



## Terms of Reference for Individual Consultant

Consultancy for the 2024 Tool for Assessing Statistical Capacity (TASC) Assessment	
Hiring Office:	UNFPA Sub-Regional Office for the Caribbean- Belize in partnership with the Statistical Institute of Belize (SIB)
Background:	<p>UNFPA is a Participating UN Organization (PUNO) in the joint programme KOICA and UN System Belize “The Enabling of Belize’s Statistical System”. In the framework of the project Output 1.3 - “Established system for continuous development of human resources within the Statistical Institute of Belize(SIB)” seeks to strengthen human capacity in statistics at the SIB as the centerpiece of a data-driven national statistical system.</p> <p>The Tool for Assessing Statistical Capacity (TASC) is a self-assessment instrument developed by the U.S. Census Bureau and is designed to quantitatively measure the capacity of a National Statistical Office (NSO) to produce and disseminate key statistics derived from censuses, surveys, and administrative records. The TASC aims to evaluate the overall capacity of the NSO, identify areas of strengths and weaknesses, and assess the impact of capacity-building activities.</p> <p>In 2016, with the support of the Inter-American Development Bank (IDB), a TASC assessment was conducted and since then, significant improvements have been made in various statistical domains. With this baseline established, a new assessment is needed to measure progress, identify areas for further improvements, and develop capacity-building activities to enhance the National Statistical System (NSS).</p>
Purpose of the Consultancy:	The primary objective of this consultancy is to administer the TASC to assess the statistical capacity of Belize’s National Statistical System, which includes the Statistical Institute of Belize (SIB) and other data-producing agencies. This assessment will provide a comprehensive view of current capabilities and identify gaps for targeted improvements.
Specific Objectives:	<ul style="list-style-type: none"> <li>● Participate in a kick-off meeting with UNFPA Belize Programme Team and the Management Team at the Statistical Institute of Belize</li> <li>● Submit Inception Report inclusive of desk review and methodology</li> <li>● Facilitate consultation and validation workshops on with SIB and</li> </ul>

	<p>NSS agencies</p> <ul style="list-style-type: none"> <li>● Submit final TASC report and comprehensive activity report</li> </ul>												
<p>Scope of Work: (Description of activities or outputs)</p>	<p>The consultant will:</p> <ul style="list-style-type: none"> <li>● <b>Desk Review:</b> Conduct a review of the 2016 TASC assessment and other relevant documents to understand the context and identify areas of focus.</li> <li>● <b>Stakeholder Consultations:</b> Engage with key stakeholders, including SIB, to gather insights on challenges, expectations, and progress since the last TASC in 2016.</li> <li>● <b>Facilitation of TASC:</b> <ul style="list-style-type: none"> <li>○ Lead a one-day in-person session with NSS agencies to complete the TASC questionnaire, ensuring clarity and thorough understanding among participants.</li> <li>○ In consultation with SIB, develop the agenda for the one-day TASC assessment session.</li> <li>○ Conduct one-on-one sessions with SIB to provide targeted guidance and best practices.</li> </ul> </li> <li>● <b>Validation Session:</b> Facilitate a half-day in-person validation session with NSS agencies to review the preliminary findings of the TASC and ensure consensus on the results.</li> <li>● <b>Reporting:</b> Prepare a comprehensive final report summarizing the findings and providing actionable recommendations for strengthening Belize’s statistical capacity.</li> </ul>												
<p>Duration:</p>	<p>The implementation of this consultancy will be conducted within 60 working days from 28 October to 24 December 2024.</p> <table border="1" data-bbox="431 1493 1398 1913"> <thead> <tr> <th data-bbox="431 1493 505 1570">No.</th> <th data-bbox="505 1493 1192 1570">Deliverable</th> <th data-bbox="1192 1493 1398 1570">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 1570 505 1688">1</td> <td data-bbox="505 1570 1192 1688">Inception Report: Detailed work plan, timeline and methodology for conducting the TASC .</td> <td data-bbox="1192 1570 1398 1688">20 November 2024</td> </tr> <tr> <td data-bbox="431 1688 505 1799">2</td> <td data-bbox="505 1688 1192 1799">TASC Administration: Facilitation of the assessment session.</td> <td data-bbox="1192 1688 1398 1799">26 November 2024</td> </tr> <tr> <td data-bbox="431 1799 505 1913">3</td> <td data-bbox="505 1799 1192 1913">Validation Session for TASC Results: Presentation of the TASC results and plan for the way forward.</td> <td data-bbox="1192 1799 1398 1913">3 December 2024</td> </tr> </tbody> </table>	No.	Deliverable	Due Date	1	Inception Report: Detailed work plan, timeline and methodology for conducting the TASC .	20 November 2024	2	TASC Administration: Facilitation of the assessment session.	26 November 2024	3	Validation Session for TASC Results: Presentation of the TASC results and plan for the way forward.	3 December 2024
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Places where services are to be delivered:	The TASC consultant will be expected to interact both physically and virtually. The consultant will be required to use his/her personal computer.														
Delivery dates and how work will be delivered:	<p>Reports and other deliverables must be submitted in English to UNFPA, properly formatted and referenced. All documents produced as a result of the consultancy will be property of UNFPA. The consultancy will commence once the contract is signed.</p> <p>The consultant is expected to submit the following deliverables in accordance with the timeframe listed:</p> <table border="1"> <thead> <tr> <th>Deliverables</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>Contract Signing</td> <td>15 November 2024</td> </tr> <tr> <td>Inception Report</td> <td>20 November 2024</td> </tr> <tr> <td>TASC Administration</td> <td>26 November 2024</td> </tr> <tr> <td>Validation Session</td> <td>3 December 2024</td> </tr> <tr> <td>Draft Report and Workshop Activity Report</td> <td>24 December 2024</td> </tr> <tr> <td>Final Report and Final Workshop Activity Report</td> <td>14 January 2025</td> </tr> </tbody> </table>	Deliverables	Due Date	Contract Signing	15 November 2024	Inception Report	20 November 2024	TASC Administration	26 November 2024	Validation Session	3 December 2024	Draft Report and Workshop Activity Report	24 December 2024	Final Report and Final Workshop Activity Report	14 January 2025
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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 timely delivery of outputs.														
Expected Travel:	No international travel is expected. The consultant will be expected to factor in expected travel costs to complete assessment, interviews, consultation and validation sessions, etc as part of the financial proposal submission.														

<p>Required Expertise, Qualifications and Competencies:</p>	<p>The required profile of the consultant is as follows:</p> <ol style="list-style-type: none"> <li>1. Advanced degree in statistics, economics, or a related field.</li> <li>2. At least 5 years of experience in statistical capacity assessments or similar evaluations.</li> <li>3. Experience working with National Statistical Systems or National Statistical Offices would be an advantage.</li> <li>4. Strong facilitation and communication skills.</li> <li>5. Strong data analysis and report writing skills.</li> <li>6. Ability to plan, organize, implement and report on work.</li> <li>7. Ability to work independently, under pressure and tight deadlines.</li> <li>8. Training experience and ability to organize and facilitate training and presentations.</li> <li>9. Openness to change and ability to receive/integrate feedback.</li> <li>10. Experience in the development of information products such as infographics, and PowerPoint presentations.</li> </ol>															
<p>Other relevant information or special conditions, if any:</p>	<p>Payment for deliverables will be made after final approval is given by the SIB. The SIB will review and provide feedback within 3 working days after draft documents are submitted.</p> <table border="1" data-bbox="430 1129 1409 1486"> <thead> <tr> <th>#</th> <th>%</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20%</td> <td>Inception Report</td> </tr> <tr> <td>2</td> <td>45%</td> <td>TASC Administration and Validation Session for TASC Results</td> </tr> <tr> <td>3</td> <td>20%</td> <td>Draft Reports</td> </tr> <tr> <td>4</td> <td>15%</td> <td>Final Reports</td> </tr> </tbody> </table>	#	%	Deliverables	1	20%	Inception Report	2	45%	TASC Administration and Validation Session for TASC Results	3	20%	Draft Reports	4	15%	Final Reports
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