

Terms of Reference: PLF data management platform – scoping exercise

1.1. Purpose:

The proposed scoping exercise will map the data access and management needs of Pacific labour mobility actors to inform the design and procurement of a data management platform for Pacific labour market actors, to be managed by the Pacific Labour Facility (PLF).

The envisaged data management platform will help facilitate PLF, DFAT and Whole of Government (WOG) administration of circular labour mobility activities and provide information about the effectiveness, progress and impact of Pacific labour mobility to a range of stakeholders.

The full design and development of the system will be competitively tendered based on the outcomes of the scoping. Given the likely scale of investment attached to the development of the Data Management Platform, the scoping exercise will be done in close consultation with the PLF implementing team and DFAT staff.

1.2. Background:

Information requirements will need to be considered at three levels:

1. Operational – primarily focused on LSUs in sending countries, but also relating to visa approval rates and processes in Australia.
2. Management – PLF, DFAT and DJSB as the primary bodies responsible for driving the PLF.
3. Learning and research - Academic institutions and industry actors.

Operational

LSUs manage significant data flows for both the Australian and New Zealand labour mobility programs. In several cases this has relied on disparate, disconnected spreadsheets, leading to both inefficiency and inaccuracy, which is set to compound as the SWP (and RSE) expands and the PLS launches in each country. New Zealand has provided countries with an on-line database to support and streamline data management, but for a number of reasons sending countries still revert to spreadsheets.

DFAT, through LMAP has also invested in the development of a data management system for a number of the LSUs. In these instances, the scoping will have to identify how any new overarching platform can interface with these systems and extract appropriate information from them. It is important to note that only three countries currently have labour sending databases, and of these only two are operational (Solomon Islands and Timor Leste). Accessing information about these systems will need to be discussed with the PLF team. Engagement with the New Zealand Government will be necessary to ensure data management is complementary with New Zealand's database work. The design will need to engender local ownership by working with country-level databases, and recognise the technological and connectivity challenges faced by Pacific countries.

Learning and research

There is a paucity of research available on Pacific labour mobility to inform the appropriate evolution of the labour market system. The MIS will need to be integrated with PLF's Monitoring Evaluation and Learning Framework (MELF) and its broader research agenda, so that actors including industry and academics can find current data and information on labour mobility to inform their research and decision making.

Areas of investigation for the scoping could include how case study development sharing and communities of practice can be integrated into and interact with any data management system.

Management

The MIS will need to assist the PLF management team, DFAT and DJSB to better manage and report on the PLF outcomes. The system will need to enable touch-button reporting on current data and provide the information in a user-friendly and manageable form. As an example, users may want to 'trace' the progress of an individual worker, or group of workers from recruitment to reintegration, alternatively they might want to look up the % of current workers who are women from Fiji. The MIS will need to align with the PLF M&E framework, providing a mechanism for collection of "right" data.

1.3. Activity description:

The scoping team will undertake, but is not be limited to, the following tasks:

1. **Development of a scoping workplan:** The plan will provide details of how the scoping team intends to conduct the needs analysis including a timeline of events, consultations and deliverables. This will be developed in consultation with all stakeholders to agree on dates for events and input. The PLF team will assist in the organisation of meetings. **Approximate Input – up to 10 days. Work to be conducted in March 2019.**
2. **Consultations:** Undertake consultations with PLF stakeholders on their data management and reporting requirements in person, via email and on the phone, including: **Approximate input – up to 90 days (multiple people). Work to be conducted in April – May 2019.**
 - a. DFAT
 - b. PLF management team
 - c. PLF M&E team
 - d. Australian WOG – including DJSB
 - e. LSUs – to be determined by PLF
 - f. Industry – to be determined by PLF
 - g. Academic institutions

These consultations will be focused around a series of questions for labour mobility actors on their data management needs, these will include, but are not limited to:

- a. What data management tools are actors currently using?
- b. What data do actors collect currently, that would be useful for broader dissemination/ analysis?
- c. What data would be helpful for improving performance of individual components of the labour market system (e.g. sourcing labour)?
- d. What format or interface would be most useful for accessing data?
- e. What integrated tools would be useful for analysis of data?
- f. What are actor set minimum security standards for any data management platform?
- g. What are actor incentives for the continued uploading, contribution to and access of data?

The full list of questions will need to be established in the scoping workplan.

3. **Develop a detailed scoping document, and data management platform ToR:** Based on consultations, develop scoping document and draft ToR, to enable the PLF team to procure an appropriate technical solution for data management. **Approximate Input – up to 21 days. Work to be conducted in June 2019.**

1.4. Milestones:

1. A detailed work plan based on these ToR (within 2 weeks of activity commencement - approx. mid March 2019)
2. A draft scoping document, at a minimum identifying disaggregated stakeholder data requirements for each actor/group of actors, and recommendations for how a platform could meet these needs (within 3 months of activity commencement – approx. end of May 2019)
3. A final scoping document, incorporating DFAT comments (within 4 months of activity commencement – approx.. end of June 2019)
4. A draft ToR for the design, development and management of the MIS to go to market (within 4 months of activity commencement – approx.. end of June 2019)

FOI

Subject: PLF Management Information System

From: [s.22](#) @dfat.gov.au>
Sent: Wednesday, 28 November 2018 9:59 AM
To: [s.47F\(1\)](#) @thepalladiumgroup.com>
Cc: [s.47F\(1\)](#) @thepalladiumgroup.com>
Subject: PLF Management Information System [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi [s. 22](#)

As discussed last week, DFAT needs to more fully understand the information needs of PLF and how best to capture and represent these through a management information system. I understand that Palladium has a relationship with Evalstars through work under NAWPP and had intended to ask Evalstars to undertake scoping work on this. However, given the size and scope of the PLF and in order to ensure value for money is achieved, we require Palladium to go to market to recruit suitable expertise to undertake a scoping study for the PLF MIS needs. We would like to be on the selection committee for this recruitment. Can you please prepare a terms of reference to go to market to undertake the needs analysis for PLF MIS and share with DFAT.

Separately DFAT would like Palladium to go through a separate competitive tender process for the PLF MERL work. DFAT would also like to be on the selection committee for this recruitment. I will get back to you in more detail on this issue in a separate email.

Kind regards

[s. 22](#)

[s. 22](#)

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