



# Technical Assistance Report

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Project Number: 48201-001  
Research and Development Technical Assistance (RDTA)  
December 2014

## Key Indicators for Asia and the Pacific 2016

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Asian Development Bank

### ABBREVIATIONS

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

### NOTE

In this report, “\$” refers to US dollars.

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## RESEARCH AND DEVELOPMENT TECHNICAL ASSISTANCE AT A GLANCE

1. Basic Data		Project Number: 48201-001	
Project Name	Key Indicators for Asia and the Pacific 2016	Department /Division	ERD/ERDI
Country	REG	Executing Agency	Asian Development Bank
Borrower	NA		
2. Sector	Subsector(s)	ADB Financing (\$ million)	
✓ Industry and trade	Industry and trade sector development		0.15
Education	Education sector development		0.10
Finance	Finance sector development		0.10
Health	Health system development		0.10
Information and communication technology	ICT infrastructure		0.10
Public sector management	Economic affairs management		0.10
Transport	Transport policies and institutional development		0.10
Total			0.75
3. Strategic Agenda	Subcomponents	Climate Change Information	
Inclusive economic growth (IEG)	Pillar 1: Economic opportunities, including jobs, created and expanded	Climate Change impact on the Project	Low
Regional integration (RCI)	Pillar 4: Other regional public goods		
4. Drivers of Change	Components	Gender Equity and Mainstreaming	
Governance and capacity development (GCD)	Institutional development	Some gender elements (SGE)	✓
Knowledge solutions (KNS)	Knowledge sharing activities		
Private sector development (PSD)	Conducive policy and institutional environment		
5. Poverty Targeting	Location Impact		
Project directly targets poverty	No	Regional	High
6. TA Category:	B		
7. Safeguard Categorization	Not Applicable		
8. Financing			
Modality and Sources		Amount (\$ million)	
ADB		0.75	
Sovereign Research and development technical assistance: Technical Assistance Special Fund		0.75	
Cofinancing		0.00	
None		0.00	
Counterpart		0.00	
None		0.00	
Total		0.75	
9. Effective Development Cooperation			
Use of country procurement systems		No	
Use of country public financial management systems		No	



## I. INTRODUCTION

1. *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). It 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 an important policy issue. In general, *Key Indicators* provides a strong data and information support system for evidence-based policy making.<sup>1</sup>

2. The proposed technical assistance (TA) will support the preparation of the 47th edition of *Key Indicators*. As it is a premier knowledge product of ADB, and consistently among the top two downloaded ADB publications since 2008, its quality must be maintained and its contents must be continuously improved. For the special chapter, this requires selecting a topic of policy importance to the region and providing a rigorous analysis of associated issues. The design and monitoring framework is in Appendix 1.<sup>2</sup>

## II. ISSUES

3. Well-functioning factor markets are a cornerstone of the efficient allocation of resources, affecting the pace of innovation, integration, and inclusiveness. The existence of such markets is widely believed to have played a crucial role in enabling and facilitating the rapid growth and structural transformation experienced by today's high-income developing member countries (DMCs) such as Hong Kong, China; the Republic of Korea; Singapore; and Taipei, China during their transition from low to middle and high incomes.

4. For economies that aim to undertake rapid structural transformation, labor and land use (in addition to capital) must shift quickly in response to changing economic conditions and policy stimuli. These shifts occur simultaneously across sectors (e.g., from traditional agriculture to modern manufacturing and services); regions (e.g., from rural to urban regions or lagging to dynamic provinces); and firms (e.g., from low productivity, older firms to higher productivity, young firms). But such shifts can be especially disruptive for labor, and owners and/or users of land (including small agricultural households). An increasingly important challenge for economies in Asia and the Pacific is to design regulatory systems that balance the need for flexibility in reallocating factors of production with the need for security or welfare of those factors having to adjust.

5. In addition to the special chapter, the latest *Key Indicators* edition contains 118 statistical tables of indicators grouped according to various themes, including the MDGs; people; economy and output; money, finance, and prices; globalization; transport and communications; energy and electricity; environment; and government and governance. A short, nontechnical commentary of selected indicators precedes each of the groups. A review of the statistical tables will be carried out to determine whether new indicators need to be added and whether some existing indicators may be discontinued. Additionally, the MDG tables will have to be modified to reflect new indicators that capture the post-2015 development agenda. Similarly, the choice of indicators to be analyzed in the commentaries will be carefully considered to reflect the impact of current developments across different themes.

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<sup>1</sup> *Key Indicators* has four major parts: Part I—the special chapter; Part II—the MDGs; and Part III—the regional tables. A fourth part—country tables containing socioeconomic data of ADB developing member countries, Australia, Japan, and New Zealand—is only available online and on USB flash drive.

<sup>2</sup> The TA first appeared in the business opportunities section of ADB's website on 5 November 2014.

6. The message and data contents of *Key Indicators* must be effectively disseminated to its target audience, which includes policy makers, statistical offices, researchers, academics, journalists, the private sector, ADB staff, regional and international organizations, and the public. *Key Indicators* is viewed as a credible and valid source for statistics and development policy issues in Asia and the Pacific.

### III. THE RESEARCH AND DEVELOPMENT TECHNICAL ASSISTANCE

#### A. Impact and Outcome

7. The impact of *Key Indicators 2016* will be to influence the environment in which economic monitoring and policy formulation, investment decisions, and new projects occur, especially in ADB's DMCs. Potential performance targets include citations over the long term to the analytical work produced from this product in formal policy documents by development partners and DMCs.

8. The outcome will be that by the end of the project, *Key Indicators 2016* will be referred to by policy makers and economic researchers within and outside ADB, as well as by the public. The improved content of *Key Indicators 2016* will provide (i) information on economic trends and emerging policy issues that affect the development prospects of DMCs; (ii) high-quality data presented in the country, regional, and post-2015 development agenda tables; and (iii) new indicators on a specific theme. Potential performance targets would be short-term citations by reputable media outlets and invitations to speak on topics covered by *Key Indicators*.

#### B. Methodology and Key Activities

9. The TA will support the following key activities of *Key Indicators 2016*: (i) preparing background papers and conducting data-intensive research related to the special chapter; (ii) drafting the special chapter; (iii) updating, compiling, and validating data for the country, regional, and post-2015 development agenda tables; (iv) editing, laying out, and printing the publication; (v) disseminating the publication; and (vi) analyzing important policy issues related to emerging challenges for future special chapters of the *Key Indicators* series. Following the 2-year production cycle, initial preparations for *Key Indicators 2017* may also be supported under this TA.

10. Keeping in view the topics of previous *Key Indicators* special chapters—a comprehensive examination of poverty (*Key Indicators 2014*), structural transformation (*Key Indicators 2013*), and skills (forthcoming in *Key Indicators 2015*)—an in-depth examination of the regulations and performance of labor and land markets is proposed for the special chapter of *Key Indicators 2016*. The tentative topic is labor and land regulatory reforms for innovation, integration, and inclusive growth. Concerns with economic outcomes in several parts of Asia and the Pacific are closely tied to the performance of factor markets. In the case of India, for example, labor regulations are held responsible for the lack of regular jobs in formal manufacturing, while in the People's Republic of China, the concern is that the country is moving too quickly from a flexible to an inflexible labor market. Similarly, land-related regulations may be holding back the speed of urbanization in several economies in the region, and the conversion of land from low to high productivity uses. Improving the functioning of factor markets is not simple, however. Labor-related regulations, for example, have an important role in protecting workers from exploitative working conditions and job-displacing economic shocks. Similarly, regulations on land use can improve the bargaining power of small

farmers in relation to real estate developers. What is needed is a move to a set of optimal regulations that balance flexibility with the welfare of those factors having to adjust. The proposed special chapter will examine approaches to designing such regulations and understanding their impact on different population subgroups, gender in particular. It will also pay careful attention to the capacity of the state in enforcing these regulations.

11. The special chapter will rely on several types of analyses. Background studies will cover, among others (i) a literature review encompassing the theory and empirical studies of how labor and land regulations affect the aggregate economic performance of selected sectors; firms' decisions regarding product lines, employment levels, technology adoption, and location; and labor market outcomes; (ii) a review of labor and land regulations across DMCs and selected comparator countries outside Asia and the Pacific, and how these compare with what theory tells us is optimal from efficiency and equity perspectives; and (iii) country case studies, using a mix of qualitative and quantitative methods. The last set of studies will analyze cases where actual labor and land use regulations are leading to suboptimal outcomes, and suggest how the design and implementation of regulations could be improved.<sup>3</sup> These studies will likely involve analyses of household, labor force, and enterprise survey data; land registries; or administrative records data relevant to labor and land issues. To enhance research quality, the Development Indicators and Policy Research Division (ERDI) will seek partnerships with top research centers or institutes in the areas of labor and land regulation.<sup>4</sup>

12. On the statistics side, the TA will undertake a review of the current set of MDG indicators. This is required since the post-2015 development agenda is under discussion and will replace the current set of MDG indicators. In addition, based on exploratory analysis, a new set of indicators will be introduced on a topic of importance to economic policy making. A promising candidate is a specialized set of disaggregated trade indicators that account for the growing importance of global value chains in production in the region. Such data are useful for policy makers as they allow a much clearer distinction between value added and production data than is possible by currently available trade statistics. Significantly, the new trade indicators will draw on the outputs of statistical capacity-building work carried out by ADB in the area of national accounts. Another possibility in this regard could be specialized indicators around the theme of the special chapter.

13. As part of preparing *Key Indicators 2016*, 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 especially crucial for (i) developing the special chapter(s), (ii) firming up the initial findings of the background research papers, and (iii) discussing constraints on and the general direction of the special chapter(s). 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 inequality. Distinguished experts will be invited to give their views so that the outputs of the workshops will be useful in finalizing the *Key Indicators* publications. Research, consultations, and discussions with staff from regional and other

<sup>3</sup> The chapter is not expected to cover the issue of land reforms in terms of redistribution of agricultural land, a topic that has a voluminous literature.

<sup>4</sup> Collaborations will be explored at a global and regional or country level. In the area of labor regulations, potential partners include the International Labour Organization; Centre for Economic Performance, London School of Economics, United Kingdom; and the Institute for the Study of Labor at the University of Bonn, Germany. Regarding land regulations, a potential partner is the urbanization program of the International Growth Centre. Potential partners at the regional or country level will be determined once the countries for which in-depth case studies are to be carried out are finalized.

departments within ADB will also be conducted to validate the relevance of the research findings, as well as to identify emerging concerns that can be potential topics for future *Key Indicators* publications.

14. A series of internal meetings and workshops will be organized to streamline the *Key Indicators* production process. Production bottlenecks to be addressed will include issues such as staff and consultant assignments; overall coordination; development of commentaries; generation of statistical tables related to country, region, and the post-2015 development agenda; and consultant recruitment. System improvements will be carried out, including the interlinked processes involving the statistical database system. The use of Statistical Data and Metadata Exchange as an additional platform for regular communications and data exchanges will be explored, including sending out *Key Indicators* questionnaires and receiving replies, and for discussion forums including on best practice and methods.<sup>5</sup> Close monitoring of the *Key Indicators* process will mitigate the risk of unforeseen circumstances that may affect the production schedule.

15. To improve the quality of *Key Indicators*, new regional aggregations may be introduced in the statistical tables. Various aggregations are currently available but are limited to 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 light of recent socioeconomic developments in Asia and the Pacific and practices of other international organizations, and this may raise complex issues. The TA will support the development of methodologies to produce the aggregations.

16. 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*.<sup>6</sup> Experienced international economics or manuscript editors will help prepare the publication's special chapter(s) and highlights. Copy editors will edit the regional tables, country tables, post-2015 development agenda tables, the definitions, and front parts of the documents.

17. 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, businesspeople, academia, 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.

## C. Cost and Financing

18. 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). Appendix 2 presents the cost estimates and financing plan.

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<sup>5</sup> Statistical Data and Metadata Exchange or SDMX is the electronic exchange of statistical information. It is an initiative supported by the Bank for International Settlements, European Central Bank, Eurostat, International Monetary Fund, Organisation for Economic Co-operation and Development, United Nations, and the World Bank to harmonize and standardize exchange of statistical information.

<sup>6</sup> ADB. 2011. *Handbook of Style and Usage*. Manila.

## **D. Implementation Arrangements**

19. ADB will be the executing agency for this TA. ERDI will be the TA supervising unit. ERDI will coordinate with other ADB units (regional departments and resident mission offices) and statistical partners in ADB regional members in undertaking the activities for this TA. The project will be implemented over 25 months, beginning December 2014 until its targeted completion on 31 December 2016.

20. The *Key Indicators* publication is produced by a team consisting of ERDI international, national, and administrative staff with support from international and national consultants. For *Key Indicators 2016*, an estimated 15 person-months of international consultancy services and 119 person-months of national consultancy services will be needed for the entire production process, i.e., for the special chapter, the statistical tables (country, post-2015 development agenda, and regional tables), special pilot indicators or datasets, and other developmental activities related to improving data quality and promoting effective dissemination of findings.

21. Consulting services are required to develop the different parts of *Key Indicators*. For the statistical tables, the international consultants will review data issues pertaining to the statistical tables published in *Key Indicators*, and propose viable imputation procedures for selected important indicators compiled in the publication. The national consultants will assist in preparing the statistical tables and commentaries, layout of text and tables, and manuscript or copy editing.

22. For the special chapter, the international and national consultants will work on the analysis and write-up for a theme of interest (to be finalized), prepare background reports and original research related to the theme, and provide some manuscript and economics editing, while the national consultants will assist in data gathering, data cleaning and updating of indicators and further research on the indicators, layout of text and tables, and manuscript and copy editing. Surveys may be conducted in selected DMCs as necessary to enhance and improve the relevance of the analysis.

23. International and national consultants will also be used for developing a new set of indicators on a topic of importance to economic policy making. Resource persons will be engaged for the workshops to be conducted, e.g., *Key Indicators* workshops for the special chapters and subregional workshops for the statistical tables. Travel of ADB staff participating in related workshops, conferences, or seminars as resource persons and providing administrative and support services may also be supported, in accordance with the appropriate administrative guideline.

24. The outline terms of reference for consultants are in Appendix 3 and the publication outline is in Appendix 4. The consultants will be hired as individuals and will be engaged in accordance with ADB's 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).

## **IV. THE PRESIDENT'S DECISION**

25. 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 *Key Indicators for Asia and the Pacific 2016*, and hereby reports this action to the Board.

### DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<b>Impact</b> The impact of <i>Key Indicators 2016</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.	At least one DMC or development partners 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  At least one output is produced in a peer-reviewed, policy-oriented journal	Government, development partners, and relevant regional bodies' reports	<b>Assumption</b> The DMC applies evidence-based policy making and believes in the value of the information produced.  <b>Risks</b> Unforeseen changes in the global or regional political, economic, and technological environment render <i>Key Indicators</i> messages inopportune.  Similar publication from other organizations.
<b>Outcome</b> The outcome will be that by the end of the project, <i>Key Indicators 2016</i> will be referred to by policy makers or economic researchers within and outside ADB, as well as by the public.	By 2016:  <i>Key Indicators</i> is cited in major newspapers and publications (baseline: 10 top-tier media citations)  <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)  <i>Key Indicators</i> content is used to monitor poverty in Asian Development Fund DMCs (baseline: one DMC)	Department of External Relations media monitoring reports  ADB promotional materials  ADB documents	<b>Assumptions</b> <i>Key Indicators 2016</i> is communicated effectively.  Accurate, reliable, and up-to-date data are available for regional members.  <b>Risk</b> Similar publications from other organizations are published around the same time.
<b>Outputs</b> 1. Background papers and storyline for <i>Key Indicators 2016</i> refined	Two preparation workshops and dissemination seminars conducted	Announcement of workshops on ADB Today	<b>Assumption</b> Users have access to printed copies or online versions of the <i>Key Indicators</i> , and relevant information is easy to find.

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
2. Final background research papers prepared for <i>Key Indicators 2016</i>	Three or more background papers written  Five presentations on <i>Key Indicators</i> occur	ADB website links to working papers  Back-to-office reports	<b>Risk</b> Unforeseen circumstances may affect the production schedule.
3. Publication and online links of <i>Key Indicators 2016</i> , statistical tables, and special chapter	500 printed copies, each with accompanying CD-ROMs, are distributed	Number of publications distributed	
	At least 1,000 web downloads of various publications related to <i>Key Indicators</i> work	ADB website download statistics	
<b>Activities with Milestones</b> <b>1. Background papers and storyline for <i>Key Indicators 2016</i> refined</b> 1.1 Consultants recruited and research commissioned (December 2014–September 2015) 1.2 Workshops conducted (June 2015–April 2016)  <b>2. Final background research papers prepared for <i>Key Indicators 2016</i></b> 2.1 Background papers drafted, edited, and published (April 2015–December 2016)  <b>3. Publication and online links of <i>Key Indicators 2016</i>, statistical tables, and special chapter</b> 3.1 <i>Key Indicators</i> questionnaires processed and uploaded to the statistical database system (March–May 2016) 3.2 Statistical tables—country, post-2015 development agenda, and regional tables—generated (April–July 2016) 3.3 Analysis, charts, highlights, and supplement drafted (June–July 2016 ) 3.4 <i>Key Indicators</i> contents reviewed and edited (June–August 2016 ) 3.5 <i>Key Indicators</i> , special chapter, supplement, and highlights finalized (July–October 2016) 3.6 Publication is published, launched, and disseminated (August–November 2016)			<b>Inputs</b> <b>ADB: \$750,000</b>

ADB = Asian Development Bank, DMC = developing member country.  
Source: Asian Development Bank.

**COST ESTIMATES AND FINANCING PLAN**

(\$'000)

<b>Item</b>	<b>Amount</b>
<b>Asian Development Bank<sup>a</sup></b>	
1. Consultants	
a. Remuneration and per diem	
i. National consultants	325.0
ii. International consultants	140.0
b. International travel	60.0
2. Workshops, seminars, and conferences <sup>b</sup>	80.0
3. Field surveys and studies <sup>c</sup>	50.0
4. Miscellaneous administration and support costs <sup>d</sup>	20.0
5. Contingencies	75.0
<b>Total</b>	<b>750.0</b>

<sup>a</sup> Financed by Asian Development Bank's Technical Assistance Special Fund (TASF-V).

<sup>b</sup> Includes costs of dissemination activities and travel and related expenses of resource persons, including ADB staff as resource persons and to provide administrative and support services.

<sup>c</sup> This includes the cost of the field survey and data collection.

<sup>d</sup> Includes data support, subscription, software acquisition, representation, and printing costs.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

### A. Economists and Subject Matter Specialists (international, 11.5 person-months total, intermittent, 4–5 consultants)

1. The consultants should have a strong background in development economics, economics or other related subjects. They should have at least a master's degree in their field of expertise and have more than 10 years of relevant work experience. The consultants should also have expertise or interests in Asia and the Pacific economies. He or she will carry out the following activities:

- (i) conduct empirical research and surveys, if necessary, on how selected policies and institutional frameworks, especially those relating to labor regulations and land regulations, influence firms' decisions on employment, production, technology adoption, and location;
- (ii) compare and contrast actual versus optimal labor and land regulations that balance the need for flexibility for firms with the welfare of those factors or factor owners;
- (iii) compare and contrast actual versus optimal labor and land regulations in terms of their impacts by gender;
- (iv) investigate approaches to designing optimal regulations, paying careful attention to the capacity of the state in enforcing these regulations;
- (v) investigate features of firms with higher growth potential and recommend more effective policies to encourage firm growth, which in turn create more good jobs; and
- (vi) provide advice on the direction of research for the special chapter and potentially contribute subsection(s) to the special chapter, with the following specific tasks:
  - (a) review draft outline of the special chapter prepared by Asian Development Bank (ADB) staff, and provide comments and suggestions for its finalization;
  - (b) attend workshop(s) and provide comments and suggestions for the finalization of background papers;
  - (c) provide advice to authors of the background papers as required; and
  - (d) 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 will include background papers for the special chapter.

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

3. The national consultants should have well-rounded knowledge of features of firms and either labor markets or land markets in their countries. They should also be knowledgeable about sources of good data, and have the ability to access these data or be capable of collecting the necessary data through survey techniques. They should also have the ability to analyze the data using statistical and econometric techniques. They should have at least a master's degree in their field of expertise and have more than 10 years of relevant work experience. The tasks assigned are as follows:

- (i) describe major patterns and trends on the production, employment, and locational choice of firms in their country; or perform analytical work on a secondary dataset or dataset collected by conducting own survey;

- (ii) synthesize findings in a report;
- (iii) help design and field a survey if needed to understand how firms respond to different types of regulations, especially those pertaining to labor and land;
- (iv) provide inputs to the Development Indicators and Policy Research Division (ERDI) staff and international consultant regarding policies and interventions prevalent in their country that 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 will include background papers or country-specific case studies for the special chapter.

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

5. The economics editor will be responsible for the manuscript editing of the *Key Indicators* special chapter; and assist in preparing the highlights, including the tables and charts included in the publication. He or she should have at least a master's degree in the related field and have more than 10 years of experience in writing and editing. He or she will assist in the preparation of the highlights and presentation materials for the launch of *Key Indicators*.

6. The work is to review and edit the special theme chapter, statistical commentaries, and sources for the graphs and tables of *Key Indicators for Asia and the Pacific 2016* in compliance with acceptable ADB and international forms of editing and ADB's *Handbook of Style and Usage*.<sup>1</sup> The work includes a number of editing rounds of the typeset version until a desired quality is achieved. The editor will also make suggestions regarding the layout of the publication. In particular, the manuscript or economics editor will carry out the following 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 acknowledgment;
- (x) edit 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 are edited manuscripts of the special chapter, highlights, and presentation materials.

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<sup>1</sup> ADB. 2011. *Handbook of Style and Usage*. Manila.

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

8. The economics and statistics national consultant should have (i) a background in economics or statistics, experience working in statistics or research analysis, and at least 3 years of relevant work experience; (ii) the technical and analytical skills required for the project; (iii) a good understanding of 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 presenting statistical graphs. Tasks assigned are as follows:

- (i) gather, process, compile, and validate survey data and 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 data and other information;
- (iv) suggest or create statistical graphs in the analysis of commentaries;
- (v) review and update the statistical definitions and concepts used in the preparation of *Key Indicators*;
- (vi) review or revise the statistics and write-ups on commentaries;
- (vii) implement the new aggregation methods;
- (viii) participate in integrating the report in the *Key Indicators* publication;
- (ix) draft a paper based on original empirical research (using household survey data and statistical indicators) on a selected theme (to be determined) that will serve as the basis for the introductory chapter of the *Key Indicators* special section from the perspective of inclusive growth in developing Asia;
- (x) develop policy prescriptions that are needed for inclusive growth for the selected theme;
- (xi) discuss regularly with the project officer any issues encountered in drafting the paper; present the draft paper in the ERDI seminar series or in other workshops as needed, to solicit further comments for improvements and fine-tune the methodology and overall paper quality;
- (xii) finalize the draft report based on solicited comments; and
- (xiii) perform other related technical and administrative tasks as may be assigned by the *Key Indicators* coordinator.

9. The output will include *Key Indicators* questionnaires, country tables, Millennium Development Goals (MDGs) or post-2015 tables, regional tables, and charts and figures in the write-ups, highlights, and presentation materials.

**E. Trade Data Specialist** (national, 12 person-months total, continuous, 1 consultant)

10. The trade data specialist should have a strong background in economics and statistics, and at least 3 years' relevant work experience, with in-depth knowledge of international trade including the global value chain. He or she should have sufficient practical experience in handling international trade data from national and international sources, and be knowledgeable on international standards and classification systems—especially the latest versions of the Harmonized System, International Standard Industrial Classification, and Central Product Classification. He or she must be adept in using statistical analysis software and in database

management. Under the guidance and supervision of the project officer and ERDI staff, the national consultant will perform the following tasks:

- (i) evaluate raw trade in goods and services data from various sources, including the United Nations Comtrade Database, national balance of payments statistics, and other international data sources;
- (ii) generate bilateral trade flows for selected DMCs;
- (iii) identify and document issues concerning the estimated trade flows;
- (iv) reconcile national accounts and international trade statistics, where applicable;
- (v) prepare briefing notes regarding the processed data;
- (vi) provide technical support to the project officer, ERDI staff, and international consultant of the technical assistance (TA); and
- (vii) perform other tasks as needed.

11. The output will include trade statistics country tables, regional tables, and charts and figures in the write-ups, highlights, and presentation materials.

**F. Writer** (international, 1.5 person-months, intermittent)

12. The writer will be responsible for writing a high-quality thematic commentary based on sound statistical analysis, for the statistical component (parts II and III) of the *Key Indicators* publication—highlighting the recent trends and providing an overview of developments in the region and across the countries. He or she should have at least a master's degree in the related field and have more than 10 years of experience in writing and editing works. He or she will also make suggestions as to the layout. In particular, the writer will carry out the following tasks:

- (i) review the statistical commentaries in the earlier issues of *Key Indicators* and other statistical publications, and prepare a detailed outline (including proposed graphs, charts, and boxes) for the commentaries for the following themes within the statistical component, ensuring consistency in the overall style, approach, and presentation: MDGs or the post-2015 development agenda; 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 in the statistical component; and provide an informative overview of trends and developments as well as relevant emerging issues in the 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 ADB's *Handbook of Style and Usage* and any other relevant guidelines;
- (v) assist with the preparations of the part IV definitions and foreword;
- (vi) prepare highlights for the statistical component as part of the overall highlights; and assist with preparation of the key messages, press releases, and other related materials; and
- (vii) perform other tasks as assigned by ERDI.

13. The output will include write-ups in parts II, III, and IV of the *Key Indicators* publication, including the tables and charts in the publication, and write-ups for the *Key Indicators* special supplement.

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

14. The graphic designer will be responsible for the text layout, encoding of corrections, and formatting of graphic elements of *Key Indicators*, including refining its web version. He or she must be skilled in working with Creative Suite 4 (or 5), Microsoft Word, and Microsoft Excel. He or she 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

- (i) lay out *Key Indicators*;
- (ii) typeset, 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 MS Word, Microsoft Excel, and other formats;
- (v) apply the template developed by ERDI in the typesetting of *Key Indicators*;
- (vi) ensure that *Key Indicators* is formatted well and the layout is clear and concise; and
- (vii) perform other related tasks as assigned by ERDI.

15. The output is the text layout, encoded corrections, and formatted graphic elements of *Key Indicators*, including the web version.

## **OUTLINE OF THE FINAL REPORT**

### **KEY INDICATORS FOR ASIA AND THE PACIFIC 2016**

- I. Special Chapter**
- II. Millennium Development Goals or Post-2015 Development Agenda Indicators**
- III. Regional Tables**
  - 1. People
  - 2. Economy and Output
  - 3. Money, Finance, and Prices
  - 4. Globalization
  - 5. Transport and Communications
  - 6. Energy and Electricity
  - 7. Environment
  - 8. Government and Governance