

## TERMS OF REFERENCE FOR CONSULTANTS

### A. International Consultants

**1. Writer** (2 person-months). The writer will be responsible for writing a high-quality thematic commentary based on sound statistical analysis for the statistics component of the publication (Parts I, II, III, IV), highlighting recent trends and providing an overview of developments in the region and across economies. He/She may also write for the Special Supplements and for dissemination purposes of Basic Statistics 2022. He/She will prepare highlights for the statistical components; assist in the preparation of the key messages, news releases, and other related materials; and provide suggestions on the layout. Specific tasks of the writer include:

- (i) review of the data stories included in KI 2021 and other statistical publications, and propose data stories for KI 2022 including needed graphs, charts, and boxes for the SDGs and regional trends and any other themes that may be introduced, ensuring consistency in the overall style, approach, and presentation;
- (ii) draft data stories covering the themes within the statistical component drawing on statistics from KI and external sources, and based on a sound statistical analysis;
- (iii) provide an informative overview of trends and developments as well as relevant emerging issues in the region and across economies;
- (iv) work closely with the concerned EROD-SDI staff and national consultants in developing the graphs, charts, and boxes, including data gaps and comparability issues;
- (v) conduct a consultation on the proposed data story and based on the feedback received, work closely with the concerned EROD-SDI staff in finalizing the data stories ensuring full compliance with ADB's *Handbook of Style and Usage* and other relevant guidelines;
- (vi) assist with the preparation of the Foreword;
- (vii) prepare highlights for the statistical component as part of the overall highlights;
- (viii) assist in the preparations of the key messages, news releases, and other related materials;
- (ix) prepare write-up for the Special Supplements in consultation with the EROD-SDI international staff and members of the team;
- (x) prepare a blog for Basic Statistics 2022; and
- (xi) perform other tasks as assigned by EROD-SDI Project Officer.

**2. Manuscript Editor** (2 person-months). The editor shall be responsible for manuscript editing of the KI main book and the special supplements, including the tables and charts in the publication. He/She should have at least a master's degree in the related field (a doctorate degree is preferred) and have more than 10 years of experience in manuscript editing works. He/She will also assist in the preparation of the highlights and presentation materials for launch of KI. The editor will review and edit the data stories, graphs and tables of the KI, and the special supplements in compliance with international editing standards and ADB's *Handbook of Style and Usage*. The work will include a number of editing rounds of the typeset version until the desired quality is achieved. The editor will also make suggestions regarding the layout of the publication. In particular, the editor will perform the following:

- (i) reorganize the text so that the subject matter is easy to understand and is logically presented;
- (ii) eliminate wordiness and repetition, and reduce ambiguity;
- (iii) query substantive discrepancies, possible typographical errors, and non-English terms;

- (iv) edit tables and figures, and recast if required;
- (v) ensure that subheadings are consistent and logical;
- (vi) check references to tables, figures, appendixes, and parts of the text;
- (vii) edit notes to ensure that the text references are correct;
- (viii) edit reference lists;
- (ix) edit the foreword and acknowledgment and other parts of front matter;
- (x) edit the definitions and back cover blurb;
- (xi) edit highlights;
- (xii) check final changes;
- (xiii) work closely with the KI overall coordinator;
- (xiv) check and sign off on the layout; and
- (xv) perform other relevant tasks as assigned by EROD-SDI.

## **B. National Consultants**

**1. Economics and Statistics Specialists** (220 person-months, across all knowledge products of the TA). The purpose of the assignment is to produce the KI 2022 publication, KI 2022 special supplements, and Basic Statistics 2022.<sup>1</sup> The consultants will work on the different parts of the KI publication (Parts I, II, III, and IV), which will entail initially the preparation of the questionnaires and production of statistical tables (economy tables, Sustainable Development Goals (SDG) tables, regional tables, global value chains (GVC) tables) and charts and figures in the write-ups, highlights, and presentation materials. The specialists should have a background in economics or statistics; at least 3 years of relevant work experience in statistics or research analysis; technical and analytical skills required for the project; a good understanding of official statistics and national statistical systems; advanced knowledge and proficiency in using Microsoft Excel, Microsoft Word, and other relevant software; experience in performing automated business processes and due diligence in data compilation and validation; good writing skills; and creativity in generating statistical graphs. Specific tasks include the following:

- (i) gather, process, compile and validate survey data and statistics from assigned regional members and other sources;
- (ii) generate, review, and finalize assigned statistical tables under the guidance of the KI coordinator using prescribed applications for the tables;
- (iii) study the assigned themes and analyze the available statistics/data and other information;
- (iv) suggest or create statistical graphs to be used for the data stories;
- (v) review and update the statistical definitions and concepts that are used in the preparation of the KI;
- (vi) review or revise the statistics and write-ups or commentaries;
- (vii) implement aggregation methods as appropriate;
- (viii) as a special task and as assigned by the KI 2022 Coordinator, liaise with the Department of Communications on the layout of the KI landing page and their requirements;
- (ix) as a special task and as assigned by the KI 2022 Coordinator, liaise with the KIDB team to determine their requirements and relay them to the team in a form easily understood by non-IT people;
- (x) review and implement natural language processing techniques as well as process and analyze (social media) text data sources (for the Special Supplement); and

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<sup>1</sup> Separate sets of consultants will work on the KI main book, KI special supplements, and Basic Statistics. Also, considering the specialized nature of the GVC statistics, a separate set of consultants will be engaged for the GVC tables, charts, and write-up.

- (xi) perform other related technical and administrative tasks as may be assigned by the KI 2022 coordinator.

**2. Information Technology/Database Specialists** (60 person-months). The purpose of the assignment is to conduct the necessary activities to operate, maintain, and further enhance Key Indicators Database (KIDB) and its components; and to align the KIDB API to use the SDMX codes used by other international agencies. The consultant should be/have a college diploma or university degree in the field of computer science with 3 years or more of equivalent work experience as system developer. Has proven experience in PHP application development using the Laravel framework, experience in developing front-end interfaces using VueJs 3, React, or similar framework; experience in working with MariaDB/MySQL. He/she has knowledge of Microsoft Azure services, CI/CD practices, Docker, TailwindCSS, and SDMX data dissemination would be an advantage; proven analytical and problem-solving skills. Has excellent communication and organizational skills, including ability to document procedures and draft complex technical documents. Familiarity with international databases particularly those related to statistics and/or infrastructure development is preferred. The consultant will perform the following tasks:

- (i) implement approved enhancements to the solution mainly, but not limited to data management module, visualization module, and overall user interface;
- (ii) provide recommendations on how to improve application performance, as well as user experience, as applicable;
- (iii) coordinate with end-users, EROD-SDI staff, and ADB IT department staff;
- (iv) provide technical documentation of the solution;
- (v) develop user guide on data administration tools; and
- (vi) perform other related tasks as assigned by EROD-SDI.

**3. Graphic Artists** (4 positions, 4 person-months). The purpose of this assignment is to produce the text layout and format the graphic elements of KI (including the web version) and the KI special supplement(s). The designer will be responsible for text layout, encoding of corrections, and formatting of graphic elements of the publication, including refining its web version. A graphics designer will also be engaged for preparation of materials (e.g., infographics) for social media dissemination.<sup>2</sup> The designer must be skilled in working with Creative Suite 4 (or 5), Microsoft Word, and Microsoft Excel, and will prepare InDesign, Illustrator, and PDF files of the interiors and covers using original manuscripts submitted in Microsoft Word and Microsoft Excel. In particular, the designer will:

- (i) layout KI and KI special supplements following ADB Branding Tool Kit;
- (ii) typeset, reformat tables and charts, and encode corrections in the main text based on corrections received from EROD-SDI staff and consultants;
- (iii) encode final text and graphical corrections from EROD-SDI staff and consultants;
- (iv) prepare InDesign, Illustrator, Photoshop, and PDF files of the artwork, interior pages, and covers using original manuscripts submitted in MS Word, Microsoft Excel, and other formats;
- (v) apply template developed by EROD-SDI in typesetting of KI, KI special supplements, and Basic Statistics;
- (vi) ensure that the layout is clear and concise; and
- (vii) perform other related tasks as may be assigned by EROD-SDI.