

Terms of Reference for Individual Consultant

Support the development of a Quality Assurance Framework for the National Statistical System (NSS) of Belize	
Hiring Office:	UNFPA Sub-Regional Office for the Caribbean- Belize in partnership with the Statistical Institute of Belize (SIB)
Background:	<p>Under implementation from 2024 to 2027, the KOICA-funded project “Enabling Belize’s Statistical System” (EBSS) has the objective of expanding the capabilities of Belize’s national data and statistical system, facilitating evidence-based development planning and the effective monitoring of national programmes towards sustainable development.</p> <p>As a participating UN Organization (PUNO) in EBSS, UNFPA is supporting the implementation of Output 1.1: the revision of Belize’s statistical infrastructure and Output 1.3: the establishment of a system for the development of human resources of the Statistical Institute of Belize (SIB). Most recently, UNFPA has supported SIB in implementing the Tool for Assessing Statistical Capacity (TASC), providing a diagnostic of the completeness and effectiveness of the current structure of the NSS.</p> <p>A crucial next step under Output 1.1 is improving the NSS through the development of a Quality Assurance Framework for Official Statistics (QAF). The sustained improvement of Belize’s NSS requires a set of technical and management practices that can assure the quality of statistical products and processes that are coordinated by SIB, with the cooperation of other public institutions and regulatory bodies.</p> <p>QAFs for Official Statistics have been successfully designed, implemented, and evaluated across a number of other countries, with a wealth of best practices and guidelines documented in instruments such as the United Nations National Quality Assurance Framework, the OECD Recommendation of the Council on Good Statistical Practice, the European Statistics Code of Practice, and the IMF Data Quality Assessment Framework. Each of these instruments recognizes that to work effectively, a QAF for Official Statistics must be designed and adapted specifically to the environment in which the NSS operates, while consistently applying the Fundamental Principles of Official Statistics (FPOS) and other internationally recognized best practices.</p>

	For this purpose, EBSS calls for an expert consultant to review applicable best practices in QAFs for Official Statistics, conduct consultations with entities in the Belize National Statistical System, to develop a QAF that effectively adapts best practices to the national context, and to validate the QAF through workshops with relevant stakeholders.
Purpose of the Consultancy:	The objective of the consultancy is to support the development of a Quality Assurance Framework for Official Statistics, to be implemented under the leadership of the Statistical Institute of Belize across Belize's National Statistical System.
Specific Objectives:	<ul style="list-style-type: none"> • Conduct a desk review of standards, practices, and national assessments to inform the development of a QAF for Official Statistics. • Draft a QAF for Official Statistics that comprehensively addresses quality concerns across the institutional structures and statistical processes that comprise Belize's NSS. • Validate the draft QAF with key stakeholders in the NSS for final revision, endorsement, and implementation.
Scope of Work: (Description of activities or outputs)	<p>The consultant will work under the guidance of the UNFPA Liaison Office in Belize, with technical advice from Population and Development focal points in UNFPA-LACRO and UNFPA-SROC, to undertake the following key activities:</p> <ol style="list-style-type: none"> 1. Produce a desk review of international standards and best practices for Quality Assurance Frameworks for Official Statistics, of the current structure and processes that comprise Belize's NSS, and of recent quality assessments (such as the 2016 and 2024 TASCs) that characterize these structures and processes. 2. Conduct stakeholder consultations with SIB and other actors within Belize's NSS to validate the results of the desk review and to adapt internationally recognized standards and best practices for QAFs to Belize's national context. 3. Produce a draft QAF for Official Statistics that reflects standards, best practices, and lessons learned from recent quality assessments, to be implemented under the leadership of SIB across Belize's NSS. 4. Facilitate a consultation and validation workshop with SIB and key stakeholders in the NSS to review and revise the draft QAF for endorsement and implementation.

Expected outputs:	A draft Quality Assurance Framework for Official Statistics that has been reviewed by key stakeholders in Belize's National Statistical System that reflects a comprehensive review of international standards and best practices, as well as an analysis of the institutional structures and statistical processes that comprise the NSS of Belize.
Duration:	The consultancy will last approximately 60 working days over a 3-month period from June 30 to September 30, 2025.
Places where services are to be delivered:	The consultant will be expected to interact with stakeholders both in-person as well as virtually.
Supervisory arrangements:	The Consultant will report to UNFPA and the Statistical Institute of Belize throughout the assignment. Regular updates will be provided to ensure alignment with project objectives and the timely delivery of outputs.
Expected Travel:	The consultant will be expected to undertake duty travel to Belize to conduct consultations and validation workshops with key stakeholders in the National Statistical System.
Required Expertise, Qualifications and Competencies:	<p>The required profile of the consultant is as follows:</p> <ol style="list-style-type: none"> 1. Advanced degree in statistics, economics, or a related field. 2. At least 10 years of experience in statistical capacity assessments and institutional capacity building with National Statistical Systems and National Statistical Offices. Direct participation in prior QAF formulation processes and dialogues across other National Statistical Systems is a plus. 3. Strong facilitation and communication skills. 4. Strong data analysis and report writing skills. 5. Ability to plan, organize, implement, and report on work. 6. Ability to work independently, under pressure, and with tight deadlines. 7. Training experience and ability to organize and facilitate training and presentations. 8. Openness to change and ability to receive/integrate feedback. 9. Experience in the development of information products such as infographics and PowerPoint presentations.
Other relevant	Payment for deliverables will be made after final approval is given by the

information or special conditions, if any:	SIB. The SIB will review and provide feedback within 5 working days after draft documents are submitted.		
	#	%	Deliverables
	1	20%	Inception report that includes desk review of international standards and best practices of QAFs, a summary of the structure and processes comprising Belize's NSS, and a workplan including conducting interviews and consultations with NSS actors to inform the QAF
	2	60%	Revised and finalized QAF for Official Statistics that adapts international standards and best practices to the structure of Belize's NSS
	3	20%	Activity report of the validation workshops conducted to assess and revise the draft QAF to its finalized version.