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Individual Consultant Procurement Notice

Date: 05.12. 2011

International Consultant – to Conduct an Assessment of Data Users' Needs and Capacity; to Produce Statistical Literacy Manual and to Provide Training of Trainer

Location:	LAO PDR, Vientiane Capital
Application deadline:	18 January 2012
Type of Contract:	Individual Consultant [International]
Period of assignment	From early March to end of June 2012
Duration:	45 working days
Starting Date :	05 March 2012 (or earlier)

1. Background:

The national statistical system (NSS) of Lao PDR is decentralized and has two main pillars, namely the national statistics organization represented by the Lao Statistics Bureau (LSB) and the administrative-based reporting systems of the line ministries and local authorities units. The statistical system in Lao PDR has accomplished a lot and also enhanced its capacity and abilities in the past 20 years. Despite the achievements made, the system faces number of challenges and data gap remain large compare to today new emerging demand. .

The statistical development in the past was focused mainly for data production, little attention has been paid to the use and understanding of data by policy makers and the public. It is crucial to provide attention to data collection as same as to managing and using the growing amount of data and information for public and policy advocacy.

To ensure that data is used to inform policy decisions and bring about better development results, both users and producers of data need to work together. The management and accessibility of data collected through administrative reporting systems, surveys and censuses needs to be improved. Data must be tailored to the needs of policy makers and the wider public. It needs to be widely understood and used by governments and legislators in policy making and planning, and the public to advocate for policies.

The Strategy for the Development of National Statistical System (SDNSS) 2012-2020, approved in May 2010 by the Prime Minister, clearly indicate the need to establish mechanisms and methods to improve statistical dissemination, literacy and encourage every member in the society to participate, with high responsibility, in statistical activities. The proper dissemination policies and guideline need to be developed.

2. Objectives of the Assignment

The objective of the assignment is to assess data users', especially policy makers and planning officers, ability to read and interpret statistics and think critically about arguments using statistics as evidence; develop statistical literacy guide/manual in accordance to the results of the assessment and provide training of trainer (TOT) to staff from Lao Statistics Bureau (LSB).

3. Scope of Work

The consultant will be required to undertake, at least but not limit to, the following activities to satisfy the objectives of the assignment:

Stage I: Activities: Assessment of Data users' needs and capacity

- Review all documents and assessments that related to Lao National Statistical System in the areas of dissemination and the use of statistics production ;
- Develop tools for assessing the Data demand, User's needs as well as capacity among key statistic users within line ministries, and development partners and donor agencies.
- Prepare a detailed draft report comprising the findings of the assessment and practical/concrete recommendations and propose indicative working program/plan toward effectiveness dissemination system and data literacy.
- Present the findings and recommendations of the assessment to LSB, UNDP and relevant parties.
- Submit final assessment report which incorporated comments from stakeholders.

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Stage II: Activities: Development statistical literacy guide/manual in accordance to the results of the assessment.

- Identify and suggest appropriate themes to be included in the manual, one theme for one module. The manual should at least have 10 relevant modules.
- Develop the content of all modules of the manual. The manual must be user friendly and fit with local context.
- Present the draft manual to LSB, UNDP and relevant parties.
- Conduct the manual testing with LSB staff and key data users within Ministry of Planning and Investment.
- Finalize the manual which incorporated comments from stakeholders and the results from the testing.

Stage III: Activities: Provision of Training of Trainer (TOT) to DOS staff.

- Provide TOT to LSB staff and other member technical working group on dissemination from key line ministries
- Supervise TOT team to conduct training and provide mentoring and coaching to the LSB team to ensure transfer of know-how and skills;
- Prepare brief user guide for the manual.
- Prepare TOT report.

4. Final Products

1. Final data users' needs and capacity assessment report which accepted by LSB and UNDP;
2. Final statistical manual which satisfactory to LSB and UNDP;
3. Final user guide for the manual and TOT report which accepted by LSB and UNDP.

For detailed information, please refer to **Annex 1- Terms of Reference (TOR)**

TOR and General Terms and Conditions for Individual Consultants can be also downloaded at <http://www.undplao.org/vacancies/procurementnotice.php>

Requirements for experience and qualifications:

I. Academic Qualifications:

Post Graduate Degree in Economics, Social Sciences, International Development or related fields.

II. Years of experience:

- A minimum of 10 years of progressive work experience in statistics (educational statistics);
- Experience in conducting statistical data users' needs and capacity assessment and TOT.
- Able to provide examples of high quality statistical literacy manual, and advocacy materials that he/she was previously developed;
- Prior experience with UNDP/UN agencies or international organizations, particularly in developing countries is an asset.

III. Competencies:

- Excellent written and English communication skills with a demonstrated ability to assess complex situations in order to concisely and clearly filter critical issues and draw conclusions; and excellent facilitation skills.
- Demonstrates integrity by modeling the UN's values and ethical standards
- Positive, constructive attitude to work, ability to act professionally and flexibility to engage with government officials, donor representatives, private sector and communities
- Ability to produce high quality product within specified time frame.

Requirements for submission of applications:

All interested and qualified candidates should apply on-line through the UNDP website at <http://www.undplao.org/vacancies/procurementnotice.php> or <http://jobs.undp.org/> **UNDP Lao PDR will only accept applications submitted on-line.** Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- 1) **Proposal:**

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- (i) Explaining why they are the most suitable for the work;
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);
- 2) CV including past experience in similar project and at least 3 references;
 - 3) Detailed financial proposal: Lump sum offer with clear cost breakdown (international travel, consultancy fee and per diem).

Note: The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). All envisaged travel costs must be included in the financial proposal. UNDP accept travel costs not exceeding of an economy class ticket.

Instructions for on-line submissions:

Step 1: Please prepare all required documents electronically;

Step 2: Combine all documents in ONE SINGLE FILE (preferably in PDF however Word formats can be also accepted) and upload to the UNDP Jobs using the link above;

Step 3: After that you will receive an auto reply from the UNDP jobs if it was received successfully.

Evaluation of Proposals.

Cumulative analysis

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [0.7]

* Financial Criteria weight; [0.3]

Criteria	Weight	Max. Point
Technical	0.7	70
• Relevant academic qualifications	0.05	10
• Strong statistical background	0.2	15
• Proven practical and extensive experience in conducting statistical data users' needs and capacity assessment and TOT	0.2	20
• Proven practical and extensive experience in developing high quality statistical literacy manual, and advocacy materials	0.1	15
• Prior experience with UNDP/UN agencies or international organizations, particularly in developing countries	0.05	10
Financial (lump-sum)	0.3	30
Total Points Obtainable	1.0	100

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Note: Any request for clarification must be sent in writing to the following e-mail [e-mail address of the officer in charge]. UNDP Lao PDR will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. The copies of the response will be also placed on our web-site at <http://www.undplao.org/vacancies/procurementnotice.php> and linked to the current Procurement Notice. All interested candidates are encouraged to visit the above web-site for updates.

Please note that only short-listed candidates will be notified. Qualified female candidates are strongly encouraged to apply.

For more detailed information about UNDP Lao PDR please visit our website at <http://www.undplao.org>