



TERMS OF REFERENCE (TOR)

DATA MANAGEMENT SPECIALIST FOR ASEAN SOCIO-CULTURAL COMMUNITY DATABASE FOR MONITORING AND EVALUATION SYSTEM (ADME)

A. BACKGROUND

Previous studies/reports of the ASEAN Socio-Cultural Community (ASCC) Blueprint 2025 highlighted the issues of data availability and capacity for data collection, and recommendations were made to improve the data collection and management system at both national and regional levels. The recommendations led to the development of the *ASEAN Socio-Cultural Community Database for Monitoring and Evaluation (ADME) System*.

The ADME System has three intended outcomes: (1) providing timely and reliable data for monitoring progress and assessing the outcomes of the ASCC Blueprint 2025; (2) strengthening the statistical capacity of ASCC Sectoral Bodies (SBs) and their monitoring and evaluation (M&E) officers to collect, compile, process, analyse, and use data to measure the progress made by their respective programmes; and (3) increasing cross-pillar, cross-sectoral, and AMS coordination to improve the availability of quality data for ASEAN's socio-cultural indicators.

In addition to ensuring a robust and effective monitoring and evaluation system for the implementation of the ASCC Blueprint, the availability of good data is also expected to benefit evidence-based research, analysis, and decision making. Therefore, it was recommended that investment in proper databases for record keeping and the easy retrieval of programme information is urgently needed, particularly for ASEAN Member States. The proposed ADME system is a follow-up of the mock-up/prototype system that has been developed under the previous project in 2021. Thus, the Data Management Specialist will also need to review all the existing work that has been undertaken to fully understand and capture the data needs of the ADME system.

For this purpose, the ASEAN Secretariat invites the applications from individuals or companies/firms registered in the ASEAN region (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Viet Nam) to undertake the assignment of **Data Management Specialist** for this project.

B. OBJECTIVE AND OUTPUTS

The main objective of the project is to further improve the collection and measurement of the socio-cultural indicators that will enable ASEAN Member States to perform a more comprehensive and regular monitoring and assessment of the ASCC Blueprint 2025 (and beyond) implementation progress. The resulting database system will also support the overall ASEAN social statistical development and its associated evidence-based research and analysis.

The expected outputs of the consultancy are as follows:

1. An ADME protocol which includes data management including data collection/compilation, organizing and cleaning, standardization and validation, analysis, data storage, dissemination and publication. The protocol should also include processes in ensuring data availability and quality, and user access protocols.
2. A comprehensive and secure web-based database system of ASCC with corresponding dashboard consistent with Blueprint indicators and socio-cultural indicators relevant to the ASCC.

In particular, **Data Management Specialist** will deliver the following outputs:

1. Develop an ADME protocol which includes data collection/compilation, organizing and cleaning, standardization and validation, analysis, data storage, dissemination and publication. The ADME Protocol should also serve as framework and guideline on ASCC Database Management System and should cover a list of statistical indicators included in the three types of ASCC Databases (as described in Section C). It should include details on metadata standards, deleting and recovery of data, procedures in ensuring quality, accuracy and completeness, data storage and handling, data security management particularly on access, security and privacy, user access levels, and process to upload, transfer, and share data.

The protocol should also be an effective set of instruction which requires the following:

- Clear, precise, and simple writing;
- A thorough understanding of the procedure in all its technical detail
- Easy to be understood by its intended users; and
- Has good visualization (i.e., data flow) of the procedure in detail.

In line with the protocol, the Data Management Specialist will also train ASCC Monitoring Division and relevant stakeholders / users on procedures indicated in the protocol such as data extraction, analysis, visualization, reporting and management/maintenance.

2. Develop a web-based database system of ASCC that is comprehensive, secure and enables users to store, access, and share information. The system should allow easy back up and data recovery, and ensure that users will get more visibility into where the data is stored and who has access to it. The web-based database should also have a corresponding dashboard that will ensure users to review and allow real-time arranging of data by time period and selection of variables or indicators for easy interpretation.

C. SCOPE OF WORK AND ACTIVITIES

The development of ASCC Data Management System will cover the following three types of ASCC Databases:

- Database A: The regular monitoring system for implementation of ASCC Blueprint. It includes Tool 1 (Monitoring of the ASCC Sectoral Bodies' Work Plans), Tool 2 (Monitoring of ASEAN Declarations) and the ASCC Blueprint 2025 Results Framework Monitoring Database (RFMD), which covers 32 KPIs (and 46 sub-indicators) for measuring the progress of outcome indicators of the Blueprint's 18 KRAs, and 109 strategic measures of relevant sectoral bodies.

- Database B: The ASEAN Socio-Cultural Official Statistics Monitoring Database (OSMD), which includes a comprehensive list of socio-cultural official statistical indicators produced and published by the AMS National Statistical Offices (NSOs), ASEANstat and/or by the International Organisations, i.e. the United Nations (UN) and its affiliating agencies (UNDP, ILO, WHO, UNICEF, etc), the World Bank, IMF, the Asian Development Bank (ADB), and other credible international organisations.
- Database C: The ASEAN Socio-Cultural Administrative Records-Based Monitoring Database (ARBMD) which will be developed from administrative records regularly prepared and managed by 15 SBs under ASCC in AMS into standard statistical measurements that are as much regionally comparable and methodologically sound as possible in accordance with the UN's principles of official statistics. This database is expected to complement the existing logic framework for monitoring the progress of the Blueprint's outcomes as stipulated in the ASCC Blueprint 2025 Results Framework.

Main activities of the project that will involve the specialist includes:

1. Initiation Meeting with ASEAN Secretariat to discuss detailed work plan;
2. Development of inception report, including consultation with relevant sectoral divisions;
3. 1st Regional Workshop to discuss the inception report;
4. Development of project outputs, including consultation with relevant sectoral divisions and testing the database system;
5. 2nd Regional Workshop to discuss the project results;
6. Finalisation of project outputs based on the inputs from the 2nd Regional Workshop, development of final report, and dissemination of results; and
7. System maintenance and operationalisation, including knowledge transfer.

D. IMPLEMENTATION ARRANGEMENT

Data Management Specialist will be working under the guidance of the SOCA with support from the ASCC Monitoring Division (AMD) of the ASEAN Socio-Cultural Community Department (ASCCD), ASEAN Secretariat. The Specialist shall report to the AMD.

The funding for the consultancy project shall be obtained from the ASEAN Development Fund (ADF). Expert service funds will be released based on the following schedule:

No.	Upon submission to the ASEAN Secretariat and acceptance by the ASEAN Secretariat of the following works	Latest date of submission of deliverables	Amount
1.	Inception Report & its presentation at the 1 st Regional Workshop	The draft inception report should be ready for review by ASEAN Member States at least 2 weeks prior to the 1 st Regional Workshop, and the final version to be presented at the said Workshop	30%

2.	Full implementation of ADME	The project outputs (including findings of consultations with sectoral divisions) should be ready for review by ASEAN Member States at least 2 weeks prior to the 2 nd Regional Workshop, followed by full implementation of the ADME system (i.e., item no. 6 of table of activities in section 3.2)	40%
3.	Final Report upon completion of operationalisation, including knowledge transfer	The final report should be submitted 15 days after the <u>completion of all activities</u> (i.e., item no. 7 of table of activities in section 3.2)	30%

The location of the assignment will be in the country of the specialist. All meetings will be held virtually:

1. Initiation Meeting with ASEAN Secretariat;
2. Consultation with ASCC Sectoral Divisions;
3. Two (2) Regional Workshops;
4. Dissemination of results; and
5. System maintenance and operationalisation, including knowledge transfer.

E. QUALIFICATIONS

The ADME Data Management Specialist can be an individual team or a team representing a firm. The Team Leader and Developer should satisfy the following criteria:

Team Leader – Please provide CV and other evidence to satisfy the following:

- a. Bachelor degree in Computer Science or Information Technology or Informatics, or Systems or Software Engineering or a related field.
- b. Managerial or supervisory experience on system development or database development or the development of monitoring and evaluation systems in national/international projects.
- c. Experience of working with donor-funded projects, either national or international, as a team leader in a relevant field is considered a plus.
- d. Good command of spoken and written English.
- e. Cultural sensitivity to deal appropriately with interlocutors in ASEAN Member States.
- f. Must be based in an ASEAN Member State.

Developer - Please provide CV and other evidence to satisfy the following:

- a. Bachelor degree in Computer Science or Information Technology or Informatics, or Systems or Software Engineering or a related field
- b. Experience on system development or database development or developing monitoring and evaluation systems in national/international projects
- c. Experience of working with donor-funded projects, either national or international, in developing databases especially web-based database in a relevant field is considered a plus.
- d. Must be based in an ASEAN Member State.

F. DURATION OF SERVICES

The proposed indicative timeline of the project is specified as follows:

No.	Activities	Indicative Timeline
1.	Initiation Meeting with ASEAN Secretariat	July 2023
2.	Development of inception report, including consultation with relevant sectoral divisions	Q3 2023
3.	1 st Regional Workshop to discuss the inception report	Q3 2023
4.	Development of project outputs, including consultation with relevant sectoral divisions	Q3 – Q4 2023
5.	2 nd Regional Workshop to discuss the project results	Q1 2024
6.	Full implementation of ADME (data collection/compilation, cleaning, standardisation, analysis, updating, dissemination and publication).	Q1 2024
7.	System maintenance and operationalisation, including knowledge transfer	Q1 – December 2024
