

TERMS OF REFERENCE

Short-term Consultancy: Editor for Guideline of ASCC Data Management System

I. BACKGROUND

The Mid Term Review of the ASCC Blueprint 2025 revealed that ASEAN Member States (AMS) have considered the progress of the Blueprint's implementation as to be satisfactory. However, most AMS indicated that they faced challenges in measuring the overall progress, mainly due to insufficient data points of several KPIs as stipulated in the Blueprint's Result Framework. On measuring progress of 32 KPIs (46 in total including sub KPIs), 19 lack sufficient data points against the 2016 baseline rendering these unmeasurable. Of 27 KPIs with sufficient data points, 21 have clear evidence of progress. The Review recommends that towards the end term of the ASCC Blueprint 2025, a monitoring and evaluation system must be regularly maintained with special efforts to further improve the ASEAN socio-cultural data management system at both national and regional levels.

In order to further improve the collection and measurement of the socio-cultural indicators that will enable AMS to perform a more comprehensive and regular M&E of the ASCC Blueprint 2025 (and beyond) implementation progress, a project on "Development of the ASEAN Socio-Cultural Community (ASCC) Database for Monitoring and Evaluation System (ADME)" is currently proposed. As a preparation step before the implementation of a full-scale ADME project, a framework of ADME has been conceptualised and a web-based ADME management is proposed.

The ADME framework that covers the development of three database management systems (A, B, and C) and a web-based ADME management that consists of back-end and front-end processes, mock-up of web-based ADME, and user's protocol have been presented and discussed during the first regional workshop held on 6 October 2021. The workshop was attended by SOCA, ASCC Sectoral Divisions (SDs), 15 SBs under ASCC, and ASEAN Community Statistical System (ACSS) Committee and Statistical Division (ASEANstats) was supportive to the ADME initiative.

II. OBJECTIVE OF THIS TERMS OF REFERENCES

This Terms of Reference will guide the hiring of a consultant who will undertake extensive editing, which includes rewriting, abridging, and restructuring texts for greater readability and better logical sequence to enhance the quality of the output drafts.

III. DELIVERABLES AND SCOPE OF WORK TO BE PERFORMED

The output drafts consist of the following documents:

1. Guideline of ASCC Data Management System

The consultant will be responsible for the following:

- Edit, copyedit, and proof-read the output drafts. Where needed, undertake extensive editing, which includes rewriting, abridging, and restructuring texts for greater readability and better logical sequence. Provide feedback and suggestions to authors to enhance the quality of reports;
- The editing process will include a revision of the current text with tables and figures to achieve an optimal flow of information and presentation of the findings;
- Play a key role in the editing process by correcting grammatical, punctuation and spelling errors; and
- The editing process might entail substantive re-drafting and synthesising of parts of the existing text in order to make the outputs more readable and understandable to non-expert audiences

IV. INDICATIVE WORK PLAN

Below are the outputs that the Consultants must achieve throughout the consultancy period:

	Tasks	Indicative Timeline
i	Editing the Guideline of ASCC Database Management System (approx. 50,000 words)	20-30 December 2021

V. SUBMISSION OF DELIVERABLES

The consultant will submit the deliverables to the ASEAN Secretariat only. Outputs will be monitored based on the compliance with the schedule and fulfilment of tasks. Evaluation will be based on the quality of output and compliance with schedule.

VI. EXPERTISE REQUIRED

A consultant with the following qualifications and experiences will be considered:

- a) Master's degree in journalism, communication, social sciences, international relations, or other appropriate field;
- b) Strong editorial judgement, including ethical and political awareness;
- c) Excellent command of English, and highly developed editing and writing skills, preferably in development sector;
- d) Demonstrable ability of writing with impact and writing effectively; and
- e) Willingness to respond to suggestions within the review and feedback process

VII. PROFESSIONAL FEE

The price proposal should indicate a "lump sum amount" which is "all inclusive" for the tasks specified in the terms of reference. Payments will be made upon submission and approval of deliverables as above, and confirmation by the ASEAN Secretariat. The

amount will depend on the abovementioned deliverables and supporting documents completed by the consultant and accepted/approved by the ASEAN Secretariat. Outputs should be delivered within the agreed timeline. Payment will be made in tranches subject to submission of satisfactory output as determined by the ASEAN Secretariat.

VIII. TIMELINE OF THE PROJECT AND LOCATION OF ASSIGNMENT

The duration of service would be in **December 2021** and the location of assignment will be conducted in home country of the consultant.