

## TERMS OF REFERENCE FOR CONSULTANTS

Collaborative initiatives mandated by the Asia-Pacific Economic Cooperation (APEC) Finance Ministers Process may require some activities other than those identified in these outline terms of reference, in which case suitable modifications will be made to fulfill the commitments and responsibilities of the Asian Development Bank (ADB) as the APEC Financial Regulators Training Initiative (FRTI) Secretariat.

1. **Financial sector supervision training expert** (1 international, 8 person-months, intermittent). The consultant will work with the APEC FRTI Secretariat and advisory group members, and the staff of each seminar-host institution to identify training needs, and conceptualize and finalize seminar programs. At least 10 years of relevant professional experience in the financial sector, particularly in capacity development for financial regulators, will be an advantage. A master's degree in business, finance, banking or a related field is preferred. The training expert, under the guidance of ADB staff, will undertake the following tasks:

- (i) manage the APEC FRTI advisory group, including preparing agenda items and facilitating advisory group meetings;
- (ii) conduct and analyze surveys on the status of national training efforts and emerging training needs;
- (iii) coordinate with regional and global training providers;
- (iv) organize and facilitate regional training seminars for banking, securities, and insurance regulators under the FRTI;
- (v) organize the transfer of training programs and products developed under the FRTI to regional and national training institutions;
- (vi) liaise and coordinate with regulatory agencies in APEC economies, with ADB member economies, and with the host country regarding the provision of instructors;
- (vii) act as a facilitator for selected seminars; and prepare concise evaluation reports to be presented during the advisory group meetings;
- (viii) prepare guidelines for developing and disseminating regional case studies for training purposes (hypothetical and based on actual cases), and maintain and update these on a regular basis;
- (ix) conduct a survey to identify requirements for computer-based training among financial regulators, and prepare a plan to transfer the existing course material into computer-based training;
- (x) prepare summary notes from seminars attended.

2. **Editor** (1 international, 2 person-months, intermittent). The editor will review and edit the contents of the APEC FRTI-related documents to be disseminated under this TA to ensure they are coherent and readable, and meet the highest publication standards. At least 5 years of working experience in a related field will be an advantage. Specific tasks include the following:

- (i) rewrite, add, or delete information, and help revise various pages or sections, as necessary, to tighten arguments, fill discussion gaps, and ensure the smooth flow of ideas;
- (ii) examine the tables, figures, and charts to ensure data consistency within pages and documents, and suggest deletions and additions to ensure that they are useful;
- (iii) edit the pages for publication;

- (iv) in coordination with the website designer and project specialist, edit APEC FRTI website pages; and
- (v) ensure the documents adhere to the ADB *Handbook of Style and Usage* and conform to high publication standards.<sup>1</sup>

3. **Researcher** (1 international, 2 person-months, intermittent). The consultant should have broad-based work experience and therefore recognition as a financial regulation and supervision expert. A master's degree or equivalent, or an equivalent combination of education and experience with more than 10 years of relevant professional experience, will be an advantage. In consultation with the implementing agency and based on the needs assessment and discussion with the APEC FRTI advisory group members, the international consultant will

- (i) assess various competing programs to serve as reference for the advisory group's discussion on the aims, priorities, objectives and principles of FRTI; and
- (ii) conduct a study on how to ensure avoid duplication and ensure the complementarities, relevance, and long-term financial sustainability of the TA.

4. **Project specialist** (1 national, 24 person-months, continuous). A master's degree in economics, business, statistics, or finance will be an advantage. The consultant should have experience in coordinating training programs. He or she should have a good knowledge of research project administration and website database management, and strong analytical and communication skills. The consultant will be a citizen of the Philippines, and their duty station will be ADB headquarters in Manila. Under the supervision of ADB staff, the tasks of the consultant will include, but not be limited to, the following:

- (i) provide assistance in the preparation of briefing papers and presentation materials for seminars, conferences, and other related TA events;
- (ii) prepare draft progress reports, in particular on the FRTI for the APEC Finance Ministers Process, and prepare budget summaries;
- (iii) coordinate with the training expert to ensure that activities are implemented in accordance with pertinent ADB rules and guidelines on various aspects of management and control;
- (iv) assist in organizing regional meetings and seminars, including international travel;
- (v) collect and disseminate information on regional training resources, materials, and events, including through the ADB external APEC website.
- (vi) develop and advance a website strategy for APEC FRTI;
- (vii) serve as a webmaster to maintain and update the project website, in order to enhance networking among trainees and financial regulators;
- (viii) prepare seminar summary evaluations and consolidate the results;
- (ix) undertake internet searches for information on training resources, materials, and events related to TA activities from other regional and global training providers; and
- (x) prepare and maintain a database of trainees and resource persons, to be uploaded to the APEC FRTI website.

5. **Events coordinator** (1 national, 24 person-months, continuous). A consultant with a bachelor's degree or above in economics, business, or finance is preferred. The consultant should have experience and a good reputation coordinating similar events (e.g., training programs). He or she will have a good knowledge of finance and will have strong analytical and communication skills. The consultant will be a citizen of the Philippines, and their duty station will be ADB

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

headquarters in Manila. Under the supervision of ADB staff, the tasks of the consultant will include but not be limited to the following:

- (i) assist the APEC FRTI Secretariat by arranging meetings and preparing the required materials and documents;
- (ii) liaise with host banking and securities regulators in relation to the organization of regional training seminars;
- (iii) coordinate logistical arrangements for seminars and conferences including travel, hotel reservations, and venue arrangements;
- (iv) coordinate with resource persons and participants in relation to their engagement and participation in seminars;
- (v) prepare and disseminate training materials to participants; and
- (vi) provide support services during seminars and conferences.

6. **Website developer and designer** (1 national, 3 person-months, intermittent). Based on the website strategy finalized by the project specialist, the website designer will propose, design, and develop the upgraded website in consultation with the APEC FRTI secretariat. The consultant will ensure that comments and revisions from APEC FRTI advisory group members are considered in website development. The consultant will be a citizen of the Philippines; at least 3 years of website designing is preferred. Specific tasks include the following:

- (i) evaluate the existing website in terms of creativity, accessibility, security, and navigability, taking into account the target audiences;
- (ii) in consultation with the advisory group members and TA project manager and training expert, propose and undertake enhancements to the website; and
- (iii) prepare an e-tutorial for the secretariat and host government staff on how to upload relevant materials to the website.

7. **Resource persons** (80 individuals, 28 person-months total, intermittent). Resource persons will be engaged for short periods during APEC FRTI training or seminars to deliver lectures and make presentations on selected topics for banking, securities, and insurance regulators. The resource persons should have vast experience in the finance sector, including teaching these subjects to government officials with various backgrounds. The resource persons will participate in, prepare, and make presentations during the training courses and seminars. They will also design and present case studies for the seminar topic. Resource persons may also be engaged as experts during APEC FRTI conferences.