

Developing Document Classification/Reference System
TERMS OF REFERENCE (TOR)
(Adopted on 19 Oct 2017)

I. Background

1. The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. With current strength of approximately 350 staff, ASEC assists and provides support to ASEAN Member States in realizing the goals and objectives of ASEAN. To effectively fulfill its functions, the Member States place importance and priority on strengthening the institutional capability of ASEC, including development of ASEC knowledge management system.
2. Part of ASEC knowledge management system urgently required is for document classification/documents reference system. Each year, around 1,170 meetings are convened by 801 ASEAN organs/sectoral bodies. Those meetings produce numerous documents in various forms, such as declarations, statements/joint statements, agreements, protocols, blueprints, plan of actions, etc. To date, however, there is no common and unified ASEAN-wide document classification/reference system in place. ASEAN Official Documents have been produced and issued without the guidance of systematic and unified classification/reference coding. As a consequence, and considering the accumulation of the number of the documents produced over the years, it is not easy for users to locate and retrieve a specific ASEAN document.
3. A similar situation is being faced internally at the ASEC. Secretariat-wide documents and correspondences have been produced without a common and unified reference system. Those documents are often classified and numbered following each Department/Directorate/Division's own coding.
4. For ASEC Information Resource Management Division (IRMD), the Dewey Decimal Classification (DDC) has been used for book collections and three different customized classifications are applied for meeting reports, agreements and journal collections.

II. Objectives

ASEC wishes to establish a unified/harmonized document Classification/Reference system for: (i) Official ASEAN-wide documents, and (ii) ASEC-wide documents. Therefore, ASEC is seeking a qualified consultant to work with (to-be appointed) ASEC Task Force on the Development of the Document Classification/Reference System, comprising assigned professional staff from the IRMD and representatives of the four ASEC Departments.

The selected Consultant shall be tasked to achieve the following objectives:

1. **Develop Official ASEAN Document Classification/Reference System and ASEC Internal Document Classification/Reference System.** This will entail establishing a standard and unified document classification/reference system for all official documents. The standardized and unified system will guide all ASEAN official documents/correspondences (internal and external) produced/issued by ASEAN/ASEC, allowing them to be properly classified,

managed and referred to. The Symbols of United Nations Document may be used as the reference/benchmark.

- 2. Provide training to assigned ASEC staff on the use of the ASEAN and ASEC Document Classification/Reference systems.**

III. Expected Deliverables

1. Inception Report;
2. Analytical Needs Assessment Report and Recommendations;
3. A comprehensive Handbook on ASEAN Official Document Classification/Reference System and ASEC Document Classification/Reference System; and
4. Training to ASEC staff on the use of the ASEAN Official Document Classification/Reference System and ASEC Document Classification/Reference System.

IV. Scope of Services

The Consultant shall follow the overall direction provided by ASEC Management and will work closely with and under the direct supervision of the Chair of ASEC Task Force on the development of Document Classification/Reference System to undertake the following assignments:

1. Deliver an inception report will present the consultant's understanding of the assignment, proposed methodology and approach, and detailed work plan/schedules. Only after the Inception Report is accepted, the consultant will conduct a mapping exercise and analytical assessment of ASEC's current situation.
2. Conduct mapping exercise and analytical assessment on the document classification/reference and management systems existing as currently, including a review on the security classification of documents. The specific areas to be covered would include (but not limited) to assessing categories/types of official documents; archiving/storing practice of documents; reviewing the existing classification/reference systems as well as the policies and procedures for filing; assessing areas of duplications, overlapping, and overall weaknesses and strengths for improvements under a new system;
3. Propose a standard, unified ASEAN-wide Official Document Classification/Reference System and ASEC-wide Document Classification/Reference System which include classification rules, document categories, formats, policies and procedures for handling and filing of official documents, retrieval, storage format(s), etc.; and

4. Develop a comprehensive handbook on the standard ASEAN Official Document Classification/Reference System and ASEC Internal Document Classification/Reference System.
5. Provide training to ASEC staff from all divisions (about 60 staff) on standard ASEAN and ASEC Document Classification/Reference Systems. The consultant should provide training in two batches in the form of classroom workshop and ensure that after the training ASEC staff understand and are able produce documents with appropriate document classification and reference numbers. It may take one to two days for training each batch, depending on the consultant's own approach and methodology.

V. Indicative Work Schedule

No.	Activities	Who & Where	When	No. of work days
1	-Inception Meeting/Briefing on the assignment -Secondary Research	-ASEC Management -Chair of ASEC ODSC Taskforce (TF) -ASEC concerned Staff		5
2	Conduct analytical assessment and map all types of ASEAN and ASEC wide documents	- Representatives from All ASEC Divisions. -ASEC		10
3	Prepare the Draft Analytical Needs Assessment Report and Recommendations.	Home		6
4	-Incorporate comments and suggestions -Submit Final Draft Analytical Needs Assessment Report and Recommendations	Home		5
5	Develop and submit the 1 st Draft Handbook on ASEAN and ASEC wide Official Document Classification/Reference Systems	Home		30
6	-Incorporate comments/inputs from TF -Present the 1 st Draft Handbook on ASEAN and ASEC Official Document Classification/Reference Systems to TF	-TF -ASEC and Home		8

No.	Activities	Who & Where	When	No. of work days
	-Incorporate further comment/inputs from TF			
7	-Submit and Present the 2 nd Draft Handbook on ASEAN and ASEC Official Document Classification/Reference Systems to ASEC Management and CPRWG	-ASEC Management -CPR -ASEC		4
8	-Incorporate comments/inputs from ASEC and CPRWG -Submit the 3 rd Draft Handbook on ASEAN and ASEC Official Document Classification/Reference Systems	Home		5
9	-Present the 3 rd Draft Handbook on ASEAN and ASEC Official Document Classification/Reference Systems to the CPR -Wrap-up meeting with TF	ASEC		2
10	-Incorporate further comments/inputs -Submit the final Draft Handbook on ASEAN and ASEC Official Document Classification/Reference Systems	Home		3
11	Prepare and conduct training for ASEC staff.	-Home and ASEC		7
Total (man-day)	85			

VI. Consultant's Qualifications

The consultant/bidder shall possess the following work experiences and qualifications:

1. Proven track record and experiences in conducting in-depth analyses of and in developing/establishing official document classification/reference system for international/regional organizations of similar nature to ASEAN;
2. Proven skills at identifying/proposing approaches to determine users' needs for information/documents;

3. Comprehensive knowledge of UN Symbol Series, UN document processing and controlling system and/or other similar international organizations are required;
4. Knowledge on and familiarity with digital application and technology that are relevant to documents classification, archiving and retrieval for ease of tagging/tracking and to ensure that the proposed new system will be on par with current IT developments and practices;
5. Strong leadership and inter-personal skills including excellent communication, facilitation, and training skills are required;
6. Relevant educational qualifications in library science, information management or related fields;
7. Broad understanding and familiarity of knowledge management framework and systems are an advantage; and
8. A strong understanding about ASEAN and the working of a Secretariat of an international organization will be added advantage.
