

TERMS OF REFERENCE FOR CONSULTANTS

A. Economist

1. Economist (International, 4 consultants, 7 person-months total, lump sum). International consultants will be hired to do work on the topics of: (i) aging, demographic change, technology and labor mobility; and (ii) disaster risk sharing mechanisms. The consultants should be economists with at least 7 years work experience and preferably with written works on the topics. A doctoral degree in economics or related fields would be an advantage. Under the guidance of the TASU, the consultants will work on the specific topics assigned to them and do the following:
 - (i) Provide an assessment on the trends, policies, and current state in Asia and Pacific;
 - (ii) Identify gaps, issues, challenges, and areas for policy reform;
 - (iii) Examine possible solutions using appropriate econometric and analytical tools;
 - (iv) Provide policy recommendations as appropriate;
 - (v) Draft, revise, and finalize policy paper; and
 - (vi) Present the study in at least one event to be organized by ADB.
2. The consultants' outputs are background papers on the specific topic and a presentation.

B. Research Associate

3. Research Associates (National, 2 consultants, 24 person-months total, intermittent). National consultants with at least 3 years work experience will be hired to assist in the research requirements for the study. The consultants should have a background in economics with strong analytical skills. A master's degree in economics or related fields would be an advantage. Under the guidance of ADB's TASU, the consultants will:
 - (i) Collect and analyze study-related data and material;
 - (ii) Prepare charts and tables;
 - (iii) Draft write-ups of charts and tables;
 - (iv) Draft write-ups of assigned sections of the study;
 - (v) Prepare presentations and assist in the production of publications;
 - (vi) Assist in the finalization of the study;
 - (vii) Perform other related tasks as may be required.
4. The consultants' outputs are inputs to the study in the form of charts and tables, write-ups and/or analysis of specific areas, requested datasets, and presentation materials.

C. Events Coordinator

5. Events Coordinator (National, 20 person-months, intermittent). A national consultant will serve as the coordinator for overall preparations in organizing the meetings, workshops, and policy dialogues. The consultant will handle logistics arrangements and reports regarding the event. The consultant should possess strong writing skills and have at least 7 years work experience with substantial involvement in handling international events. Knowledge of ADB procedures and requirements for TA disbursement and liquidation would be an advantage. Under the supervision of the TASU, the consultant will be stationed at ADB headquarters in Manila and will:

- (i) Support ADB staff in the organization of the events. Such support may require liaising with international consultants, institutional partners, and other collaborators on the detailed arrangements;
 - (ii) Support logistical requirements for the conduct of the events to include air ticket arrangements, budget preparation, and liquidation;
 - (iii) Provide both logistical and technical support during the events;
 - (iv) Draft summary proceedings of each event conducted;
 - (v) Assist in completing post-event tasks related to logistics arrangements and coordination with the consultants and resource persons;
 - (vii) Attend and join ADB missions related to the events as necessary; and
 - (viii) Other tasks as required.
6. The consultant's outputs are the final arrangements for the events; supporting liquidation documents, and draft highlights of the events.

D. Publication Consultants

7. Editor (National, 2 person-months). An editor will be engaged to ensure that prior to publication, reports and study produced adhere to ADB style and usage and conform to high publication standards. Ideally, a copy editor from DOC's pool will be hired for specific manuscripts. The consultant should have at least 10 years work experience with expertise in copy-editing. Knowledge of ADB's Handbook of Style and Usage is required.
8. Graphics Artist/Typesetter (National, 2 person-months). A lay-out artist and typesetter will be hired to lay-out the text, tables and charts, and convert the files into the required format for publication. The consultant should have at least 10 years work experience and with expertise in desktop publishing of economic publications. Knowledge of ADB's Branding Toolkit is required.
9. Multimedia (National, 6 person-months). The consultant should have at least a bachelor's degree in any field with at least 5 years of experience working on multi-media or in managing websites. ADB experience and knowledge of ADB's Branding Toolkit will be an advantage. Under the guidance of ADB's TASU, the consultant will:
- (i) conceptualize designs and develop front-end templates for the ATTN website and pages;
 - (ii) manage and update static content for the website;
 - (iii) conceptualize and execute design, including icons and thumbnails of new web pages;
 - (iv) conceptualize and execute designs for new uploads, and suggest modifications in page design;
 - (v) provide support to on site uploads and editing support for online and/or print materials;
 - (vi) conceptualize and implement designs for promotional materials;
 - (vii) collaborate with webhost as necessary
 - (viii) other tasks related to the website as may be requested by the project leader and/or other TA members.

E. Resource Persons

10. Resource persons (8 resource persons, 1 person-month total). Resource persons, whose expertise and knowledge will be specified during implementation, will be engaged to serve as discussants and/or presenters. They will work closely with the TASU and other ADB staff.