



Technical Assistance Report

Project Number: 47078-001
Research and Development Technical Assistance (RDTA)
November 2013

Key Indicators for Asia and the Pacific 2015

ABBREVIATIONS

ADB	–	Asian Development Bank
DMC	–	developing member country
ERDI	–	Development Indicators and Policy Research Division
FIGI	–	Framework of Inclusive Growth Indicators
MDG	–	Millennium Development Goal
TA	–	technical assistance

TECHNICAL ASSISTANCE CLASSIFICATION

Type	–	Research and development technical assistance (RDTA)
Targeting classification	–	General intervention
Sector (subsector)	–	Public sector management (economic and public affairs management)
Themes (subthemes)	–	Economic growth (promoting economic efficiency and enabling business environment), social development (human development), private sector development (conducive policy and institutional environment)
Location (impact)	–	Regional (high), national (medium), urban (medium), rural (low)

NOTE

In this report, "\$" refers to US dollars.

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I. INTRODUCTION

1. The *Key Indicators for Asia and the Pacific*, prepared by the Economics and Research Department, is one of the annual flagship publications of the Asian Development Bank (ADB). The publication provides the latest comprehensive compendium and analysis of trends in economic, social, financial, and Millennium Development Goal (MDG) indicators of ADB's regional members. It also contains a special chapter that provides in-depth, data-intensive policy analysis of a prevailing critical policy issue. In general, *Key Indicators* provides a strong data and information support system for evidence-based policy making.
2. The *Key Indicators* series promotes ADB's reputation as a knowledge institution and serves as an instrument for better informed policies and projects. To ensure that it does so effectively, it is essential that the topic of the special chapter is rigorously researched and that intensive data validation, analysis, and compilation are conducted.¹ This process involves extensive collaboration with statistical and other partners. A widespread and multipronged approach is used in disseminating the resulting publications. This technical assistance (TA) will ensure that these activities are carried out effectively. The design and monitoring framework is in Appendix 1.²
3. The *Key Indicators* special chapter is produced on a 2-year production cycle to allow for more rigorous and systematic analysis. This TA will support the preparation of the *Key Indicators 2015* (the 46th edition of *Key Indicators*).

II. ISSUES

4. Despite significant economic growth in Asia and the Pacific over the last 20 years, the percentage employed formally has mostly remained stable or has modestly increased. This jobless growth, where by growth fails to create substantial increases in better jobs, may potentially hinder Asia and the Pacific's progress toward reducing poverty and becoming the leading region of consumption which drives global economic growth. In-depth research can provide an evidence base for ways to strengthen the linkage between expansion of better employment opportunities, which includes formal jobs and higher wages in the informal sector, and economic growth. It is necessary to have a macroeconomic overview and an understanding of the institutional and regulatory structures that directly or indirectly impede job creation, such as employment regulation, the business climate, openness to foreign direct investment, etc. However, this must be complemented by a microeconomic perspective, to provide evidence on the skill development of workers and managers, firm technology adoption, input allocations, and other firm-specific factors that can improve firm performance and competitiveness, such that it ultimately strengthens the linkage between growth and greater employment creation. While other studies have touched on similar issues, including the 2009 and 2011 issues of *Key Indicators*, there continues to be a need to better understand specific microeconomic interventions and innovations that can be undertaken to improve macroeconomic development. Moreover, the intersection between labor market supply and demand through job matching continues to be relatively under-studied in the context of developing countries in Asia.
5. The *Key Indicators* is a premier knowledge product of ADB, consistently ranking as one of the top two most downloaded publications of all ADB publications in each year over the last five years. In particular, the 2010 and 2011 KIs were downloaded 66,394 and 37,438 times

¹ The special chapter of *Key Indicators for Asia and the Pacific 2013* was entitled "Asia's Economic Transformation: Where to, How and How Fast?" It discussed the structural transformation taking place in Asia and the importance of having a balanced strategy of development in regard to industry and services.

² The TA first appeared in the business opportunities section of ADB's website on 8 October 2013.

(non-single page-nodes), respectively; while the 2012 KI was downloaded 30,969 times (single page-nodes) in the first year and a half of release. To maintain its reputation as an important source of information, there is a need to improve the quality and relevancy of its contents. Yet, the generation of knowledge has become increasingly more competitive, and maintaining the *Key Indicators'* reputation as an important source of information requires continually improving the quality and relevancy of its contents. In addition to the special chapter, the latest *Key Indicators* edition contained more than 120 statistical tables of indicators, grouped according to MDGs; people; economy and output; money, finance, and prices; globalization; transport, electricity, and communications; energy and environment; and government and governance.³ A short, nontechnical commentary on selected indicators precedes each of the groups. To maintain relevancy and focus on current and emerging issues, each addition requires an early review of the statistical tables to identify indicators to add or eliminate. Similarly, careful consideration needs to be given to the choice of indicators to be analyzed in the commentaries to ensure they reflect the impact of current developments across different themes. To meet these objectives significant time and labor resources are required.

6. One of the key strategies outlined in ADB's Strategy 2020 was inclusive growth. The absence of a defined way to measure inclusive growth, however, made it difficult to identify how countries were performing and to understand how to enhance inclusive growth in the region. The Framework of Inclusive Growth Indicators (FIGI) was designed to make inclusive growth more operational by identifying indicators that depict policy aspects of inclusive growth. However, significant effort is required to update and develop FIGI to gain broader support and to increase the usage of these measures to ensure they capture growth and well-being beyond simply gross domestic product. These measures are seen as a way to support ADB's thrust to promote inclusive growth in the region, but require continued development and dissemination of the FIGI.

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

7. The impact of *Key Indicators 2015* will be to influence the environment in which economic monitoring and policy formulation, investment decisions, and new projects occur, especially in ADB's developing member countries (DMCs). The outcome will be that by the end of the project, *Key Indicators 2015* will be referred to by policy makers and/or economic researchers within and outside Asia, as well as by the general public. The improved content of *Key Indicators 2015* will provide (i) information on trends and emerging issues that affect the development status of DMCs; (ii) high-quality data presented in the country, regional, and MDG tables; and (iii) indicators of inclusive growth for project planners, policy makers, researchers, and other users.

8. The outputs of the TA are as follows: (i) background papers and storyline for *Key Indicators 2015* refined; (ii) final background research papers prepared for *Key Indicators 2015*; and (iii) publication and online links of *Key Indicators 2015*, statistical tables, FIGI, and special chapter.

³ *Key Indicators* has five parts: Part I—Special Chapter; Part II—MDGs; Part III—Regional Tables; Part IV—Framework of Inclusive Growth Indicators; and Part V—Definitions. Country tables containing socioeconomic data on developing member countries, Australia, Japan, and New Zealand, are available on CD-ROM or can be accessed online.

B. Methodology and Key Activities

9. For the *Key Indicators* to have a significant impact on the policy environment it is necessary (i) to develop relevant and unique content for the *Key Indicators*; (ii) maintain its credibility as source for statistics and development policy issues; and (iii) for the message and data contents of *Key Indicators* to be effectively disseminated to its target audience. In preparing and enhancing the content *Key Indicators 2015*, workshops and seminars will be held, with invitees to include prominent researchers, key government officials, policy makers, and other key stakeholders. Workshops and seminars are crucial for (i) developing the special chapters, (ii) confirming the initial findings of the background research papers, and (iii) discussing the general direction and unifying theme of the background papers to ensure usefulness for the special chapters. Further, workshops and seminars may be held to look at the possibility of harmonizing inclusiveness with development effectiveness by analyzing economies in Asia and the Pacific that are making progress in reducing poverty and inequalities. Distinguished experts will be invited to give their views so that the outputs of the workshops will be useful in finalizing the *Key Indicators* publication. Research, consultations, and discussions with staff from regional and other departments within ADB will also be conducted to further validate the relevance of the research findings, as well as to identify emerging concerns that could be potential topics for future *Key Indicators* editions.

10. For *Key Indicators 2015*, the special chapter will tentatively examine the issue of jobless growth by undertaking macroeconomic and microeconomic analyses. It will provide evidence on ways to improve the skill development of workers and managers to reduce skill mismatches, and pursue more efficient allocation of inputs, technology adoption, and innovations that can improve firm performance and competitiveness to strengthen the linkage between growth and employment creation. This study is related to a broader goal of providing an evidence-based perspective on ways to improve support for economic development and poverty reduction in Asia. To enhance the quality, partnership with a top research center or institute in the area of labor, productivity and enterprise performance research will be developed.⁴

11. A series of internal meetings and workshops will be organized to further streamline the *Key Indicators* production process. Production bottlenecks to be addressed will include staff and consultant assignments; overall coordination; development of commentaries; generation of country, regional, and MDG statistical tables; and consultant recruitment. System improvements will be carried out, including the interlinked processes involving the Statistical Database System. The use of C-cube as an additional platform for regular communications and data exchanges will be explored, including for sending out *Key Indicators* questionnaires and receiving replies, and for discussion forums including on best practice and methods.⁵ Close monitoring of the *Key Indicators* process will mitigate the risk of unforeseen circumstances that may affect the production schedule.

12. To improve the quality of *Key Indicators*, new regional aggregations may be introduced in the statistical tables. The aggregations are currently available but are limited to only a few indicators. Compiling aggregates using transparent, consistent, and sound methods and practices will provide additional value to users. However, this may involve looking at different classifications and aggregation practices used in *Key Indicators* in the light of recent

⁴ Possible research centers that work in an area related to the proposed special chapter is the Center for Economic Performance housed at the London School of Economics or the Institute of Labor Studies out of the University of Bonn.

⁵ C-cube is a set of tools that link members through the web environment within and outside ADB, and allow them to communicate ideas and insights, coordinate tasks and events, and collaborate by sharing documents or holding conferences in different locations.

socioeconomic developments in Asia and the Pacific and practices of other international organizations, which could raise complex issues. The TA will support the development of methodologies to produce the aggregations.

13. To ensure accuracy, coherence, and consistency of approach across the different parts of *Key Indicators*, the knowledge products will undergo stringent editing following ADB's *Handbook of Style and Usage*.⁶ Experienced international economics and/or manuscript editors will help prepare the publication's chapters and highlights. Writer and copy editors will edit the regional tables, country tables, MDG and FIGI tables, definitions, and front matter of the documents.

14. The *Key Indicators 2015* will also contain a chapter on the Framework of Inclusive Growth Indicators (FIGI), which previously was produced as a special supplement in 2011–2013.⁷ The FIGI previously identified 35 indicators that depict policy aspects of inclusive growth. These include economic growth and employment opportunities, social inclusion, and social protection, as well as good governance and institutions. A systematic review of the indicators will be undertaken to ensure FIGI maintains relevancy and to analyze a specific topic on inclusive growth that will further enhance ADB's status as a promoter of inclusive growth in the region.

15. The *Key Indicators* publications will be widely disseminated in coordination with ADB's Department of External Relations. Dissemination will start with an international media launch followed by seminar presentations to key government officials, business people, academe, and other research groups. Concurrently, the publications will be uploaded to the ADB website. Background papers will be published separately in ADB's working paper series, the *Asian Development Review*, or other media at a later date.

16. The TA will therefore support the following key activities of *Key Indicators 2015*: (i) updating, compiling, and validating data for the country, regional, and MDG tables; (ii) preparing background papers, including data-intensive research related to the theme chapter(s); (iii) drafting the theme chapter, FIGI, and thematic analysis; (iv) editing, layout, and printing of the *Key Indicators* main volume and the special chapter and *Highlights of the Key Indicators for Asia and the Pacific*; (v) disseminating the publications; and (vi) analyzing important policy issues related to emerging challenges for future special chapters of the *Key Indicators* series. Following the 2-year cycle, initial preparations for the *Key Indicators 2016* special chapter may also be supported under this TA.

C. Cost and Financing

17. The TA is estimated to cost \$750,000, which will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-V). The cost estimates and financing plan are in Appendix 2.

D. Implementation Arrangements

18. ADB will be the executing agency. The Development Indicators and Policy Research Division (ERDI) of the Economics and Research Department will implement the project in coordination with the regional departments, resident missions, and statistical partners in ADB's member countries. The project will be implemented over 25 months, beginning on 1 December 2013 with completion targeted for 31 December 2015.

⁶ ADB. 2011. *Handbook of Style and Usage*. Manila.

⁷ The FIGI chapter may be combined with other chapters.

19. The *Key Indicators* is produced by a team consisting of ERDI international, national, and administrative staff with support from international and national consultants.⁸ For *Key Indicators 2015*, an estimated 15 person-months of international consultancy services and 107 person-months of national consultancy services will be needed for the entire production process, i.e., for the special chapter; the statistical tables (MDG, FIGI, country, and regional); and other developmental activities related to improving data quality and promoting effective dissemination of results and findings.

20. Consulting services are required to develop the different parts of *Key Indicators*. For the special chapter, international consultants will be collecting unique data, preparing background papers and original research material related to the theme, and providing manuscript and economics editing. National consultants will provide specific insight and research into country case studies and assist in data cleaning, calculations, and some analytical research.⁹

21. For the statistical tables (MDG, FIGI, regional, and country) and commentaries, an international or national consultant may be engaged to develop the aggregation procedures and other methodologies or innovations that will contribute to increasing the interest for users of the publication. An international consultant will also be recruited to draft the commentaries. Both staff and national consultants will assist in preparing the statistical tables, charts, boxes, and commentaries; laying out the text and tables; and copy editing. National consultants will assist in updating, validating, and further researching the indicators; laying out text and tables; and manuscript or copy editing.¹⁰

22. Resource people will also be engaged for 2–3 days each to contribute as facilitators, speakers, or panelists for *Key Indicators* workshops for the special chapters, supplements, and statistical tables. Travel may also be supported for ADB staff participating as resource people in related workshops, conferences, or seminars, following the appropriate administrative guidelines.

23. All consultants will be recruited individually and selected on the basis of their qualifications for the assignment.¹¹ The outline terms of reference for consultants are in Appendix 3. The international and national consultants, as well as resource people, will be engaged by ADB in accordance with its Guidelines on the Use of Consultants (2013, as amended from time to time). Disbursements under the TA will be made in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time). Appendix 4 presents the tentative outline of *Key Indicators 2015*.

IV. THE PRESIDENT'S DECISION

24. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$750,000 on a grant basis for the *Key Indicators for Asia and the Pacific 2015*, and hereby reports this action to the Board.

⁸ ERDI has also discussed possible collaborations with RSGS staff on work related to the special chapter.

⁹ National consultants will be hired in various countries throughout the Asia and the Pacific region for work related to the special chapter. They will be identified after further assessment of the viability of conducting research in those countries and highlighting of specific interesting cases related to the special chapter. For the statistical work, most of the consultants will be Philippine nationals as they need to be based in ADB headquarters for close monitoring of their work.

¹⁰ ERDI's standard process uses TA funds to facilitate the hiring of a manuscript editor, graphic designer, and writer and copy editor for the *Key Indicators* due to the need and urgency to have these people available in the final stages of the development of the publication.

¹¹ Individual consultants are being proposed, as opposed to a firm, due to the need to hire people that have very specific expertise in either a specific topic or country of interest. Experience has shown that few firms can provide the same level of expertise sought for developing knowledge products. ADB staff will serve as team leaders for teams of individual consultants.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact The impact of <i>Key Indicators 2015</i> will be to influence the environment in which economic monitoring and policy formulation, investment decisions, and new projects occur, especially in ADB's DMCs.</p>	<p>At least one DMC or donor in a DMC acts on at least one finding of <i>Key Indicators</i> through a government program, project or policy document, or related output</p> <p>At least one output is produced in a peer-reviewed, policy-oriented journal</p>	<p>Government, donor, and relevant regional bodies' reports</p>	<p>Assumption The DMC applies evidence-based policy making and believes in the value of the information produced</p> <p>Risks Unforeseen changes in the global or regional political, economic, and technological environment render <i>Key Indicators</i> messages inopportune</p> <p>Other organizations come out with similar work</p>
<p>Outcome The <i>Key Indicators</i> is referred to by policy makers or economic researchers within and outside ADB, as well as by the general public</p>	<p>By 2015:</p> <p><i>Key Indicators</i> is cited in major newspapers and publications (baseline: 10 top-tier media citations)</p> <p><i>Key Indicators</i> content is used in corporate materials such as the ADB corporate video script and the ADB publication blurb (baseline: two publications)</p> <p><i>Key Indicators</i> content is used to monitor poverty in Asian Development Fund DMCs (baseline: one DMC)</p>	<p>Department of External Relations media monitoring reports</p> <p>ADB promotional materials</p> <p>ADB documents</p>	<p>Assumptions <i>Key Indicators 2015</i> is communicated effectively</p> <p>Accurate, reliable, and up-to-date data are available for regional members</p> <p>Risk Other organizations come out with similar work around the same time</p>
<p>Outputs 1. Background papers and storyline for <i>Key Indicators 2015</i> refined.</p>	<p>2 preparation workshops and dissemination seminars conducted.</p>	<p>Announcement of workshops on ADB Today.</p>	<p>Assumption Users have access to printed copies or online versions of the <i>Key Indicators</i>, and relevant information is easy to find</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks												
<p>2. Final background research papers prepared for <i>Key Indicators 2015</i></p> <p>3. Publication and online links of <i>Key Indicators 2015</i>, statistical tables, FIGI, and special chapter.</p>	<p>3 or more background papers written.</p> <p>5 presentations on <i>Key Indicators</i> occurs.</p> <p>500 printed copies each with accompanying CD-ROMs are distributed</p> <p>At least 1,000 web downloads of various publications related to <i>Key Indicators</i> work</p>	<p>ADB website links to working papers.</p> <p>BTORs</p> <p>Number of publications distributed</p> <p>ADB website download statistics</p>	<p>Risk Unforeseen circumstances may affect the production schedule</p>												
<p>Activities with Milestones</p> <p>1. Background papers and storyline for <i>Key Indicators 2015</i> refined</p> <p>1.1 Consultants recruited and research commissioned (November 2013–September 2014)</p> <p>1.2 Workshops conducted (June 2014–April 2015)</p> <p>2. Final background research papers prepared for <i>Key Indicators 2015</i></p> <p>2.1 Background papers drafted, edited, and published (April 2014–December 2015)</p> <p>3. Publication and online links of <i>Key Indicators 2015</i>, statistical tables, FIGI, and special chapter.</p> <p>3.1 Questionnaires processed and uploaded on to the Statistical Database System (March–May 2015)</p> <p>3.2 Statistical tables (country, MDG, and regional) generated (April–July 2015)</p> <p>3.3 Analysis, charts, and highlights drafted (June–July 2015)</p> <p>3.4 Contents reviewed and edited (June–Aug 2015)</p> <p>3.5 Special chapter and highlights finalized (July–Oct 2015)</p> <p>3.6 Publication is published, launched, and disseminated (August–November 2015)</p>		<p>Inputs</p> <p>ADB: \$750,000 (TASF-V)</p> <table border="1" data-bbox="984 1171 1429 1661"> <thead> <tr> <th data-bbox="992 1171 1268 1199">Item</th> <th data-bbox="1268 1171 1429 1199">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="992 1199 1268 1352">1. International consultant inputs, including international travel (15 person-months)</td> <td data-bbox="1268 1199 1429 1226">\$210,000</td> </tr> <tr> <td data-bbox="992 1352 1268 1444">2. National consultant inputs (107 person-months)</td> <td data-bbox="1268 1352 1429 1379">\$345,000</td> </tr> <tr> <td data-bbox="992 1444 1268 1537">3. Workshops, seminars, and conferences</td> <td data-bbox="1268 1444 1429 1472">\$100,000</td> </tr> <tr> <td data-bbox="992 1537 1268 1629">4. Miscellaneous administration and support costs</td> <td data-bbox="1268 1537 1429 1564">\$20,000</td> </tr> <tr> <td data-bbox="992 1629 1268 1661">5. Contingencies</td> <td data-bbox="1268 1629 1429 1656">\$75,000</td> </tr> </tbody> </table>		Item	Amount	1. International consultant inputs, including international travel (15 person-months)	\$210,000	2. National consultant inputs (107 person-months)	\$345,000	3. Workshops, seminars, and conferences	\$100,000	4. Miscellaneous administration and support costs	\$20,000	5. Contingencies	\$75,000
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ADB = Asian Development Bank, DMC = developing member country, MDG = Millennium Development Goal, TASF = Technical Assistance Special Fund.

Source: Asian Development Bank.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Amount
Asian Development Bank^a	
1. Consultants	
a. Remuneration and per diem	
i. National consultants	345.0
ii. International consultants	150.0
b. International travel	60.0
2. Workshops, seminars, and conferences ^b	100.0
3. Miscellaneous administration and support costs ^c	20.0
4. Contingencies	75.0
Total	750.0

^a Financed by the Asian Development Bank's Technical Assistance Special Fund (TASF-V).

^b Includes costs of dissemination activities, and travel and related expenses of resource people, including ADB staff as resource people. Workshops, seminars, and conferences will occur only in eligible ADB member countries.

^c Includes data support, subscription, software acquisition, and printing costs. Software acquisition, if needed, will be procured through ADB's Office of Administrative Services, while the Department of External Relations will be consulted for printing assignments.

Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

A. Economists (international, three consultants, 10 person-months total, intermittent)

1. The consultants should have a strong background in development economics, economics, or other related subjects. The consultants should also have expertise or interests in Asian economies. He or she will carry out the following activities:

- (i) document policies and interventions that enable countries to promote inclusive and sustainable growth in Asia from the perspective of education and employment generation, private sector development, and firm productivity, and through regulatory constraints (one topic will be chosen for each consultant);
- (ii) use data from selected developing member countries (DMCs) to document or highlight unique findings that will provide perspective on the issues, and how issues on jobless growth could be addressed through education, firm development, or regulation;
- (iii) undertake rigorous analytical research using valid econometric approaches and modeling techniques to provide detailed insights on an area related to the special chapter topic; and
- (iv) provide advice on the direction of research for the special chapter and potentially contribute subsections to the special chapter, with the following specific tasks:
 - (a) review draft outline of special chapter or subchapter prepared by Asian Development Bank (ADB) staff and provide comments and suggestions for its finalization;
 - (b) brainstorm on potential terms of reference for background papers that will be funded through ADB related to the topic;
 - (c) attend workshops and provide comments and suggestions for the finalization of background papers;
 - (d) provide advice to authors of the background papers as required; and
 - (e) draft a paper that will serve as one of the key highlights in the special chapter, to be presented in one or two workshops.

2. The output for each of the three consultants will be a background paper for the special chapter.

B. Economists, Statisticians, Data Specialists (national, 12 consultants, 36 person-months total, intermittent)

3. The national consultants should have a well-rounded knowledge of labor market policies in their countries. They should also be knowledgeable about sources of good data and have the ability to access this data, or be capable of collecting the data through surveying techniques. They should also have the ability to analyze the data using statistical and econometric techniques. The tasks assigned are as follows:

- (i) describe major policies and interventions on supply and demand for labor in their country, or perform analytical work on specific datasets;
- (ii) synthesize findings in a report;
- (iii) potentially help design and field survey;
- (iv) provide inputs to Development Indicators and Policy Research Division (ERDI) staff and international consultants regarding policies and interventions prevalent

- in their country, which can be used to evaluate the impact of selected policies and interventions; and
- (v) present a paper or analytical work in one or two workshops.

4. The output of the national consultants will include background papers or country-specific case studies for the special chapter.

C. Manuscript and Economics Editor (international, 2 person-months, intermittent)

5. The manuscript and economics editor will be responsible for the manuscript-editing of the *Key Indicators* special chapter and assist in preparing the *Highlights of the Key Indicators for Asia and the Pacific 2015*, including the tables and charts appearing in the publication. He or she will also assist with the preparation of the highlights and presentation materials for the *Key Indicators* launch.

6. The consultant will review and edit the special theme chapter, statistical commentaries, and sources for the graphs and tables of the *Key Indicators 2015* in line with the *ADB Handbook of Style and Usage*. The work includes a number of editing rounds of the typeset version until the desired quality is achieved. The manuscript and economics editor will also make suggestions regarding layout of the publication. In particular, the editor will carry out the following tasks for the special chapter and highlights:

- (i) reorganize the text so that the subject matter is easy to understand and is logically presented;
- (ii) eliminate wordiness and repetition, and reduce ambiguity;
- (iii) query substantive discrepancies, possible typographical errors, and non-English terms;
- (iv) edit tables and figures, and recast if required;
- (v) ensure that subheadings are consistent and logical;
- (vi) check references to tables, figures, appendixes, and parts of the text;
- (vii) edit notes to ensure that the text references are correct;
- (viii) edit reference lists;
- (ix) edit the foreword and acknowledgments;
- (x) edit the highlights;
- (xi) check final changes;
- (xii) work closely with the *Key Indicators* overall coordinator;
- (xiii) check and sign off on the layout; and
- (xiv) perform other relevant tasks as assigned by ERDI.

7. The outputs of the manuscript and economics editor are a manuscript-edited special chapter, highlights, and presentation materials.

D. Economics and Statistics Specialists (national, 10 consultants, 70 person-months total)

8. The economics and statistics specialists should have (i) a background in economics or statistics, and experience working in the area of statistics or research analysis; (ii) technical and analytical skills required for the project; (iii) a good understanding of the official statistics and national statistical systems; (iv) advanced knowledge and proficiency in using Microsoft Excel, Microsoft Word, and other relevant software; (v) experience in performing automated business

processes; (vi) due diligence in data compilation and validation; (vii) good writing skills; and (viii) creativity in producing statistical graphs. The tasks assigned are as follows:

- (i) compile and validate statistics from assigned regional members and other sources;
- (ii) generate, review, and finalize assigned statistical tables under the guidance of ERDI international staff and the *Key Indicators* coordinator using applications of the Statistical Database System;
- (iii) study the assigned themes, and together with their ERDI staff counterpart, analyze the available statistics and other information;
- (iv) suggest or create statistical graphs in the analysis of commentaries;
- (v) review and update the statistical definitions and concepts that are used in the preparation of the *Key Indicators*;
- (vi) review or revise the statistics and write-ups on commentaries;
- (vii) implement the new aggregation methods;
- (viii) participate in integrating the Framework of Inclusive Growth Indicators (FIGI) in the *Key Indicators* publication;
- (ix) familiarize self with the FIGI and recommend modifications on the indicators, if any, including justifications;
- (x) draft a paper based on original empirical research (using household survey data and statistical indicators) on a selected theme (to be determined) of the FIGI that will serve as the basis for the introductory section of the *Key Indicators* special chapter, from the perspective of inclusive growth in developing Asia;
- (xi) develop policy prescriptions that are needed for inclusive growth for the selected theme;
- (xii) discuss on a regular basis with the project officer any issues encountered in the drafting of the paper; and present the draft paper in the Economics and Research Department seminar series or other workshops as needed, for the purpose of soliciting comments on improvements in methodology and overall paper quality;
- (xiii) finalize the draft report based on solicited comments; and
- (xiv) perform other related technical and administrative tasks as may be assigned by the *Key Indicators* coordinator.

9. The output of the economics and statistics specialists will include questionnaires, country tables, MDG tables, regional tables, FIGI tables, and charts and figures for the write-ups, highlights, and presentation materials.

E. Inclusive Growth Expert (international, 1.5 person-months)

10. The expert should have a strong background in using socioeconomic indicators and national household survey data for policy analysis purposes, and must possess excellent writing capability. Preferably, he or she should have experience with international organizations and considerable experience in research on development policy, especially on economic growth, poverty, and inclusive growth, with a particular focus on social sector issues of developing Asia. The consultant will perform the following tasks:

- (i) familiarize themselves with the FIGI and recommend modifications on the indicators, if any, including justifications;
- (ii) draft a paper based on original empirical research (using household survey data and statistical indicators) on a selected theme (to be determined) of the FIGI that

- will serve as a basis for the introductory section of the *Key Indicators* special chapter, from the perspective of inclusive growth in developing Asia;
- (iii) develop policy prescriptions that are needed for inclusive growth for the selected theme;
 - (iv) discuss on a regular basis with the project officer any issues encountered in the drafting of the paper; and present the draft paper in the Economics and Research Department's seminar series or other workshops as needed, for the purpose of soliciting further comments on improvements in methodology and overall paper quality;
 - (v) finalize the draft report based on solicited comments; and
 - (vi) perform other related tasks as discussed with the project officer.
11. The output of the inclusive growth expert will include write-ups on FIGI topics.

F. Writer and Copy Editor (international, 1.5 person-months, intermittent)

12. The writer and copy editor will be responsible for writing a high-quality thematic commentary based on sound statistical analysis, for the statistical components (parts II and III) of *Key Indicators*, highlighting recent trends and providing an overview of developments in the Asia and Pacific region and across countries. He or she will also make suggestions as to the layout. In particular, the copy editor will carry out the following tasks:

- (i) review the statistical commentaries from earlier issues of *Key Indicators* and other statistical publications, and prepare a detailed outline including proposed graphs, charts, and boxes for commentaries on the following themes (ensuring consistency in the overall style, approach, and presentation): MDGs; people; economy and output; money, finance, and prices; globalization; transport, electricity, and communications; energy and environment; government and governance; and any other themes that may be introduced;
 - (ii) drawing on statistics from *Key Indicators* and external sources and based on a sound statistical analysis, draft commentaries covering the themes within the statistical component; and provide an informative overview of trends and developments, as well as relevant emerging issues in the Asia and Pacific region and across countries;
 - (iii) work closely with the concerned ERDI staff and national consultants in developing the graphs, charts, and boxes, including statistical boxes covering data comparability issues;
 - (iv) conduct a consultation on the proposed commentary and—based on the received feedback and working closely with the concerned ERDI staff—finalize the statistical commentaries ensuring full compliance with the *ADB Handbook of Style and Usage* and any other relevant guidelines;
 - (v) assist with preparations of Part V—Definitions, and the Foreword;
 - (vi) prepare highlights for the statistical component as part of the overall highlights; and assist with preparations of the key messages, press releases, and other related materials; and
 - (vii) perform other tasks as assigned by ERDI.
13. The output of the writer and copy editor will include copy edited parts II, III, and IV, including edited tables and charts of the *Key Indicators* publication.

G. Graphic Designer (national, 1 person-month, intermittent)

14. The graphic designer will be responsible for text layout, encoding of corrections, relay-out, and formatting of graphic elements of *Key Indicators*, including preparation for the web version. He or she must be skilled in working with Adobe Creative Suite 4 (or 5), Microsoft Word, and Microsoft Excel. The consultant will prepare InDesign, Illustrator, and PDF files of the interiors and covers using original manuscripts submitted in Microsoft Word and Microsoft Excel. In particular, the graphic designer will perform the following tasks:

- (i) typeset or layout the main volume and spin-off publications of *Key Indicators*;
- (ii) reformat tables and charts, and encode corrections in the main text, based on corrections received from ERDI staff and consultants;
- (iii) encode final text and graphical corrections from ERDI staff and consultants;
- (iv) prepare InDesign, Illustrator, Photoshop, and PDF files of the artwork, interior pages, and covers using original manuscripts submitted in Microsoft Word, Microsoft Excel, and other formats;
- (v) apply the template developed by ERDI in typesetting the *Key Indicators*;
- (vi) ensure that the main volume is formatted and the layout is clear and accurate; and
- (vii) perform other related tasks as assigned by ERDI.

15. The outputs of the graphic designer are layout, encoded corrections, relay-out, formatted graphic elements of *Key Indicators*, press-ready PDFs, and web files for upload.

H. Resource People (international, six consultants, 12 person-days total)

16. The resource people should be experts in the topic being discussed in the workshop or conference. They should have good analytical skills and an ability to provide constructive criticisms. The tasks assigned are as follows:

- (i) review papers associated with the workshop or conference;
- (ii) actively participate in the conference by providing feedback on the content of background papers drafted for the special chapter; and
- (iii) provide detailed written comments and serve as discussants at the workshop for at least one background paper or topic under discussion.

OUTLINE OF KEY INDICATORS FOR ASIA AND THE PACIFIC 2015

- I. Special Chapter (tentatively on jobless growth)
- II Millennium Development Goals
- III. Regional Tables
 - 1. People
 - 2. Economy and Output
 - 3. Money, Finance, and Prices
 - 4. Globalization
 - 5. Transport, Electricity, and Communications
 - 6. Energy and Environment
 - 7. Government and Governance
- IV. Framework of Inclusive Growth Indicators
 - 1. Regional Trends
 - 2. Country Trends
 - a. Poverty and Inequality
 - b. Policy Pillar 1: Growth and Expansion of Economic Opportunity
 - c. Policy Pillar 2: Social Inclusion to Ensure Equal Access to Economic Opportunity
 - d. Policy Pillar 3: Social Safety Nets
 - e. Good Governance and Institutions
 - 3. Tables
- V. Definitions