

TERMS OF REFERENCE

Position (open for local and international candidates)	Consultant to analyze the current situation in the field of IT infrastructure and data dissemination methods within the Committee of Statistics and develop terms of reference for establishing a platform for digital publication on SDGs
Project number and title	00113465 Partnering for building a national SDG Platform in Kazakhstan
Duty station	At the location/ home-based
Type of contract	Individual Contract
Duration	October – November 2020 (25 working days)

Background

Since January 1, 2016, the world has officially launched the implementation of the 2030 agenda for sustainable development – a plan for active transformation, which is based on 17 sustainable development goals aimed at solving urgent global problems.

The 17 sustainable development goals and 169 targets (SDGs) are aimed at the realization of human rights for all, they are comprehensive and indivisible, and they balance the three components of sustainable development: economic, social and environmental. These goals and targets will encourage national governments to act over the next 15 years in areas of great importance to humanity and the planet.

Official statistics will play a key role in providing data for monitoring the SDGs and related tasks. Statistical information is intended to meet the needs of a wide range of users, ranging from government authorities and entrepreneurs, to representatives of the media, non-governmental organizations and academia. Today, the dissemination of statistical information in Kazakhstan is carried out in several ways: through the issuance of paper and electronic publications, through the placement of information on official internet resources, as well as in social networks.

However, it is necessary to consider the fact that the latest web technologies and products encourage statistical organizations to supplement traditional methods of data dissemination with new tools for data dissemination and visualization. One such example is the emergence of a new type of statistical publication – a "digital" or "web publication", where static graphic materials (charts, maps) become "live" and show more information, which causes more positive feedback from users of statistical information, because it visually looks attractive and contains a large amount of data.

Rationale

Effective presentation of data should be an integral part of the statistical production process. Since data visualization is an important element in the dissemination of information about statistical trends and relationships, it should be an ongoing activity. Statistics presented as a graph or map are much more understandable than a long list of numbers, provided that the visual presentations are properly designed. Given the interest of the national Committee on Statistics of the Ministry of National Economy (MNE) of Kazakhstan in developing a digital publication on gender issues in the implementation of the SDGs in Kazakhstan, it became necessary to involve consultant to analyze the current situation in the field of IT infrastructure and methods of data dissemination within the Committee on Statistics and develop a term of reference for creating a platform for online publication on the SDGs.

Gender issues are included in various SDGs. First, SDG 5 "Achieving gender equality and empowering all women and girls" includes goals directly related to gender equality. In addition, Goals 1, "eliminate poverty in all its forms everywhere" and 10, "Reduce inequality within and between countries", include goals that promote gender equality, such as 1.4. equal access to resources or 10.4. policy measures to reduce inequality. In addition, gender-disaggregated data

is needed to monitor a variety of goals and targets, primarily SDG 3 Health, 4 Education, 8 Economic growth and employment. Finally, many of these tasks are closely interlinked, and these relationships themselves represent important information. For example, achieving goal 5.4 to recognize and value unpaid care and household work is critical to providing women with opportunities in the labor market and thus achieving goals 8.5. Employment and 10.1. Inclusive growth.

A set of indicators approved by the UN Statistical Committee¹ is used to monitor the SDGs at the global level. In Kazakhstan, the indicators were nationalized by a working group led by the Committee on Statistics of the Republic of Kazakhstan and adapted for monitoring considering the specifics of Kazakhstan.

The development of digital publishing is one of the methods for modernizing data dissemination that will not only increase access to data, but also improve data exchange with other SDG data producers. The experience of other countries, including the Committee on statistics of the European Union², will be used to develop this publication. A statistical publication on gender in the implementation of the SDGs in Kazakhstan should present SDG data in a user-friendly format (interactive graphs, charts). In addition, the publication should allow the user to explore different indicator disaggregation and combinations (for example, by gender, by gender and age, by gender and location, depending on the availability of data). The publication should also provide the user with an opportunity to explore the relationships between different SDGs.

Objective

In order to support the national Committee on Statistics of the MNE of Kazakhstan in developing a digital publication on gender issues in the implementation of the SDGs in Kazakhstan, UNDP in cooperation with UN Women, is seeking a national or international consultant to analyze the current situation in the field of IT infrastructure and data dissemination methods within the Committee on Statistics and develop terms of reference for creating a platform for digital publication on the SDGs (example of a digital publication by link: <https://ec.europa.eu/eurostat/cache/digpub/keyfigures/>).

Scope of work

The engaged consultant will work under the direct supervision of the UNDP Project Manager of "Partnering for building a national SDG Platform" project, in consultation with the head of the SDG statistics Department of the Committee on Statistics of the Republic of Kazakhstan and will provide an analysis of the current situation in the field of IT infrastructure and data dissemination methods within the Committee on Statistics and develop terms of reference for creating a platform for digital publication on the SDGs.

The consultant is expected to perform the following scope of work:

- 1) Analysis of existing IT infrastructure to create a database with SDG indicators and use the data for online dissemination methods.
- 2) Prepare terms of reference for the development of a digital publication for an IT company. The terms of reference should be agreed with UNDP, UN Women and the National Committee on Statistics of the Republic of Kazakhstan. The terms of reference should include details of the requirements described above and describe the proposed user interactions with the publication. The terms of reference should also describe the data sources for the content of the publication (indicators, disaggregated indicators, information on relationships). The terms of reference should describe possible

¹ Global indicators, including metadata and a database, are available online <https://unstats.un.org/sdgs/indicators/database/>

² <https://ec.europa.eu/eurostat/cache/infographs/womenmen/>

technological capabilities and limitations, since the publication will be published on the website of the Committee on Statistics of the Republic of Kazakhstan.

The consultant undertakes to ensure that the tasks assigned within the scope of work are performed on time, in high quality and in accordance with UNDP policies, procedures and objectives, and to provide regular reports.

Expected results and payment schedule:

No	Deliverables	Timing	Number of working days	Reports to	Payment %
1.	Analyze existing IT infrastructure to create a database with SDG indicators and use the data for online dissemination methods	21 October 2020	8 working days	UNDP Project Manager	40%
2.	Terms of reference for an IT company to prepare a digital publication approved by UNDP Project Manager	16 November 2020	17 working days	UNDP Project Manager	60%

Institutional arrangements:

- 1) Contractor ensures timely and rational planning, implementation of activities and achievement of results in accordance with the TOR
- 2) Contractor is responsible for the quality of the materials prepared under the TOR
- 3) Contractor ensures unconditional fulfillment of the requirements of the Contract

Qualification requirements:

- Bachelor's degree in information technology is mandatory, master's degree in information technology is an asset;
- At least 3 years of experience in the field of information technology, creating databases, creating digital publications;
- Experience in preparing terms of reference (at least 10 well-prepared TORs);
- Knowledge of the Sustainable Development Goals, targets and SDG indicators is an asset.
- Knowledge of Russian and English is required;
- Ability to work in a team;

Duration of the contract: The contract for the services is planned to be concluded in the period from October to November 2020 for the implementation of all the results listed above (about 25 working days for performance). The work should start after signing the contract.

Duty station: at the location/ home-based.

Financial proposal and payment schedule:

This agreement is concluded in the national currency **Kazakhstani Tenge (for national consultants) or US dollars (for the international consultants)** with a lump sum payment. The financial proposal must include all expenses of the expert, including his / her daily rate and any other relevant expenses for the task and necessary to obtain the above results. Payment will be made upon approval of the above results. In case of unsatisfactory quality of the work of the consultant, UNDP reserves the right to terminate the contract unilaterally. Therefore, the work must be done efficiently and on time, in accordance with the requirements of the technical specifications.

Required documents:

The following documents in PDF format (PDF) should be attached to the application (proposal) and sent by e-mail to the following address: procurement.kz@undp.org indicating Ref. 2020-109 in the subject of the letter no later than 16.00 Nur-Sultan time **on September 18, 2020**:

- A duly completed and signed letter from the applicant to UNDP confirming interest and readiness for the assignment of an individual contractor; and a financial proposal that includes all costs under the contract, showing a detailed breakdown of costs A and B according to the attached form (UNDP form);
- A detailed resume (CV), including work experience, education, skills relevant to the task, as well as all the necessary contact information (email address, telephone, etc.);
- Links to previously developed products;
- It is also necessary to attach copies of diplomas of graduation from higher education institutions.

Due to the technical features of e-mail, the file size should not exceed 19 Mb per letter.

Criteria for selection of the best offer:

The selection process will be carried out based on a combined assessment method, taking into account the qualifications of the applicant and the financial proposal.

Only candidates who have submitted a complete list of required documents according to the deadline will be admitted to the technical assessment.

Contract will be awarded to the individual contractor whose proposal has been assessed and determined to be Responsive / Compliant / Acceptable, and who has received the highest score out of a certain set of weighted technical and financial criteria specific to the request.

Technical criteria - 70%;

Financial criteria - 30%.

Criteria	Proportion, %	Minimum points	Maximum points
1. Bachelor's Degree in Information Technology	10%	35	50
2. Experience in the field of information technology, creating databases, creating digital publications for at least 3 years	30%	105	150
3. Experience in the preparation of terms of reference (at least 10 well-prepared TORs)	40%	140	200
4. Knowledge of the Sustainable Development Goals, targets and SDG indicators is an asset.	10%	35	50
5. Interview with candidate	10%	35	50
Total:	100%	350	500

Technical Assessment:

During the technical assessment, candidates will be assessed based on qualifications. The top five candidates with the highest scores in the assessment of qualifications (1-4) will be invited

for interviews (5). Only candidates with the highest ranking who have received at least 350 points (70%) on the technical assessment will be admitted to the financial assessment.

Job description authorization	
Supervisor	
<i>Aigerim Yegemberdiyeva/Project Manager</i>	
Name/Title	
Signature	<i>Aigerim Yegemberdiyeva</i> Date 04-Sep-2020
Programme officer	
<i>Irina Goryunova/Assistant Resident Representative</i>	
Name/Title	
Signature	<i>Irina Goryunova</i> Date 04-Sep-2020