

## TERMS OF REFERENCE

International Consultant for Support of the Establishment of a Statistical Data Unit for the Ministry of Education, Science, Culture and Sport Curaçao



Empowered lives.  
Resilient nations.

### 1. Background

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In February 2016 the Council of Ministers of Curaçao ratified the National Development Plan (NDP), which focused on five priority areas: (1) education, (2) economy, (3) sustainability, (4) national identity and (5) good governance and leadership. The NDP outlined 4 priority Sustainable Development Goals (SDGs), SDG 4: Quality Education; SDG 7: Affordable and Clean Energy; SDG 8: Decent Work and Economic Growth; and SDG 14: Life Under Water. These provide measurable targets rooted in local challenges, thus localizing the SDGs. In addition, the NDP also focused various aspects of nation building and capacity development. The priorities and direction of the NDP were approved for the medium-term, with implementation of paramount importance. Curaçao must commit to achieving sustainable development through actions such as reducing inequality, poverty alleviation, improving education, strengthening national identity and social cohesion, strengthening its diverse economy, focusing on and maintaining environmental sustainability, and good governance.

#### Improved education

The vision for the outcome of improved education on Curaçao is that it should contribute to the development of society and enable people to take ownership of their lives. This outcome is intended to ensure the development, organization and safeguarding of a diversified, high quality and geographically well-dispersed supply of education services.

A knowledge product will be developed with evidence-based policy recommendations. It will elaborate on best practices and identify a realistic set of education reform priorities and an implementation process, with measurable implementation indicators, which will advise the actions of the Ministry of Education, Science, Culture and Sports.

### 2. Purpose of Assignment

The Ministry of Education, Science, Culture and Sports will be engaged in the implementation of Education chapter of the NDP has to guarantee that the strengthening of the education system in Curaçao is in line with United Nations (UN) Sustainable Development Goal (SDG) #4: *Ensure inclusive and quality education for all and promote lifelong learning*. To realize this Sustainable Development Goal and its indicators, it is important that the Ministry of Education, Science, Culture and Sports has a well-developed data system which can offer reliable, up to date quantitative data that can further be used for targeted policy based interventions.

During the MAPS mission (June 18-22, 2018) the most important accelerators in education were identified based on a review of the policy priorities, possible interventions and bottlenecks within the Ministry of Education, Culture, Science and Sports. One of the main issues that came up was the need to establish a unit for statistical analysis within the Ministry of Education, Culture and Science in order to provide data driven policy recommendations and implementation.

Specifically, the consultant will be required to focus on the following tasks:

- Establish a unit for data and research within the Ministry of Education, Culture and Science. This unit must be operational in early 2019 to support the policy development and organization.

The consultant is required to prepare, design and define the specific statistical unit needed for the Ministry of Education, Science, Culture and Sports.

- Coordinate with representatives (Management Team) of the Ministry of the Education, Culture and Sports, regarding the relevant indicators and targets for policy reform for the Ministry of the Education, Science, Culture and Sports.
- Capacity building on statistical literacy among key members of staff of the Ministry of Education, Science, Culture and Sport, including but not limited to the areas of planning, information/data collection, preparation of reports, development of a management reporting and indicators.

UNDP is seeking a consultant with extensive experience in setting up statistical/data unit.

The consultant will be expected to carry out a number of tasks concurrently, and be available on a regular basis within the Ministry of Education, Science, Culture and Sports. The consultant will need to work with the respective UNDP Project Manager and the Government Counterpart, to report regularly and coordinate with the Ministry of Education, Science, Culture and Sports.

### **3. Deliverables**

- A. Design and compile indicator tables (for SDG #4), contributing to the identification, and quality assessment and evaluation of potential new indicators, and the creative presentation of statistical information for the data unit.
- B. Coordinate and develop a Plan of Action for establishing the unit for data and research within the Ministry of Education, Science, Culture and Sports.
- C. Develop measurable education reform priorities in collaboration with the Ministry of Education, Science, Culture and Sports.
- D. In collaboration with the relevant personnel from the Ministry of Education, Science, Culture and Sports, identify, collect, compile, and analyze statistical data and statistical indicators regarding (accelerators) on education reform based on the needs of the Ministry of Education after the unit has been established.

### **4. Responsibilities of the consultant**

The expert will be responsible for:

- a) The deliverables above.
- b) Carrying out of various interviews with key stakeholders for all deliverables
- c) Support to the Ministry of Education, Culture, Science and Sports in all aspects of the establishment and implementation of the statistical unit.

- d) Liaising with Central Bureau of Statistics (CBS) of Curaçao to keep in line with the national and international standards for compiling and hosting of data and to make sure that the information that is generated for the Ministry of Education, Science, Culture and Sports can be linked to the National Socio-Economic Database.

#### Counterparts and Reporting Mechanisms

On the day to day basis, the consultant will report to the Ministry of Education, Culture, Science and Sports, the UNDP project manager and the Government Counterpart.

## **5. Competencies, Expertise and Qualifications**

The consultant is expected to possess the following:

#### Education and experience

- (a) Minimum 5 years of relevant work experience with expertise in conducting high quality statistical research related to issues such as education, health, poverty and inequality and/or studies of development trends;
- (b) Master's degree or equivalent (PhD will be an asset) in statistics, economics, demography, or quantitative social science.
- (c) Proven experience in using statistical and data analysis to inform evidence-based research in the areas of education and educational reform policies;
- (d) In-depth understanding of SDG indicators across the 17 goals and specifically SDG #4;
- (e) Substantive knowledge and understanding of policy issues related to education, social and economic development is an asset;
- (f) Good experience and excellent knowledge of using information technology (Excel, Word, Email, Internet) and in relevant statistical software for analyzing large datasets (STATA);
- (g) Knowledge of statistical techniques including the use of SAS Macro and related computer database languages.

#### Competencies

- (a) Strong quantitative analysis/focus/ good knowledge of statistics and data- analysis.
- (b) Demonstrated ability to transfer skills;
- (c) Excellent communication skills and fluent in English (comprehension, written, and spoken);
- (d) Capacity to work in a multi-cultural, multi-stakeholder environment, and ability to create team-based participatory work;
- (e) Knowledge of language and society of Curaçao (and Caribbean in general) will be considered a strong asset.
- (f) International experience with development organizations, with experience working within United Nations system is an advantage;

Furthermore:

- Demonstrate high moral integrity by modeling the UN's values and ethical standards, sound political judgment as well as diplomacy, impartiality and discretion and proven capacity of initiative, discretion and leadership.
- Promote the vision, mission and strategy of UNDP.
- Displays cultural, gender, religious, race, nationality and age sensitivity.

## 6. Time Frame

The consultant is expected to complete these deliverables within a period of 3 months.

## 7. Payment

### Terms of Payment

The Consultant will be paid on deliverables. These deliverables should be accompanied by final reports, which should be approved by the project board.

- Deliverable A: 40%
- Deliverable B: 30%
- Deliverable C: 15%
- Deliverable D: 15%

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

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