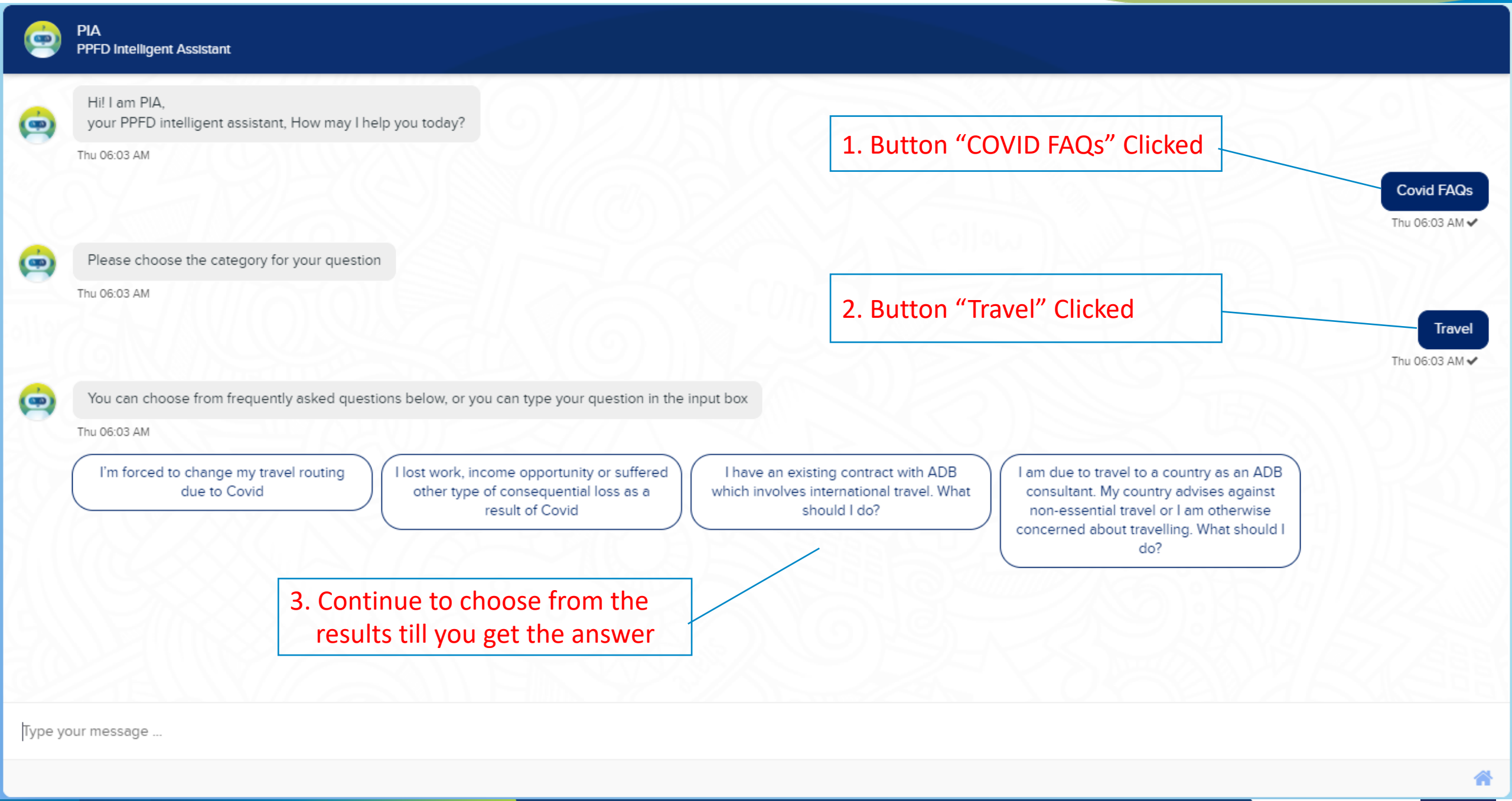
- Operations Manual
- Loan Disbursement Handbook
- ADB Procurement Policy
- Procurement Guidelines
- Guidelines on the Use of Consultants by Asian Development Bank and Borrowers
- Procurement Contract Summary

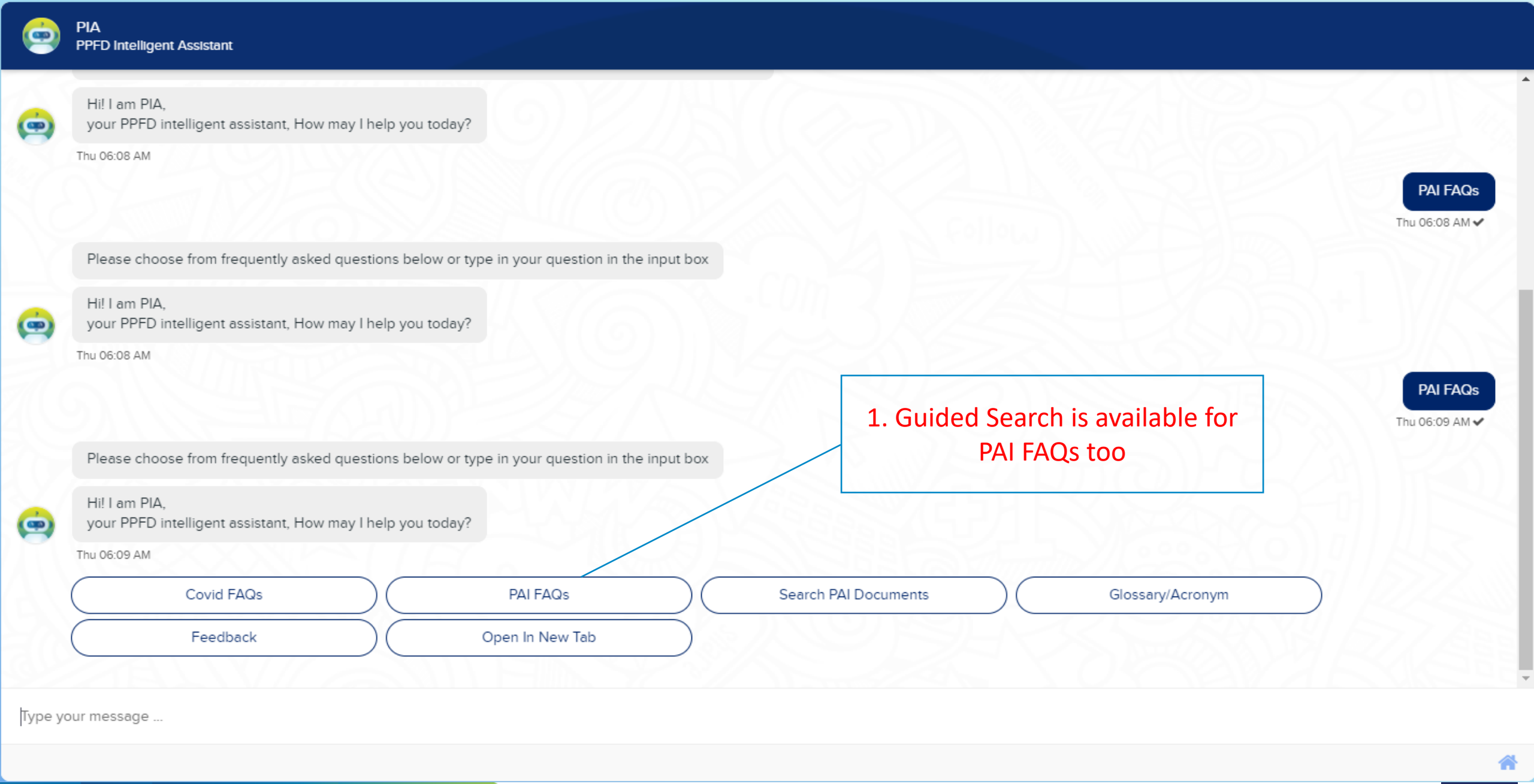
1. The Main Menu

2. Chat using a bigger window

3. Or type and start chatting




PIA
PPFD Intelligent Assistant
Hi! I am PIA,
your PPFD intelligent assistant, How may I help you today?
Thu 06:03 AM
1. Button “COVID FAQs” Clicked
Covid FAQs
Thu 06:03 AM
Please choose the category for your question
Thu 06:03 AM
2. Button “Travel” Clicked
Travel
Thu 06:03 AM
You can choose from frequently asked questions below, or you can type your question in the input box
Thu 06:03 AM
I’m forced to change my travel routing due to Covid
I lost work, income opportunity or suffered other type of consequential loss as a result of Covid
I have an existing contract with ADB which involves international travel. What should I do?
I am due to travel to a country as an ADB consultant. My country advises against non-essential travel or I am otherwise concerned about travelling. What should I do?
3. Continue to choose from the results till you get the answer
Type your message ...


PIA
PPFD Intelligent Assistant
Hi! I am PIA,
your PPFD intelligent assistant, How may I help you today?
Thu 06:08 AM
PAI FAQs
Thu 06:08 AM
Please choose from frequently asked questions below or type in your question in the input box
Hi! I am PIA,
your PPFD intelligent assistant, How may I help you today?
Thu 06:08 AM
PAI FAQs
Thu 06:09 AM
1. Guided Search is available for PAI FAQs too
Please choose from frequently asked questions below or type in your question in the input box
Hi! I am PIA,
your PPFD intelligent assistant, How may I help you today?
Thu 06:09 AM
Covid FAQs
PAI FAQs
Search PAI Documents
Glossary/Acronym
Feedback
Open In New Tab
Type your message ...

PIA
PPFD Intelligent Assistant

Thu 06:19 AM

1. Search PAI Document.
For example, search for “PCR circulation”

PCR circulation

Thu 06:19 AM ✔

Here are the PAI documents containing your query

PAI 3.02

PREPARATORY WORK FOR PROCUREMENT

... as early as the circulation of the RRP to the Board In accordance with Operations Manual L3 OP. For an MFF subsequent tranches will have their own procurement plans and are published on adb.org once approved. Updated procurement plans transmitted to PPFD are forwarded13 to the Department of Communications DOC for publication on...

Go to Document

PAI 6.07A

PROJECT COMPLETION REPORT FOR SOVEREIGN OPERATIONS

... the status of PCR circulation. The regional departments should I establish an internal PCR tracking system to ensure timely circulation of PCRs II submit their annual PCR circulation schedule to the Portfolio Management Division PFPM of Procurement Portfolio and Financial Management Department...

Go to Document

PAI 6.08

TECHNICAL ASSISTANCE COMPLETION REPORT

... the status of TCR circulation. The departments should submit their annual TCR circulation schedule to the Portfolio Management Division PFPM of PPFD. For TAs which are not included In the circulation schedule the concerned departments will also submit a list of TAs I financially closed but the respective TCRs have not yet been circulated and II expected to...

Go to Document

PAI 3.10

FUNCTIONS AND RULES OF THE PROCUREMENT COMMITTEE

...finalize and agree on circulation of the procurement approval form...

Go to Document

2. Key words are highlighted

PAI 6.07A

PROJECT COMPLETION REPORT FOR SOVEREIGN OPERATIONS

...Disclosure of PCR PCRs are disclosed to the Board via the Board Documents System. Subject to the provisions of the Access to Information Policy all PCRs are to be posted on the ADB website upon circulation to the Board. 6 The term sector division also refers to the regional office or resident mission administering the project....

Go to Document

PAI 6.07B

EXTENDED ANNUAL REVIEW REPORTS FOR NONSOVEREIGN OPERATIONS

...Date To Director General Country Director Through Director PSODregional department From PSODregional department Subject...

Go to Document

PAI 6.08

TECHNICAL COMPLETIO

... completior extended ani XARR for nor operations.9 Include the s the TCR ir including ar appraisal. Th as an appenc XARR. When is circulated t is to be infor

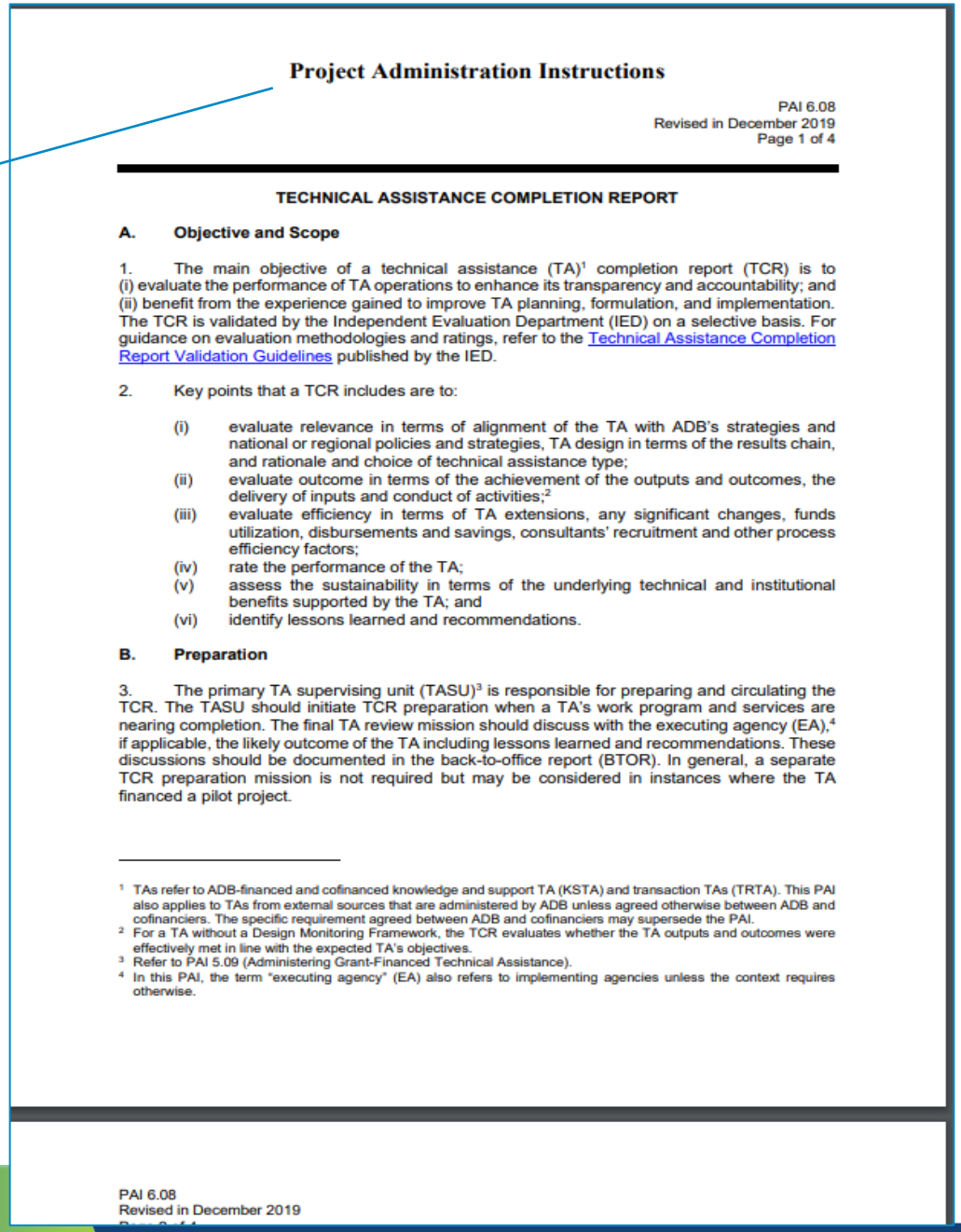
Go to Docu

Thu 06:19 AM

3. Link to the actual PAI doc.
Click to open the doc.

Type your message ...

1. PAI section opened in browser



Project Administration Instructions

TECHNICAL ASSISTANCE COMPLETION REPORT

A. Objective and Scope

1. The main objective of a technical assistance (TA)[1] completion report (TCR) is to (i) evaluate the performance of TA operations to enhance its transparency and accountability; and (ii) benefit from the experience gained to improve TA planning, formulation, and implementation. The TCR is validated by the Independent Evaluation Department (IED) on a selective basis. For guidance on evaluation methodologies and ratings, refer to the Technical Assistance Completion Report Validation Guidelines published by the IED.

2. Key points that a TCR includes are to:

(i) evaluate relevance in terms of alignment of the TA with ADB's strategies and national or regional policies and strategies, TA design in terms of the results chain, and rationale and choice of technical assistance type;
(ii) evaluate outcome in terms of the achievement of the outputs and outcomes, the delivery of inputs and conduct of activities;[2]
(iii) evaluate efficiency in terms of TA extensions, any significant changes, funds utilization, disbursements and savings, consultants' recruitment and other process efficiency factors;
(iv) rate the performance of the TA;
(v) assess the sustainability in terms of the underlying technical and institutional benefits supported by the TA; and
(vi) identify lessons learned and recommendations.

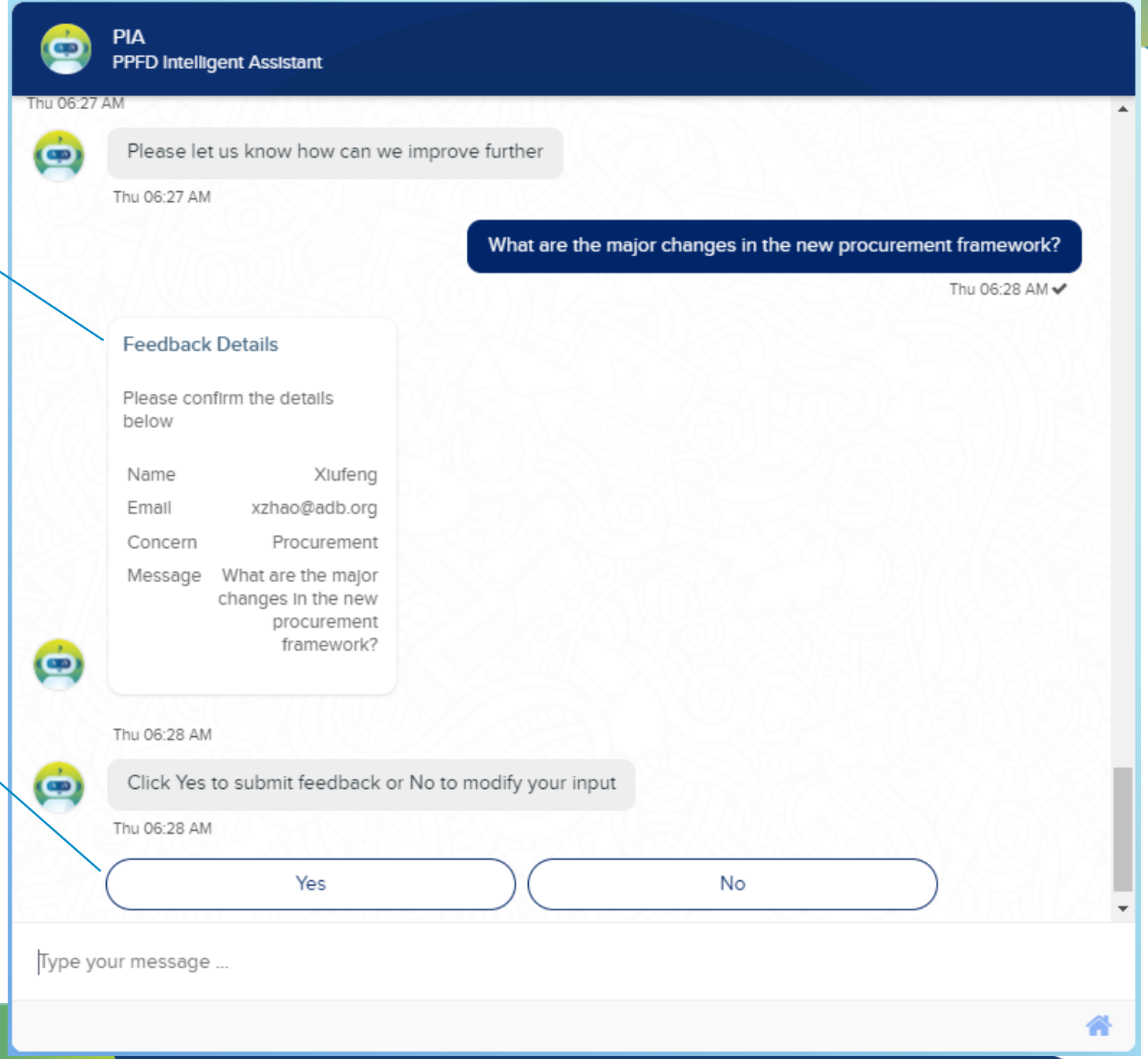
B. Preparation

3. The primary TA supervising unit (TASU)[3] is responsible for preparing and circulating the TCR. The TASU should initiate TCR preparation when a TA's work program and services are nearing completion. The final TA review mission should discuss with the executing agency (EA),[4] if applicable, the likely outcome of the TA including lessons learned and recommendations. These discussions should be documented in the back-to-office report (BTOR). In general, a separate TCR preparation mission is not required but may be considered in instances where the TA financed a pilot project.

[1] TAs refer to ADB-financed and cofinanced knowledge and support TA (KSTA) and transaction TAs (TRTA). This PAI also applies to TAs from external sources that are administered by ADB unless agreed otherwise between ADB and cofinanciers. The specific requirement agreed between ADB and cofinanciers may supersede the PAI.
[2] For a TA without a Design Monitoring Framework, the TCR evaluates whether the TA outputs and outcomes were effectively met in line with the expected TA's objectives.
[3] Refer to PAI 5.09 (Administering Grant-Financed Technical Assistance).
[4] In this PAI, the term "executing agency" (EA) also refers to implementing agencies unless the context requires otherwise.

1. Feedback Form

2. Click Yes. Your feedback will be reviewed by PPFD experts



Questions?