

TERMS OF REFERENCE
CONSULTANT FOR REGIONAL STUDY ON INFORMAL EMPLOYMENT
STATISTICS TO SUPPORT DECENT WORK PROMOTION IN ASEAN

I. BACKGROUND

Globally, it is estimated that 61 per cent of employed population are in informal employment. In East and Southeast Asia (excluding China), ILO estimates that informal employment accounts for 65 per cent of all employment. According to ILO, persons in informal employment are those who, by law or by practice, are not subject to national law legislation and income tax or entitled to social protection and employment benefits. Informal employment represents a large group of workforce in both agriculture and non-agriculture sectors in most developing countries. Informal employments affect both men and women; and those in youth and older age groups as well as those in rural areas are more likely to find themselves in informal employment.

Persons in informal employment are prone to decent work deficits as their rights at work, job opportunity, social protection and access to social dialogue are often not guaranteed. Such condition creates and endures their vulnerabilities as well as hinders their opportunity to maximise their full potential. Also, economic performance of those in informal employment may be underestimated due to the characteristics and forms of informality such as casual employment or employment based on kinship (e.g. contributing family workers or unpaid family workers). Therefore, it is critical for informal employment to be addressed.

Acknowledging the prevalence of informal employment and its effects on decent work, the ASEAN Leaders at the 28th and 29th ASEAN Summits in Vientiane, Lao PDR in September 2016 adopted Vientiane Declaration on Transition from Informal Employment to Formal Employment towards Decent Work Promotion in ASEAN¹. To implement the Declaration, ASEAN Member States (AMS) have developed the Regional Action Plan of the Vientiane Declaration² which was adopted by the ASEAN Labour Ministers Meeting in April 2018.

One of the projects in the Regional Action Plan is a “collection, report and analyst of employment statistics in AMS for rural and urban areas, to better understand informal employment and decent work indicators for better policy making” (The Project). The Project is led by the ASEAN Secretariat. The Project will involve and be implemented with guidance of ASEAN Senior Labour Officials Meeting (SLOM). Direct beneficiaries of the Project are labour ministries and its policy makers and practitioners of AMS. In addition, the Project is expected to engage ASEAN Community Statistical System

¹ <http://asean.org/storage/2016/09/Vientiane-Declaration-on-Employment.pdf>

² http://asean.org/storage/2018/04/ANNEX-B_Regional-Action-Plan-of-Vientiane-Declaration_FINAL_Adopted-by-ALMM.pdf

Committee (ACSS), ASEAN Senior Officials Meeting on Rural Development and Poverty Eradication (SOMRDPE), ASEAN Working Group on Micro, Small and Medium Enterprises (WG-MSMEs) as well as experts from International Labour Organization (ILO).

The proposal of the Project was endorsed by SLOM in May 2018 and will be implemented with the financial resource from ASEAN Development Fund (ADF).

II. OBJECTIVES

The Project aims to assess the existing informal employment statistics across AMS particularly on:

- i) the existing gaps on data collection and analysis towards better mapping of informal employment;
- ii) prominent trends and features in informal employment in AMS based on the available data;
- iii) how labour force survey (LFS) data collection and analysis could be improved for better mapping of the trends of informal employment and informal sector across AMS; and
- iv) how those informal employment statistics can be translated into evidence-based policies to address the situation of informal employment.

In doing so, the Project will look into the informal employment statistics collected by some AMS and statistical measurement of informal employment of International Labour Organization (ILO).

III. EXPECTED OUTPUT AND OUTCOME

The output of the Project will be a regional study on informal employment statistics to support decent work promotion in ASEAN which will be submitted to SLOM for consideration and endorsement. The regional study will subsequently be published by the ASEAN Secretariat.

It is expected that the output will serve as useful feedback for policy makers of AMS to better understand the trends of informal employment and correlation between informal employment and decent work conditions; and to improve responsiveness of policies to address the situation of informal employment, including working condition and social protection of workers.

IV. THE PURPOSE OF THIS TERMS OF REFERENCE

This Terms of Reference (TOR) aims to guide the recruitment of a consultant who will develop the regional study on informal employment statistics to support decent work promotion in ASEAN.

V. DELIVERABLES AND SCOPE OF WORK

The consultant will be responsible to produce the following deliverables:

1. Inception Report of the regional study, including but not limited to scope, methodology, outline and timeline.
2. Draft regional study
3. Final regional study

The content of the regional study will comprise the information and analysis that cover:

- i) the existing gaps on data collection and analysis towards better mapping of informal employment;
- ii) prominent trends and features in informal employment in AMS based on the available data;
- iii) how LFS data collection and analysis could be improved for better mapping of the trends of informal employment and informal sector across AMS; and
- iv) how those informal employment statistics can be translated into evidence-based policies to address the situation of informal employment

In developing and finalising the above deliverables, the consultant will:

- i) Conduct a desk review of available and relevant statistics on informal employment in AMS
- ii) Draft Inception Report of the regional study
- iii) Attend a preparatory workshop and present the draft Inception Report of the regional study for inputs from SLOM, as well as take stock of available statistics from AMS representatives
- iv) Draft the regional study which will include country briefs/synthesis of selected AMS, regional analysis of gaps, trends and challenges across AMS; and recommendations
- v) Attend a workshop on measuring informality, data analysis and policy development during which review and validation of the findings and recommendations in the draft regional study by SLOM will be conducted
- vi) Finalise the regional study for consideration and endorsement of SLOM

The consultant is expected to take into consideration the findings and recommendations of an on-going study on decent work promotion in rural economy through productivity growth, local employment promotion and transition from informal to formal employment, should it become available in time of drafting this study report. The said study on decent work promotion in rural economy is led by Ministry of Labour and Social Welfare of Lao PDR in partnership with ILO which is also one of the projects in the Regional Action Plan of the Vientiane Declaration.

VI. INDICATIVE WORK PLAN

The Project will be implemented from October 2018 until September 2019 at the latest but is envisioned to be completed by June 2019 as much as possible. The indicative work plan of the consultant is as follows:

No.	Task to be performed by the consultant	Indicative timeline
a	Conduct a desk review of available and relevant statistics on informal employment in AMS	October 2018
b	Submit the Draft Inception Report of the regional study to ASEAN Secretariat for inputs	30 November 2018
c	Revise the draft Inception Report based on inputs from ASEAN Secretariat	
d	Submit the revised draft Inception Report to ASEAN Secretariat	7 December 2018
e	Consult the draft Inception Report with SLOM (facilitated by ASEAN Secretariat)	21 December 2018
f	Revise the draft Inception Report based on inputs from SLOM as conveyed by ASEAN Secretariat	
g	Submit the revised draft Inception Report to ASEAN Secretariat	4 January 2019
h	Take stock available statistics from ASEAN Member States	January – February 2019
i	Draft the regional study and submit it to ASEAN Secretariat	28 February 2018
j	Attend and facilitate a preparatory workshop and: - Present the Inception Report of the regional study - Take stock of available statistics from delegates - Present the preliminary findings of the regional study for feedback by SLOM	First half of March 2019
k	Continue to draft the Study Report by taking into account the feedback during the Workshop	March 2019
l	Submit the full-fledged draft Study Report to ASEAN Secretariat for preliminary reviews (involving ILO)	1 April 2019

m	Revise the draft Study Report based on inputs from ASEAN Secretariat and ILO	8 April 2019
n	Consult the draft Study Report with SLOM (facilitated by ASEAN Secretariat)	22 April 2019
o	Attend a workshop on measuring informality, data analysis and policy development during which the draft regional study will be reviewed and validated by SLOM	Second half of April / May 2019
p	Revise the draft Study Report based on inputs from SLOM through emails and during the Workshop	May 2019
q	Submit the revised draft Study Report to ASEAN Secretariat	17 May 2019
r	Consult the revised draft Study Report with SLOM for final comments (facilitated by ASEAN Secretariat)	May 2019
s	Finalise the regional study for consideration and endorsement of SLOM	June 2019

VII. REPORTING AND SUBMISSION OF DELIVERABLES

The consultant will report to the ASEAN Secretariat. The consultant will submit the deliverables to the ASEAN Secretariat for consultation with SLOM and relevant Sectoral Bodies/Working Groups, as applicable.

All deliverables are in English and in electronic form.

VIII. QUALIFICATIONS AND REQUIRED EXPERTISE

The candidate with the following qualifications and expertise will be considered:

- Advanced university degree in field relevant to the assignment with demonstrated knowledge and expertise in informal employment, labour economics, employment policies or related issues.
- Proven ability to effectively process, evaluate and analyse labour-related qualitative and quantitative data
- At least 10 years of professional experience in labour statistics particularly informal employment statistics, social policy development or any area related to the assignment, including at least five years at the international and/or regional level. Experience in conducting studies on informal employment at national or regional levels will be an advantage.

- Experience working with governments especially those of ASEAN Member States and with official data of the governments
- Knowledgeable in labour markets and labour statistics of ASEAN Member States.
- Excellent verbal and written command in English and speedy responsiveness to communications
- Ability to communicate effectively, clarify information and facilitate discussion with government officials with tact, diplomacy, and cultural sensitivity
- Ability to meet deadlines and deliver quality output under pressure

IX. PROFESSIONAL FEE

The consultant will be paid professional fee in tranches in accordance with the contract with the ASEAN Secretariat and subject to submission of satisfactory deliverables as determined by the ASEAN Secretariat.

In addition to the professional fee, international airfare and per diem (inclusive of accommodation) for the consultant to attend the preparatory workshop and the workshop on measuring informality, data analysis and policy development will be covered by the ASEAN Secretariat in accordance with its rules and regulations.

The consultant will be responsible for his/her own travel insurance coverage during his/her travel and attendance of the two workshops above.

X. LOCATION OF ASSIGNMENT

Location of assignment will be in home country of the consultant. The consultant is required to travel and attend two workshops under the Project.

XI. SUBMISSION DEADLINE AND ENQUIRIES

The selection and recruitment of the consultant will be conducted through limited-source tender in line with the ASEAN Secretariat Financial and Administrative Rules and Procedures 2018. Interested candidate is requested **to submit his/her proposal and relevant important information in English in two separate sealed/glued envelopes** bearing:

- a. **First envelope** – Technical proposal, which consists, among others, technical specification of services and delivery schedule

- b. Second envelope** – Financial proposal, which shall contain the bid amount and relevant financial information as requested by the ASEAN Secretariat such as detailed estimates and payment schedules.

Each proposal shall consist of an original set and a photocopy set.

The proposal and relevant important information shall be submitted to the ASEAN Secretariat by postal mail via courier or hand delivery at:

Chair of Sub-Committee on Tender
The ASEAN Secretariat
70A Jalan Sisingamangaraja, Jakarta, 12110
Indonesia

The deadline of submission is **5 October 2018**. Any submission beyond the deadline will not be considered.

Interested candidate may contact ASEAN Secretariat to obtain further clarification and understanding of the scope of work and responsibility prior to the submission of the application. Please send your query to ASEAN Secretariat at procurement@asean.org.
