TERMS OF REFERENCE OF CONSULTANTS

Economists and/or Statisticians and/or Data Specialists (5 national, total 100 person-months, continuous)

The specialists should have a strong background in economics and statistics, and extensive work experience in national accounts, specifically the development of supply-and-use framework and the compilation of supply-and-use tables (SUTs) and input-output tables (IOTs) based on the 1993 and 2008 SNA recommendations. The specialists should have practical experience in handling trade data from varied sources and be knowledgeable in international standards and classification systems, specially the latest versions of the Harmonized System; and the Industrial and Central Product Classifications. The specialists should have practical knowledge in household and enterprise survey and administrative data; and must be adept in statistical analysis software and database management systems. Under the overall guidance and supervision of the project officer, the specialists, who must be nationals of the Philippines, will:

(i) Provide technical and administrative support to the project officer, EROD-SDI staff and the ADB and DMC teams involved in the project;
(ii) Evaluate trade data from various sources, including the United Nations' Commodity Trade data, national balance of payments, and other international data sources;
(iii) Generate bilateral trade flows for selected economies;
(iv) Identify and document issues concerning the estimated trade flows;
(v) Assist in the preparation of the supply-and-use framework and 1993/2008 SNA compliance reports of participating economies;
(vi) Reconcile national accounts and national trade statistics, where applicable;
(vii) Prepare briefing notes regarding the data development and statistical compilation processes;
(viii) Assist in the preparation and organization of relevant materials and/or outputs for data assessment, research, training, and workshops;
(ix) Assist in the preparation of the final report (publication) of the project; and
(x) Perform other tasks as needed.

Information technology experts (2 national consultants, total 60 person-months, continuous)

The experts will assist participating countries in resolving specific technology issues related to the statistical infrastructure including the establishment and improvement of SBRs, data linkage mechanisms and data dissemination tools. The experts will be nationals of the Philippines.

The experts should have (i) experience in developing and maintaining information technology systems and related educational background; (ii) experience working on the development of statistical systems, databases and websites; (iii) expertise in software used in the respective national statistical systems and their architecture; and (iv) proven ability to document procedures and other important information. The experts will work closely with the project officer, technical assistant, and the national implementing agencies (NIAs) in charge of the project. Specifically, he or she will:

(i) Support localization of tools for SBRs, database linkage and data dissemination provided to the NIAs as part of the technical assistance
(ii) Support the development of links or procedures for regular data transfer between national statistical systems and other government agencies from which data will be sourced for SBRs;

(iii)   Assist national statistical systems in resolving specific technological issues related to the establishment and improvement of SBRs, data transfer and sharing mechanisms and data dissemination tools;

(iv)   Prepare the required documentation; and

(v)   Perform other related tasks as needed.

Data/Research Analysts (2 national, total 80 person-months, continuous)

The analyst should have a strong background in statistics, economics, or other related subjects. The analyst should have at least 3 years of relevant work experience in data analysis and research.

The assignment of the analyst also includes the coordination of activities supported by the TA, manage the outputs produced by the TA, and assist the project team in the administration of the TA under the direction of the project officer.

The consultant will need to accomplish the following tasks:

(i)   Provide technical and administrative support to the project officer and members of the project team required for the implementation of the TA;

(ii)   Be the focal person in the coordination of the project work and processes, monitoring progress, and project implementation (in terms of activities to be implemented, outputs delivered, budget management, submission of reports, and following up on the outstanding obligations of the project team members and consultants, the selected DMCs, and the relevant agencies);

(iii)   Assist in the preparation of project briefs and presentation materials, including organization of workshops, conferences, seminars, and training;

(iv)   Assist in the preparation of the reports, technical papers, online course and guidelines;

(v)   Provide regular progress and milestone reports;

(vi)   Serve as the general secretariat and provide administrative support to the project team; and

(vii)   Perform other related tasks as needed.

Manuscript Editor (1 international, 0.5 person-month, intermittent)

The consultant should have extensive experience in editing economic and statistical publications, and preferably be familiar with trade and other economic indicators.

The specific responsibilities of the consultant will include, but will not be limited to the following:

(i)   Conduct data consistency checks of the manuscript to ensure data integrity and internal consistency;

(ii)   Liaise with the typesetter to ensure that all editorial comments are incorporated in the typeset manuscript for final printing;

(iii)   Edit in conformity with ADB's editorial style and usage (including identifying and resolving issues regarding politically and legally sensitive material);

(iv)   Prepare the table of contents, definition of terms, and list of acronyms; and

(v)   Review the typeset manuscript for digital printing.