

## TERMS OF REFERENCE FOR CONSULTANTS

### A. Economists (international, 14 person-months, 12 consultants)

1. International consultants will be hired to do work on any one the following topics: (i) green and social finance; (ii) Asian agriculture; (iii) domestic resource mobilization; (iv) socioeconomic impact of disasters in Asia; (v) commodity prices and sustainable growth; (vi) the economy, society, and globalization in post-COVID Asia; and (vi) other topics that will be identified for the next ADO cycles.

Positions	To work on one of these fields	Minimum qualifications	Minimum specific work experience
Lead economists (2 consultants)	<ul style="list-style-type: none"> <li>▪ Agriculture</li> <li>▪ Labor</li> <li>▪ Macroeconomics</li> <li>▪ Monetary economics</li> <li>▪ Finance, green and social finance</li> <li>▪ Public economics including policy</li> <li>▪ Trade</li> <li>▪ Environment economics</li> <li>▪ Welfare economics</li> <li>▪ Other fields of expertise to be determined during implementation</li> </ul>	PhD in economics or related field.	Minimum of 10 years of relevant professional experience with demonstrated expertise in the field of economic research, published in high impact international journals, and with experience in the leadership of research programs.
Economists (10 consultants)	<ul style="list-style-type: none"> <li>▪ Agriculture</li> <li>▪ Labor</li> <li>▪ Macroeconomics</li> <li>▪ Monetary economics</li> <li>▪ Finance, green and social finance</li> <li>▪ Public economics including policy</li> <li>▪ Trade</li> <li>▪ Environment economics</li> <li>▪ Welfare economics</li> <li>▪ Other fields of expertise to be determined during implementation</li> </ul>	Master's degree in economics or related field. PhD degree is an advantage.	7 years with demonstrated expertise in the field of economic research published in high impact international journals.

2. Under the direct supervision of the relevant Macroeconomics Research Division (ERMR) staff, the consultants will

- (i) prepare analysis on assigned topic, including providing trends and stylized facts in Asia and the Pacific;
- (ii) identify gaps, issues, challenges, and areas for policy reform;
- (iii) provide econometric and other analyses as appropriate;
- (iv) provide policy recommendations as appropriate;
- (v) participate in Asian Development Outlook (ADO) workshops as may be required;
- (vi) work with the economics editor to ensure consistency and coherence in the ADO;
- (vii) draft, revise, and finalize background papers; and
- (viii) perform all other functions and responsibilities as may be assigned by the Director, ERMR.

The consultants' outputs are background papers on the specific topic and a presentation.

**B. Sector Specialists** (international, 6 person-months, 3 consultants)

3. International consultants who are specialists in the areas to be covered by the ADO or ADO Update. The consultants should be specialists in their field with at least 7 years of relevant professional experience and preferably with written works on the topic area and good knowledge of its application to developing member economies of ADB. Bachelor's degree is the minimum requirement. Master's degree or PhD degree in the relevant field is an advantage. Under the direct supervision of the relevant Macroeconomics Research Division (ERMR) staff, the consultants will

- (i) prepare analysis on assigned topic, including providing trends and stylized facts in Asia and the Pacific;
- (ii) identify gaps, issues, challenges, and areas for policy reform;
- (iii) provide policy recommendations as appropriate;
- (iv) participate in Asian Development Outlook (ADO) workshops as may be required;
- (v) draft, revise, and finalize background papers; and
- (vi) perform all other functions and responsibilities as may be assigned by the Director, ERMR.

The consultants' outputs are background papers on the specific topic and a presentation.

**C. Editorial Economic Advisors** (international, 17 person-months, 7 consultants)

4. International consultants who are knowledgeable of macroeconomic developments and issues in ADB developing member economies and its subregions will be engaged. The consultants should be economists with at least 10 years work experience. Master's degree is the minimum requirement. PhD degree in economics or related field is an advantage. Under the direct supervision of Director, ERMR and in coordination with other Asian Development Bank (ADB) staff involved in preparing the country chapters of the ADO and its Update, the advisors will collaborate with country chapter authors to develop country chapter write-ups and review the draft chapters for economic content and consistency with events and with economic theory. The advisors will draft the subregional highlights of the publication and ensure that all the data in the publication are based on the most recent information available as of the specified cutoff date. The advisors will act as resource persons in the ADO writers' workshop to be held at ADB headquarters, working with authors to develop the chapter storylines and indicative key messages. In particular, the advisors will

- (i) work with the country chapter authors during the ADO workshop to develop chapter outlines, key messages, and storylines of country chapters;
- (ii) work with the country authors in drafting, revising, and finalizing the texts; reviewing them; conducting one-on-one and group discussions with the authors; and advising on areas that can be strengthened and improved;
- (iii) draft subregional highlights and/or summaries, as well as related key messages;
- (iv) review the validity and accuracy of information, tables, and charts included in the write-up;
- (v) work with the manuscript editor to finalize the text of the country chapters in consultation with the authors;
- (vi) review press releases and related materials for ADO;
- (vii) deliver the following outputs: edited country chapters and highlights; and
- (viii) perform all other functions and responsibilities as may be assigned by Director, ERMR.

The consultants' outputs are edited country chapters and highlights

**D. Economic Editors** (international, 2 person-months, 2 consultants)

5. International consultants with demonstrated expertise in economic research, particularly on macroeconomic and development policy and professional experience in editing economic publications will be engaged. The consultants should be economists with at least 10 years work experience. Master's degree is the minimum requirement. PhD degree in economics or related field is an advantage. Under the direct supervision of Director, ERMR and in consultation with other ADB staff in the Economics and Regional

Cooperation Research Department (ERCD) involved in preparing and reviewing the theme chapters, the economics editor will edit the theme chapter for consistency and economic content. In particular, the economic editor(s) will:

- (i) edit the theme chapter for consistency with economic theory as well as empirical evidence. This will include some redrafting of the text along the following lines:
  - rewrite, reorganize, or shorten the text to improve its logical structure.
  - suggest different ways to present material, for example, suggest deleting or adding tables, figures, or text boxes to make the author's case more forcefully.
  - simplify technical language, eliminate jargon, and introduce definitions so that the chapter can be understood by an educated non-specialist.
- (ii) perform general editing, including:
  - simplifying long, complicated sentences.
  - breaking up accretions of nouns as adjectives, e.g., "farm-household cashflow management" would be changed to "management of cash flow in farm households."
  - editing tables and figures so that they prove their point and make the presentation of similar data consistent.
  - eliminating excess words that do not further the argument.
  - eliminating redundancy;
- (iii) ensure consistency of the theme chapter with the other parts of the ADO;
- (iv) review the validity and accuracy of information, tables, and charts included in the theme chapter;
- (v) confer with ERCD staff regarding gaps in the write-up, important questions, and needed revisions;
- (vi) assist in preparing the publication highlights (for Part 2);
- (vii) help prepare the key messages and review press releases for the theme chapter of the ADO;
- (viii) deliver the following outputs: edited theme chapters and highlights; and
- (ix) perform all other functions and responsibilities as may be assigned by Director, ERMR.

The consultants' outputs are edited theme chapters and highlights.

**E. Manuscript Editor** (international, 10 person-months, 3 consultants)

6. International consultants with demonstrated expertise in editing ADB publications will be hired. The consultants should be editors with at least 7 years related professional experience. Bachelor's degree is the minimum requirement, Master's degree is preferable. Under the direct supervision of Director, ERMR, and in coordination with the relevant ERMR staff, the manuscript editor(s) will

- (i) edit the ADO or the collective volume, including (a) rewriting, reorganizing, or shortening the text to improve its logical structure and sharpen the arguments; (b) simplifying technical language, eliminating jargon, and introducing definitions so that the chapters can be understood by educated nonspecialists; (c) coordinating with the authors and economics editors to make connections among ideas explicit and to illustrate complex concepts; (d) cutting or editing redundant passages and simplifying overly long, complicated sentences; (e) smoothening or writing transitions between paragraphs and sections; and (f) suggesting additional materials (e.g., boxes, tables, and figures) that would make the publication more reader-friendly;
- (ii) check the manuscript for consistency and accuracy, including checking for factual errors (e.g., ensuring that the correct names of institutions and other entities are used and checking major statements of fact on leading websites, where practical), and highlighting data inconsistencies (e.g., alerting ERMR national officers to discrepancies in data among text, tables, and charts for their chapters, ensuring that queries are addressed, and ensuring that benchmarks are referred to coherently in the publication);
- (iii) copyedit all parts of the reports in conformity with ADB editorial style and usage;
- (iv) smooth out the entire structure of the publications to make them readable with a consistent logical flow;

- (v) ensure, to the degree possible, consistency of language style in all parts of the publication;
- (vi) edit tables and figures;
- (vii) ensure that subheads are consistent and logical;
- (viii) check references to tables, figures, appendixes, bibliographies, and parts of the text;
- (ix) edit notes to make sure that the text references are correct;
- (x) supervise the encoding of corrections as well as the incorporation of tables, charts, and boxes;
- (xi) prepare the table of contents, definition of terms, and list of abbreviations;
- (xii) edit all dissemination materials including press releases, speeches, questions and answers, key messages, and presentation slides;
- (xiii) liaise with the typesetter designated by ERMR to ensure that all editorial marks and comments, as well as tables, charts, and boxes, are incorporated in the typeset manuscript, and that the manuscript is ready for submission for final printing;
- (xiv) deliver the following output: edited manuscript; and
- (xv) perform all other functions as may be assigned by Director, ERMR.

The consultants' output is the edited manuscript of the whole publication.

**F. Resource Persons** (0.5 person-months, 5 experts)

7. Resource persons will be engaged to (i) conduct training on macroeconomics and economic forecasting and (ii) act as discussants during ADO theme conferences and workshops.

**G. Desktop Publishing Specialist and/or Graphic Designer** (national, 5 person-months, 1 consultant)

8. The consultant(s) must be skilled in working with Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Microsoft Word, and Microsoft Excel. Bachelor's degree is the minimum requirement. The consultant should have at least 5 years work experience. He/she will typeset and proofread the text, tables, charts, and all graphic elements of the publication from the preliminary draft to the final copy and produce the high-resolution PDF file before forwarding to the external printer (including refining its web version). The assignment will be at ADB headquarters. In particular, the consultant will

- (i) assist in designing the ADO cover;
- (ii) layout the ADO;
- (iii) reformat tables and charts of the ADO based on corrections received from ERMR staff and consultants;
- (iv) encode corrections in the main text based on corrections received from ERMR staff and consultants;
- (v) prepare final layout of the ADO;
- (vi) encode final text and graphical corrections;
- (vii) deliver the web-ready and quality-checked consolidated PDF of the publication;
- (viii) generate PDF files of the different parts of the book at certain points of the production process; preliminary and final source files (InDesign and Illustrator); the PDF file of the manuscript for launch, printing, and web-posting; and backup files of all of the above;
- (ix) in collaboration with DER, generate other formats of the publication as may be seen necessary due to the changing nature of desktop publishing; and
- (x) perform other related tasks as assigned by the Director, ERMR.

The consultants' outputs are web-ready, print-ready, and print-on-demand ready PDFs; and final source files of the manuscript.

**H. Economic Researcher/Data Scientist** (national, 14 person-months, 3 consultants)

9. The consultants should have excellent working experience in empirical economic analysis and data science. The consultant should have at least 5 years work experience. Bachelor's degree in Economics, Econometrics/Statistics, Computer Science, Data Science, or related discipline is the minimum requirement,

Master's degree is preferable. Under the direct supervision of ERMR staff, the consultants will assist economic research by ERCD and undertake general economic research. The assignment will be at ADB headquarters. In particular, the consultants will

- (i) provide technical research assistance on assigned research topic. This includes data collection, database management, review and analysis of related economic literature, standard empirical economic analysis, or advanced analytics— including data mining and exploration, machine learning, deep learning, big data analytics, and data visualization— when possible;
- (ii) provide data support in the preparation of ADO, as needed. This could include updating of tables and figures to support analysis; updating country datasheets and checking data consistency of assigned country chapter with datasheets; and conducting analysis on a particular topic related to the ADO as assigned by the supervising international staff; and
- (iii) undertake ad hoc research and other assignments as may be assigned by the Director, ERMR.

The consultants' outputs are Excel and Word files; and code files of assigned programming language (if applicable) of assigned research tasks.

**I. Research Assistant** (national, 10 person-months, 2 consultants)

10. The consultants should have a good working experience in general economics, statistics, or related field. The consultant should have at least 3 years work experience. Bachelor's degree in economics, statistics, or related field is the minimum requirement, Master's degree is preferable. Under the direct supervision of ERMR staff, the consultants will provide data gathering and analysis support for the ADO and related activities. In particular, the consultants will

- (i) provide data gathering support the preparation of research studies under the TA;
- (ii) assist in the preparation of ADO for publication;
- (iii) undertake quantitative analysis, as required; and
- (iv) perform other tasks as may be assigned by the designated ERMR staff.

The consultants' outputs are Excel and Word files of assigned research tasks.