



**ASEAN AUSTRALIA DEVELOPMENT COOPERATION  
PROGRAM (AADCP)  
PHASE II**

**TERMS OF REFERENCE  
FOR**

***Establishing the Mechanism to Enhance National Data Collection, Compilation and Dissemination for the  
ASEAN Community Progress Monitoring System (ACPMS)***

The ASEAN Secretariat and the Australian Government, through AADCP II, invite applications from consultants for the above-referenced project.

**I. Background**

The Roadmap for the ASEAN Community (2009-2015) comprised blueprints to guide the timely implementation of ASEAN's regional integration agenda. Different mechanisms were utilised to monitor the progress of these integration efforts, including the Community Scorecards and other sector-specific monitoring and surveillance tools. The ASEAN Community Progress Monitoring System (ACPMS) is intended to complement the other monitoring tools in tracking the progress of the ASEAN Community building efforts. As the ACPMS covers broad areas of economic, socio-cultural, and the Millennium Development Goals, the enhanced framework and descriptive indicators of the measured outcomes on the envisaged characteristics of ASEAN Economic Community and ASEAN Socio-Cultural Community pillars were presented.

The two (2) previous editions of the ACPMS have been well received and this prompted the ASEAN Community Statistical System (ACSS) Committee to commit its support for its regular publication. As such, it is necessary to address the bottlenecks that affect its compilation, particularly those at the national level. It would also be worthwhile to consider how the ACPMS can be further enhanced especially in the context of the *ASEAN Community 2025* vision and agenda, which will be launched at the 27<sup>th</sup> ASEAN Summit in November 2015.

Despite the initial success of the ACPMS, there remain a number of important issues that need to be addressed in order to further pursue the goal of promoting and enhancing the ACPMS as a supplementary monitoring tool and mechanism, especially in the context of the ASEAN Community 2025 for which specific monitoring mechanisms/tools would be developed and adopted by the ASEAN Economic Community (AEC), ASEAN Socio-Cultural Community (ASCC) and ASEAN Political-Security Community (APSC):

- ACPMS depends on data collected from the National Statistical System (NSS) in each AMS. To date, there is yet a national-level data collection system among the various data producing agencies in some AMS. For ACPMS overall sustainability, there needs to be a national-level data collection, compilation and dissemination mechanism to ensure timeliness and effective coordination amongst the various data producing agencies within the NSS. A clearly appointed agency needs to be given the mandate to enforce the implementation of the mechanism, overseen by an ASEAN higher body. The mechanism should be customised to respond to the unique setting and existing constraints faced by each AMS, which include statistical capacity, resource capacity and governance. Commitment and support from high level regional bodies are key drivers to the implementation of the ACPMS at the national level.
- To promote the implementation of the mechanism, ACPMS also needs to generate demand among its stakeholders. The first step in generating this demand is to understand the ACPMS' target audience: 'who' would use ACPMS both at the regional and national level, 'how' and 'when' ACPMS data should be used, and subsequently set up a strategy to ensure that: a) the target audience is aware of the

availability of the ACPMS; and b) ACPMS data are delivered to its target audience on time and in an appropriate format for maximum utilisation. This utilisation strategy will be applied to the ACPMS 2015 report, which will also be produced through this proposed project. Through this approach, it is expected that ACPMS will gain higher recognition and endorsement from the ASEAN higher bodies as well as from national policy/decision makers as another integration monitoring tool.

- Continuous improvement of the ACPMS is deemed necessary to sustain and increase ACPMS' utilisation by stakeholders. Improvement of the methodology, database update, and a 3-year development plan produced through this proposed project is expected to improve ACPMS data quality and utilisation in the future. Improvement of the methodology will include documentations and trainings to increase ACSS' statistical capacity and ensure knowledge is properly retained, for future staff turnover.

This project intends to establish mechanisms to enhance data collection, compilation and dissemination of the ACPMS, as well as a utilization strategy to generate awareness of the ACPMS and advocate its use to a wider audience. These actions are expected to address the previous issues and challenges experienced in the publication of the ACPMS 2012 and design developmental works to ensure the sustainability of the ACPMS national data collection and to promote its purpose as another effective monitoring mechanism in the ASEAN.

## **II. Needs and Objectives**

This project intends to promote the ACPMS as a regular monitoring and disseminating tool, recognized by the ASEAN higher bodies and ACSS. To this end, mechanisms to enhance and systematise data collection, compilation and dissemination of the ACPMS, as well as a utilization strategy to generate awareness of the ACPMS and advocate its use to a wider audience will have to be established. These actions are expected to address the previous issues and challenges experienced in the publication of the ACPMS 2012 and design developmental works to ensure the sustainability of the ACPMS national data collection and to promote its purpose as another effective monitoring mechanism in the ASEAN.

## **III. Outputs**

The outputs of this project include the following:

1. Proposed mechanism on national data collection, endorsed by the ACSS Committee, including a Terms of Reference and 3-year action plan for the ACPMS National Team ; and a regional-level monitoring mechanism for their implementation which can support the institutionalisation of ACPMS
2. Enhanced ACPMS methodology and updated database of ACPMS indicators covering the most recent years, 2012-2014;
3. ACPMS 2015 Report;
4. ACPMS utilisation plan; and
5. ACPMS infographics

In addition to the above outputs, the consultant is required to submit activity/progress reports as described in Section V: Reporting

#### IV. Tasks/Activities

The following activities will need to be undertaken to achieve the outputs presented above. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

	<b>Output</b>	<b>Activity</b>	<b>Person working days</b>	<b>Completion Date</b>	<b>Person(s) responsible</b>
1	<b>Mechanism on national data collection in place (Terms of Reference of the ACPMS National Coordination Team and 3-Year Action Plan, endorsed by the Head of the National Statistical System)</b>	Desk review and assessment of the problems, issues and needs of the AMS that affect efficient national data collection and assessment of existing country data collection on the ACPMS	60 days for the RE1	Month 2	Regional Expert on Institutional Development and Governance (RE1) with inputs from ASEANstats and AMS
		Present initial findings in Regional Workshop 1 as part of the project introduction and get support of the heads of NSS		Month 2	RE1
		Organise and conduct first set of national workshops (NWS1) in relevant AMS, present the project and validate the initial assessment and gather data		Month 4	RE1 with support from ASEANstats and AMS
		Draft customised mechanisms to enhance national data collection for each AMS and circulate to AMS		Month 5	RE1 with support from ASEANstats and AMS
		Conduct 2nd round of national workshops (NWS2) to discuss and get feedback on the draft mechanisms		Month 7	RE1 with support from ASEANstats and AMS
		Develop a regional mechanism to monitor the implementation of the national action plans and support the sustainability of the ACPMS		Month 8	RE1 with inputs from ASEANstats and AMS
		Revise the draft mechanism and present in the 2nd regional workshop		Month 8	RE1
		Finalise national data collection mechanism and link with the regional ACPMS data collection schedule		Month 9	RE1
		Seek endorsement of the national data collection mechanism		Month 10	RE1 and National ACPMS Team
2	<b>Enhanced ACPMS methodology and updated database of ACPMS indicators covering the most recent</b>	Review and assess AMS data collection on ACPMS indicators	36 days for the IE	Month 1	International Expert on Statistics and Economics (IE) with inputs from AMS and RE1 reports
		Document the ACPMS data collection/ data sharing mechanisms and good practices/ methods in the compilation of selected		Month 1	IE

years (2012-2014)	indicators		
	Develop tools in generating/updating/compiling indicators based on the good practices identified	Month 1	IE
	Prepare a draft outline of the ACPMS 2015	Month 2	IE
	Organise 1st Regional Workshop (RWS1) to: <ul style="list-style-type: none"> <li>▪ Introduce the overall setup of the project, deliverables, and time frame;</li> <li>▪ Discuss and setup a plan for establishing national data collection mechanism/ACPMS National Coordination Team;</li> <li>▪ Discuss the proposed methodology for compiling additional indicators; and</li> <li>▪ Discuss the proposed outline of the ACPMS 2015 data sets.</li> </ul>	Month 2	IE with support from AMS and ASEANstats
	Explore additional indicators on the post-2015 development agenda (if possible) and other ACPMS related issues	Month 3	IE
	Draft the ACPMS 2015 data sets	Month 3	IE
	Draft the 3-year ACPMS data collection schedule to be linked with the national action plans	Month 4	ASEANstats with inputs from AMS and experts
	AMS to update the ACPMS data sets covering the most recent years	Month 4-5	AMS
	Finalise the 3-year ACPMS data collection schedule	Month 5	ASEANstats
	Conduct 2nd Regional Workshop (RWS2) to: <ul style="list-style-type: none"> <li>▪ Discuss the additional indicators and remaining issues for finalisation;</li> <li>▪ Discuss the issues related to the organisation and effectiveness of the national mechanisms;</li> <li>▪ Discuss draft ACPMS 2015 data sets and future development/ improvement of ACPMS database system;</li> <li>▪ Discuss the plans to finalise the report and recommendations for future improvement; and</li> <li>▪ Discuss/finalize the ACPMS 3-year action plan.</li> </ul>	Month 8	IE with support from AMS and ASEANstats

3	ACPMS 2015 Report	Draft the ACPMS 2015 statistical tables based on the inputs/updates from AMS	24 days for IE	Month 6	IE with inputs from AMS, ASEANstats and RE1
		Circulate the draft ACPMS report and present in RWS2		Month 8	IE
		Revise/finalise ACPMS report including 'Technical Notes'		Month 9	IE
		Publish ACPMS 2015 report		Month 11	ASEANstats
4	Utilisation strategy/plan to promote the use of ACPMS by the various regional and national stakeholders	Review and discuss previous dissemination and advocacy plans/strategies for statistical reports	7 days for RE2	Month 6	Regional Expert on Strategic Communication (RE2) with inputs from AMS, ASEANstats and other experts
		Draft a utilisation strategy/plan and circulate for comments		Month 6	RE2
		Discuss draft utilisation strategy and consult AMS in RWS2		Month 7-8	RE2
		Finalise utilisation strategy/plan		Month 8	RE2
5	ACPMS infographics	Design graphic/visual representation theme for ACPMS	3 days for RE2	Month 8	RE2

## V. Reporting

The consultant is expected to produce reports in accordance with Section III and IV above. The timing of delivery is indicative and can be adjusted when the consultant's work plan is developed, subject to mutual agreement.

No.	Reports	Target Delivery Date
1	<b>Inception Report</b> This would detail the consultant's approach to the project and provide a detailed work plan.	Month 1 after contract signing
2	<b>Workshop Reports</b> In line with the various outputs which would be presented in consultative workshops, corresponding workshop reports would be prepared.	2 weeks after the conduct of the workshops
3	<b>Project Completion Report</b> The Project Completion Report will establish a record of the project achievements against the project's original intended purpose and outputs. It is intended to assist in assessing impact, draw out conclusions and lessons learned that may be valuable in designing new related initiatives.	Within two weeks of completion of each Expert's outputs

All reports will be submitted based on AADCP II Guidelines for Contractors in draft format to the ASEAN Secretariat, ASEANstats (with a copy to AADCP II) and, following ASEC approval, in final form. All outputs and reports must be suitable for publication, although the decision on publication lies with the ASEAN.

The contractor will also provide regular (monthly or as agreed with ASEC) summation of activities undertaken and issues that have arisen. These will be submitted to ASEANstats and AADCP II via email.

Financial reports will be submitted at invoicing in line with a payment schedule to be specified in the Special Services Agreement (SSA).

## VI. Project Management

The project will be funded by the ASEAN-Australia Development Cooperation Program II and managed by the ASEANstats of the ASEAN Secretariat. Contractor(s) will report directly to the Head of ASEANstats.

ASEANstats will act as the ASEC key focal point for the project. It will:

- manage project implementation and together with AADCP II monitor progress of the consultancy work;
- provide technical supervision to the project;
- assist/facilitate introductory consultation meetings with key Member States focal points; and
- provide over-all guidance on the organization and conduct of the workshops and meetings

The consultant should be responsible for organising and conducting the scheduled activities in collaboration with the host countries and the ASEAN Secretariat. The preparation of the project outputs will be the main responsibility of a contractor selected via open tender with inputs from AMS.

AADCP II will monitor progress from the perspective of the use of AADCP II resources, and provide advice to the ASEANstats accordingly.

## VII. Scope of Services

The consultancy will be undertaken over a **continuous effective period of 12 calendar months** with a total of approximately **130 person days**) of professional services. Work will commence immediately after contract signing.

A maximum of three teams/individual contractors will be hired to implement the project. Interested contractors can bid on one work area or a combination of the three. We require, at the minimum, the following expertise:

1. **International Expert on Statistics and Economics** (for maximum of 60 person days). This person will be responsible for Output 2 (Enhanced ACPMS methodology and updated database of ACPMS indicators covering the most recent years, 2012-2014) and Output 3 (ACPMS Report). The person will be responsible for the following tasks:
  - Stock-take all works done to monitor the AEC, ASCC and APSC pillars;
  - Enhance the ACPMS methodology for the 'Status' evaluation of the progress indicators;
  - Establish the methodology in compiling the set of additional indicators, with inputs from the AMSs;
  - Draft the metadata on the methodological documentation of selected indicators;
  - Draft and finalize the ACPMS 2015 Report ; and
  - Coach the ASEANstats on data processing and preparation of the report; provide inputs in the design of ACPMS 3-year action plan.
2. **Regional Expert on Institutional Development and Governance** (for maximum of 60 person days). This person will be responsible for the Output 1 (Proposed mechanism on national data collection, endorsed by the ACSS Committee, including a Terms of Reference for the ACPMS National Coordination Team and 3-year action plan and regional-level monitoring mechanism for its implementation to support the institutionalisation of ACPMS. The Expert will be engaged in the following tasks:
  - Assist AMSs in setting up an effective ACPMS National Coordination Team/Mechanism ( including defining designated persons and institutions; list of responsibilities, reporting system, time frame, and coordination tool, e.g., meetings, MoU) and the Terms of Reference of the ACPMS National Coordination Team;
  - Assist AMSs' ACPMS National Coordination Team in developing an ACPMS 3-year action plan;
  - Develop a regional-level monitoring mechanism to support the implementation of the national action plans for ACPMS
  - Coordinate with ASEANstats and the International Expert in the conduct of regional and national workshops;
  - Coordinate with International Expert in assisting AMSs in the formulation of methodologies in compiling additional indicators and in identifying the denominators needed to compute ACPMS indicators;
  - Work with International Expert in developing methodologies for the evaluation of progress indicators;
  - Work with International Expert, AMSs, and ASEANstats in developing the methodology for compiling additional indicators;
  - Assess CLMV data collection on the ACPMS; and
  - Provide inputs to the draft ACPMS 2015
3. **Regional Expert on Strategic Communication** (for maximum of 10 person days) primarily to prepare Outputs 4 and 5:

- Prepare the utilisation strategy in order to create more demand, use, and visibility of the ACPMS; and
- Develop/design an infographics presentation on ACPMS

The three teams/individual contractors will collaborate and provide inputs on the various reports, as needed.

## VIII. Qualifications

The scope of work within this TOR covers three specific types of work: statistics and economics; institutional development and governance; and, strategic communication. The bidder must be able to demonstrate the required qualifications for at least one of the work areas or all types of work.

In the area of **Statistics and Economics**, the bidder must demonstrate the following qualifications:

- Postgraduate in Statistics, Econometrics, Economics, Development Studies, or any related field;
- Proven expertise and substantial work experience in developing statistical indicators on a wide range of concerns, e.g., economic and social;
- Previous experience working with a statistical agency, preferably in a developing-country context or environment;
- Knowledge and experience in statistical computing and analysis, including large-data management;
- Proven good track record in relevant statistical consultancy work in the AMS or ASEAN;
- Adequate knowledge of national statistical systems in ASEAN;
- Capacity and experience to deliver training on statistical computing and analysis;
- Understanding of ASEAN and its work on economic community building;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Good computer skills with adequate knowledge of multi-media presentation and dissemination of outputs and documentation; and,
- Proven skills in writing and conversing in English.

For **Institutional Development and Governance**, the bidder must demonstrate the following qualifications:

- Post graduate degree in Public Administration, Public Management, Organisational Development, Development Management, or any related field;
- Expertise in institutional building and development;
- Proven track record in research, survey, activity design and delivering technical assistance, including effective capacity-building, related to institutional development preferably with statistical agencies;
- Experienced in policy making and providing policy advice to governments and having considerable exposure and network with statistical agencies;
- Demonstrated ability to develop and maintain sound working relationships with stakeholders and the media;
- Understanding of ASEAN and its work on economic community building;
- Proven experience in dealing with senior government officials, parliamentarians and other identified stakeholders;
- Proven ability for accuracy under pressure and adherence to deadlines; and
- Proven skills in writing and conversing in English.

For those interested in the **Strategic Communication** consultancy, the bidder must demonstrate the following qualifications:

- Degree in Development/Mass/Public Communications, Journalism or related fields;
- Thorough understanding and good knowledge of strategic communication approaches and methodologies;
- Demonstrated skills and experience in media, public relations and communication activities (including publications, photos and videos);
- Familiarity with development issues in ASEAN;
- Extensive experience in the development and implementation of awareness and advocacy programs;



- Demonstrated ability to develop and maintain sound working relationships with stakeholders and the media
- Understanding of ASEAN and its work on economic community building;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Good computer skills with adequate knowledge of multi-media presentation and dissemination of outputs, particularly on infographics; and,
- Proven skills in writing and conversing in English.

A thorough understanding of ASEAN, ASEC and AADCP II procedures will be considered added value.

## IX. Bidding

Interested consulting firms are invited to submit a proposal in response to these Terms of Reference. This proposal should be in two parts: **Technical** and **Financial components**.

The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the project;
- A brief analysis of key issues;
- A methodological discussion of how the bidder proposes to address those needs including assessment of key issues, analytical strategies that will underlie the project, specific techniques to be utilised, and practical discussion of possible limitations in carrying out the project;
- A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing;
- Staffing and management plan;
- A discussion on how measures to ensure the future sustainability of the outcomes of the project will be addressed;
- CVs of all proposed experts;
- Brief discussion of firm's past experience in undertaking similar work and brief summaries of all projects undertaken.

The Financial component should specify professional fees of experts.

Other costs for experts and participants such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for workshops, meetings, and all other agreed activities will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEC rates.

## X. Submission of Application

Applicants should send via email **and** mail/courier 4 (four) printed copies of their application with a cover letter, materials specified in **Section IX** above and other supporting documents to ASEAN Australia Development Cooperation Program II, ASEAN Secretariat 2nd Floor, Jl. Sisingamangaraja 70A, Jakarta 12110, Indonesia (email: [tender@aadcp2.org](mailto:tender@aadcp2.org)) indicating "***Establishing the Mechanism to Enhance National Data Collection, Compilation and Dissemination for the ASEAN Community Progress Monitoring System (ACPMS)***" as the subject no later than **11 May 2015, 5:00pm (Jakarta time)**. Please note that only short-listed candidates will be notified.

Any queries on the TOR should be sent to [contact@aadcp2.org](mailto:contact@aadcp2.org) with the subject line: "***Establishing the Mechanism to Enhance National Data Collection, Compilation and Dissemination for the ASEAN Community Progress Monitoring System (ACPMS)***".

## **IX. Additional Notes on Terms and Conditions of the Project**

1. Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright and any related rights) submitted by the Contractor to ASEAN arising out of or in connection to the services performed by the Consultant to ASEAN shall belong to ASEC under the name of **ASEAN** only;
2. Successful bidder shall agree to be bound and sign the Special Services Agreement (SSA) with all requirements under the terms and conditions provided therein, including but not limited to the AADCP II Guidelines for the Contractors attached to the SSA.
3. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.