



TERMS OF REFERENCE

FOR INDIVIDUAL CONSULTANT

POST TITLE:	International Consultant – to Conduct an Assessment of Data Users’ Needs and Capacity; to Produce Statistical Literacy Manual and to Provide Training of Trainer .
AGENCY/PROJECT NAME:	UNDP Support to Effective Monitoring and Evaluation of Progress towards Goals of NSEDP/MDGs via LaoInfo (Component 2, MPI Programme)
COUNTRY OF ASSIGNMENT:	Lao People’s Democratic Republic

1) GENERAL 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).

The goal of this consultancy is to enhance and promote the data user's capacity to use statistical data to promote evidence-based policy planning and effective decision making; as well as to better disseminate statistics to the users.

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.

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) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The total duration of the assignment : four months (with approximately 45 working days. starting from beginning of March to end of June 2012)

The duty station : home based and Vientiane, Lao PDR.

5) 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.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Assistant Resident Representative, Chief of the Poverty Reduction Unit and Director-General (National Project Director) of LSB. In addition, the consultant will work closely with Deputy Director-General of LSB (Project Manager) and team, Ministry of Planning and Investment and the responsible programme officer of the Poverty Reduction Unit.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Required Skills and Experience

- Post Graduate Degree in the Social Sciences in areas such as Statistics, Economics, or any other relevant discipline .
- 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 has previously developed;
- Prior experience with UNDP/UN agencies or international organizations, particularly in

developing countries is an asset.

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.

8) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE PARTIAL INTERMITTENT FULL-TIME

Prepared by: Project Manager _____ **Date:** _____

Approved by: Programme Officer _____ **Date:** _____