

Terms of Reference for Individual Consultant

The development of a costed capacity development strategy and training plan for the Statistical Institute 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 1.3: to develop the human resources and capacity of the Statistical Institute of Belize (SIB) in its role as the convener and coordinator of Belize’s National Statistical System (NSS). Under this output, UNFPA has facilitated the implementation of the Tool for Assessing Statistical Capacity (TASC) to quantitatively assess the capacity of SIB to produce and disseminate key statistics and to facilitate the collection and sharing of key statistical data on the parts of other actors in the NSS. In parallel, UNFPA is also supporting the internal capacity of SIB through targeted training programs, study tours, and degree programs for its staff.</p> <p>To follow-up on the implementation of the TASC, EBSS will also seek to strengthen the statistical capacity of the NSS as a whole by implementing a set of training programs across them, with SIB playing a key role as the coordinator and disseminator of these activities. To that end, the development of a training strategy, and associated costed implementation plan, will facilitate sustained and systemic capacity building that properly responds to the conclusions identified in the TASC.</p>
Purpose of the Consultancy:	The purpose of the consultancy is to prepare a costed training plan for the National Statistical System of Belize, incorporating the results of the Tool for Assessing Statistical Capacity and engaging the Statistical Institute of Belize as the primary coordinator and convenor of statistical capacity building activities. The Costed Capacity Development Strategy allows for continuity in learning and professional development among NSS functionaries. It is expected to support SIB efforts to build and maintain the institution’s capacity necessary to administer it. This strategy document sets out the principles,

	priorities and tools that will form the basis for future SIB/NSS statistical capacity development activities.
Specific Objectives:	<ul style="list-style-type: none"> • Conduct desk review of prior institutional assessments (such as the 2016 and 2025 TASC exercises) and supporting documentation on the structure and functions of Belize's NSS. • Conduct consultations with SIB to identify current capacity building priorities and the optimal structures for pursuing them. • Draft a training plan that includes a strategy for capacity development and a costed implementation plan for its activities.
Scope of Work: (Description of activities or outputs)	<p>The consultant will work under the guidance of the UNFPA Liaison Officer 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. Undertake a desk review of the 2016 and 2024 TASC assessments and documentation on the architecture and functions of SIB to validate areas of strength and opportunities for improvement. 2. Stakeholder consultations: Conduct interviews with SIB staff to map ongoing institutional processes and relationships relevant to statistical capacity building, and to identify entry points and processes for capacity building within the NSS on the part of SIB. 3. Strategy documents: Draft the following key documents: <ol style="list-style-type: none"> a. A Capacity Development Strategy that includes: a synthesis of the institutional structures, processes and relationships that underlie statistical capacity in Belize's NSS; a theory of change for developing and improving statistical capacity across SIB and the NSS; and a hierarchical set of objectives, outputs, and activities to implement this theory of change. b. An implementation plan for the Capacity Development Strategy that includes a structure of activities under the theory of change; a timeline for their implementation, and their itemized costs. 4. Validation: Present the strategy and costed implementation plan to focal points from SIB for feedback and to kick-start their implementation. <p>Expected Outputs</p> <ol style="list-style-type: none"> 1. A Capacity Development Strategy

	<div>2. A costed implementation plan for the Capacity Development Strategy</div> <div>3. Weekly progress updates and final consultancy report</div>					
Duration:	The consultancy will be conducted within 30 working days over a 5-week period from June 9 to July 11.					
Places where services are to be delivered:	The consultant will be expected to interact virtually.					
Supervisory arrangements:	The Consultant will report to UNFPA Belize Liaison Officer and the Statistical Institute of Belize throughout the assignment. Regular updates will be provided to ensure alignment with project objectives and timely delivery of outputs.					
Expected Travel:	No travel is required for this consultancy.					
Required Expertise, Qualifications and Competencies:	<div>The required profile of the consultant is as follows:</div> <div><div>1. Advanced degree in statistics, economics, or a related field.</div><div>2. At least 5 years of experience in statistical capacity assessments the design of statistical capacity building programs that target public institutions.</div><div>3. Experience working directly with National Statistical Systems or National Statistical Offices.</div><div>4. Strong facilitation and communication skills.</div><div>5. Strong data analysis and report writing skills.</div><div>6. Ability to plan, organize, implement and report on work.</div><div>7. Ability to work independently, under pressure and tight deadlines.</div><div>8. Training experience and ability to organize and facilitate training and presentations.</div><div>9. Openness to change and ability to receive/integrate feedback.</div></div>					
Other relevant information or special conditions, if any:	<div>Payment for deliverables will be made after final approval is given by the SIB. The SIB will review and provide feedback within 5 working days after draft documents are submitted.</div> <table><tr><td>#</td><td>%</td><td>Deliverables</td></tr></table>			#	%	Deliverables
#	%	Deliverables				

	1	60%	Inception Report complete with workplan. A draft Capacity Development Strategy and a draft costed implementation plan that conforms to the outputs and activities described in the Capacity Development Strategy
	2	40%	A final Capacity Development Strategy and final Costed Implementation Plan. Report summarizing the validation discussions and results of the presentation of the Capacity Development Strategy