

# **T e r m s o f R e f e r e n c e**

## **Alumni Database Build-up/Expansion** (Phase 2: Data Mining, Communication and Integration)

February 2018

## **1. Background**

The Australia Awards and Alumni Engagement Program Philippines (AAAEP-P) supports the Philippines to progress its development goals and have positive relationships with Australia that advance mutual interests through a mix of long-term scholarships, short courses, Fellowships and other forms of training for current and emerging leaders and influencers, alongside strategic engagement with alumni.

AAAEP is a four-year (2017-2021) program of the Australian Government managed by Coffey.

The Australian Government regards the alumni as a valuable resource. Australia's global alumni objective is to establish an active network of influential alumni leaders with strong links to Australia. They can contribute to the development needs of their host country. They potentially become ambassadors promoting Australia's position as a provider of world-class training and education services.

Recently, the Australian Government launched the Australian Global Alumni network (<https://globalalumni.gov.au>), a virtual global network for all alumni to stay connected, build and mobilise professional networks and celebrate successes!

As part of this effort, there is a need to update and consolidate the Alumni database of the Facility to prepare the data for hand-over to the next Facility as well as enrolment of the members to the global alumni network.

## **2. Objective of the Assignment and Deliverables**

The provider shall perform the following task/s:

### **(i) Database Build-up / Data Mining**

- Generate new names with complete information (not yet in current database) of Australian alumni (graduates of Australian Higher Education Institutions or Registered Training Offices) from credible sources and available lists (with at least 3,000 names from LinkedIn extract, Alumni Tracer study, HRDF/HRODF lists and alumni organizations' memberships)
- Fill up relevant fields, position, organization and contact information based on credible information, including, but not limited to the organization's official websites and individual's social media accounts (LinkedIn/Facebook, etc), wherever applicable.

### **(ii) Verification of data integrity and Communication**

- Check names (including 3,000 from available lists) against current database for possible match (if not using full name) to avoid duplication. For duplicate accounts, update information in database, as appropriate using new information.
- Confirm data integrity via multiple platforms (social and other online sources, employment websites, etc.)

- Communicate to prospective alumni using standard communications template and survey tool via social media channels using official accounts provided (LI, email)
- Consolidate responses of survey tool every two (2) weeks and submit report of names with complete information for uploading to database

**(iii) Data Integration**

- Encode updated information of existing alumni in database
- Upload new names with complete information in alumni database

**3. Scope of Services**

The provider will report directly to the AAAEP Program Director. The following are the expected deliverables of the engagement:

Deliverables	Due Dates
<ul style="list-style-type: none"> <li>• Verify existing data and generate required information of at least 3,000 names from available lists, including, but not limited to LinkedIn extract, Alumni Tracer study, HRDF/HRODF lists and alumni organizations' membership list.</li> <li>• Upload/encode entries of at least 1000 new names of verified Australian alumni with relevant personal details (employment, education and active contact information) in existing database.</li> <li>• Submit list of unverified names and other lead sources and status of validation</li> </ul>	<p>Progress report every month from commencement of engagement;</p> <p>Month 1 – 300 entries                      Month 2 – 300 entries                      Month 3 – 400 entries</p> <p>End of engagement or not later than 31 May 2018</p>

**4. Specifications of the Provider's Profile**

The provider should have the following combined qualifications/skills:

- Tertiary qualifications in human resource management, development studies, communications or related area of study
- Effective in computer and keyboarding skills and competent in word processing and Internet research. Access to your own laptop computer would be an advantage.
- Strong analytical and research skills, including experience with conducting interviews and conducting statistical analysis
- Excellent communication skills, particularly in the presentation and packaging of written reports. Excellent written and spoken English.

- v. Experience in handling sensitive information
- vi. Experience in managing databases
- vii. An ability to communicate with people clearly
- viii. IT skills, and preferably experience of working with excel and other office applications

## 5. Duration and Fee

The assignment will commence on or around 26 February 2018 and conclude ninety (90) days thereafter or not later than 31 May 2018. The appointment is part time and the maximum number of days for the engagement is estimated to be 90 person-days. This time includes preparation, data analysis and finalization.

The total professional fee is valued at maximum gross amount of **Seventy Two Thousand Pesos only (PhP72,000)**. This amount includes communication, local transportation, supplies and materials that the provider/s will likely incur in the development of the required outputs.