**-- ANNEX A --**

**TERMS OF REFERENCE**

**CONSULTANT FOR ASEAN YOUTH DEVELOPMENT INDEX PHASE II**

*Consultancy Period: May 2019 – April 2020*

**I. INTRODUCTION**

1. With the aim of providing a measured state of development of the ASEAN youth community and establishing a solid reference for evidence-based policy making in youth development, ASEAN formulated its First Youth Development Index (YDI) in 2017[[1]](#footnote-1). Indicators measured under the ASEAN YDI are divided into five (5) domains, namely: (i) Education; (ii) Health and Wellbeing; (iIi) Employment and Opportunity; (iv) Participation and Engagement; and (v) ASEAN Awareness, Values and Identity. A YDI Task Force comprising up to two officials per ASEAN Member State from the ASEAN Senior Officials Meeting on Youth (SOMY) was established to oversee and facilitate the formulation of ASEAN YDI.

1. Realising that the development of an ASEAN YDI has significant contribution to the need of ASEAN in profiling its youth and to determine areas that need greater attention and further investment, the ASEAN Leaders adopted the ASEAN YDI at the 31st ASEAN Summit on 13 November 2017 in Manila, the Philippines. The First ASEAN YDI Report which highlighted the findings of domains (i)-(iv) was also noted by the Leaders during the 31st Summit. Due to its distinctly ASEAN feature, the fifth domain on ASEAN Awareness, Values and Identity was decided to be addressed through a second phase of the study.

1. The study to be conducted through Phase II of this project may require a combination of quantitative and qualitative data collection and analysis. Reports on two (2) preceding studies with relevance to ASEAN Awareness among youth undertaken by the ASEAN Foundation in 2007 and the Yusof Ishak Foundation, Singapore, in 2014 are available for benchmarking in terms of results and methodologies.

1. This consultancy will entail the development of a data collection framework, consultative meetings, formulation of data collection instrument/s, coordination of data collection and processing, as well as data analysis and report writing.

**II. PURPOSE**

5. This Terms of Reference (TOR) aims to guide the recruitment of a consultant who will develop the ASEAN Youth Development Index (YDI) Phase II Report, focusing on the fifth domain of the YDI on ASEAN Awareness, Values and Identity.

**III. PROJECT OBJECTIVE**

6. The **objective** of the ASEAN YDI Phase II project is to complete the ASEAN YDI report by generating qualitative/quantitative data and information on the state of YDI’s fifth domain on ASEAN Awareness, Values and Identity.

**IV. SCOPE OF WORK AND OUTPUTS OF CONSULTANCY**

7. The consultant will be responsible for producing the following deliverables:

1. **Output 1: Inception Report**

The Inception Report will detail among others, the scope, methodology and timelines of the study, and provisional outline of the report. It shall also include a compilation and review of secondary data including existing researches, literature, and analyses relevant to youth development in ASEAN and around the world, particularly on awareness, values, and identity.

1. **Output 2: Data Collection Framework**

* 1. The **proposed Data Collection framework should clearly articulate how ASEAN Awareness, Values and Identity will be measured**. The Data Collection Framework will include five (5) main components:
     1. a complete set of proposed indicators;
     2. methodology of data collection for all indicators;
     3. data collection tool(s) that will be used to collect information required for the specified indicators;
     4. proposed framework and/or tools to analyse the data; and
     5. proposed institutional arrangement for succeeding assessments of the 5th domain including the data collection, processing and reporting.

* 1. The above-mentioned components will be formulated using the following references:
     1. An initial set of indicators and preliminary modes of data-gathering generated through a Brainstorming Workshop for the Development of the 2nd Phase of the ASEAN YDI organised in August 2017. These will be further refined and considered based on the feasibility of data-collection. Other primary and secondary data or modes of data-gathering that the consultant and member states may identify should also be considered.
     2. Report of a study undertaken by the Yusof Ishak Foundation, Singapore in 2014 with the title of publication “Do Young People Know ASEAN?,” to which a sample questionnaire comprising standard questions given to all respondents is appended. This report also includes the statistical results of the study conducted by the research team;
     3. Results of an ongoing ASEAN cooperation project on Poll on ASEAN Awareness. A component on ASEAN Identity forms part of this project and will also serve as another reference in developing the methodology of ASEAN Youth Development Index Phase II data collection.

* 1. The proposed data collection framework will be subject to consultation and endorsement of the YDI Task Force.

1. **Output 3: Data Collection and Results Compilation**

* 1. The Consultant will **coordinate the conduct of data collection and compilation of results, in close cooperation with the AMS through the ASEAN Secretariat,** covering all agreed indicators using the agreed methodology and tools. In close coordination with the ASEAN Secretariat:

* + 1. The Consultant will undertake constant communication with the ASEAN Secretariat regarding the progress of data collection;
    2. The Consultant will provide the complete data set in a well-structured manner.

* 1. During data collection, the Consultant will work with multiple stakeholders, including the ASEAN Member States, relevant think tanks, and youth organisations. ASEAN Secretariat will assist the Consultant in liaising with other parties involved.

* 1. At least one (1) physical meeting will be facilitated by the Consultant to bring together the YDI Taskforce - the ASEAN Secretariat - and the eventual contracted organisation(s) to validate the results of the data collection. Follow up consultations or meetings may take place virtually or via email consultations as necessary.

* 1. The consultant may also be required to present the highlights of the report to the SOMY during its regular meeting, during the term of this consultancy. Follow up consultations or meetings may take place virtually or via email consultations as necessary.

1. **Output 4: ASEAN Youth Development Index Phase II Report**

* 1. The Consultant will formulate the outline and key messages of the Report based on the data collection results and analysis.

* 1. The Consultant will develop the narratives and data visualisation in charts (as appropriate), based on the agreed outline that forms part of *Output 1*.

* 1. The Consultant will include a section in the Report, detailing the key stages of work, the methodology performed during the preparation and data collection.

* 1. The Consultant will accommodate inputs from the YDI Taskforce, SOMY and ASEAN Secretariat until the Report is finalised.

**V. INDICATIVE WORK PLAN**

8. The Consultant will perform the work and deliver the expected outputs based on the following indicative work plan:

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| --- | --- | --- |
| **No.** | **Activity** | **Indicative Timeline** |
| **Outp ut 1: Inception Report** May 2019 | | |
| **Outp ut 2: Data Collection Framework** | | |
| 1 | Development of data collection framework | June 2019 |
| 2 | Finalisation of data collection framework | July 2019 |
| **Outp ut 3:**  **Data Collection and Results Compilation** | | |
| 3 | Sourcing for partners, distribution of work and preparation for data collection (1-3 face-to-face meetings) | August – September 2019 |
| 4 | Data collection and compilation of results | October – January 2019 |
| **Outp ut 4: ASEAN Youth Development Index Phase II Report** | | |
| 5 | Analysis and drafting of YDI Phase II Report | January - February 2020 |
| 6 | Editing and Finalisation of YDI Phase II Report | March – April 2020 |

**VI. REPORTING AND SUBMISSION OF OUTPUTS**

1. The Consultant will report to the ASEAN Secretariat through the Education, Youth and Sports Division.

1. The Consultant will submit a report on the achievement of deliverables to the ASEAN Secretariat for consultation with the ASEAN Senior Officials Meeting on Youth (SOMY) and relevant Sectoral Bodies/Working Groups, as applicable.

1. The Consultant will formulate all deliverables in English. ***All documents will be submitted in modifiable electronic forms e.g. Word and Excel.***

1. The Consultant shall present its report to the SOMY Meeting, if necessary, or as required.

**VII. QUALIFICATIONS AND REQUIRED EXPERTISE**

13. The Consultant should meet the following qualifications and required expertise:

1. For individual consultants, an advanced academic degree (post graduate) in disciplines relevant to the assignment is required. For consulting agencies, the academic background of each assigned expert will constitute the agency profile submitted together with the technical proposal;
2. Demonstrated expertise and experience in research preferably at international and/or regional level using mix methods (quantitative-qualitative) in fields relevant to the assignment.
3. Advanced knowledge in the ASEAN Community and the state of youth development in ASEAN Member States is an advantage.
4. Experience working with governments especially with ASEAN Member States.
5. Excellent command of English both verbal and written.
6. Ability to facilitate discussion with government officials and other entities with tact, diplomacy, and cultural sensitivity.
7. Ability to meet deadlines and deliver quality output.

**VIII. ARRANGEMENTS**

1. The payment of the consultancy fee will be made in tranches as contractually agreed with the ASEAN Secretariat. The Consultant will be responsible for the payment of his/her own tax due arising from income in this consultancy.

1. The Consultant will be home based, with requirement to travel and attend one (1) to three (3) meetings under the Project.

1. As applicable, the regional airfare and per diem (inclusive of accommodation) for the Consultant to attend meetings under this project will be covered by the ASEAN Secretariat in accordance with its rules and regulations.

1. The Consultant will be responsible for his/her own travel insurance coverage during his/her regional travel and attendance of the meetings.

**IX. SUBMISSION OF DEADLINE AND ENQUIRIES**

1. The selection and recruitment of the Consultant will be conducted through limited-source tender in line with the ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP) 2018.

1. The deadline of proposal submission is **12 April 2019 at 5.00 PM Jakarta time**. Any submission beyond the deadline will not be considered.

1. Interested candidate may contact ASEAN Secretariat to obtain further clarification and understanding of the scope of work and responsibility prior to the submission of the application. Please send your query to the ASEAN Secretariat through procurement@asean.org.

[end]

1. Published report[: https://asean.org/storage/2017/10/ASEAN-UNFPA\_report\_web-final-05sep.pdf](https://asean.org/storage/2017/10/ASEAN-UNFPA_report_web-final-05sep.pdf)  [↑](#footnote-ref-1)