



TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT
RHDR STATISTICIAN

POSITION TITLE:	International Consultant – Statistician
AGENCY/PROJECT NAME:	UNDP Regional Bureau for Asia and the Pacific Strategy, Policy and Partnerships (SPP) Team, New York
COUNTRY OF ASSIGNMENT:	Home based with no travel
Duration:	1 April 2021-15 October 2021

1) GENERAL BACKGROUND

The UNDP Regional Bureau for Asia and the Pacific (RBAP) covers work in 36 countries where it is a trusted development partner supporting the achievement of the Sustainable Development Goals (SDGs). It helps identify solutions to today's complex, trans-boundary challenges through initiatives aimed at delivering lasting social, economic and environmental improvements. Through its unit for Strategy, Policy and Partnerships (SPP) in New York and the Bangkok Regional Hub (BRH), RBAP is preparing the flagship Asia-Pacific Regional Human Development Report 2021 on themes revolving around emerging social fractures (incl. inequality), new shifts in development policy, and post-Covid-19 institutional imperatives. RBAP is recruiting a Consultant-Statistician to write a background paper to inform this Regional Human Development Report.

2) OBJECTIVES OF THE ASSIGNMENT

The Consultant-Statistician will provide statistical analysis, exploratory data analysis, produce data visualization for the RHDR in the areas of inequality, multidimensional poverty, growth, employment and wages, informality, public and private finance, trade and investment, social policies, social service delivery and digital connectivity.

3) SCOPE OF WORK

The consultant-statistician's scope of work will be as follows:

1. Data processing, data and statistical analysis:

- Identify data sources, including non-traditional ones, in support of the RHDR
- Process data as requested by the HDR Team and prepare graph and charts
- Conduct statistical / econometric analyses to test key hypotheses;
- Conduct statistical analysis and construct aggregates and indices in a manner consistent with established methodologies and comparable across countries and/ or over time, using micro-data sets of up to five countries in the region.

2. Data presentation:

- Prepare statistical annexes that will include HDI related indices and other statistics which are relevant with the theme of the RHDR;
- Generate and propose ways of creatively presenting data, including infographics and maps, thus contributing to editorial decisions on data visualization.
- Guide the work of a graphic designer and IT expert to render visualizations in graphical form, including interactive form.

3. Quality assurance and technical guidance:

- Ensure overall consistency and accuracy of data used in the report
- Ensure consistency between data reported and analysed in the various chapters.
- Ensure that the data are updated, accurate, and appropriately presented in the report.
- Ensure compliance with UN and UNDP standards related to data and maps.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration

1 April 2021-15 October 2021

Duty Station

Home based with no travel

5) Expected Deliverables

The deliverables are listed in the table below:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1. Exploratory data tables and graphs, outputs of statistical hypotheses testing	40 days	31 May 2021	Senior Team Leader on Strategy, Policy and Partnerships
2. Micro data-based analysis, including descriptive statistics and construction of relevant aggregates and indices	40 days	1 August 2021	Senior Team Leader on Strategy, Policy and Partnerships
3. Statistical tables, annexes and data visualizations for the report and the web, well-organized datasets including sources and meta-data	20 days	30 September 2021	Senior Team Leader on Strategy, Policy and Partnerships

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Senior Team Leader on Strategy, Policy and Partnerships. The consultant will also work closely with the RBAP Senior Economist and the Inclusive Growth Team in Bangkok Regional Hub. The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations.

The copyright for all research commissioned by UNDP/RBAP will be held by UNDP/RBAP. Authorship is inviolable and the identity of author(s) will be fully stated. Publication or dissemination elsewhere is not permitted before the RHDR is published by UNDP.

7) QUALIFICATIONS

Educational Qualifications

- At least Master's degree in statistics, economics or related field.

Experience

- Minimum 7 years of relevant professional experience.
- A track record of publications underpinned by statistical / econometric analyses.
- Experience providing consultancy service to UN and other major international organizations.

Language requirements

- Fluency in written and oral English is essential. Working knowledge of another UN language is also an advantage.

Software skills

- Proficient user of STATA, SPSS, R or other statistical and data visualization software.

8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 10 days.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☒ Lumpsum

☐ Daily

Payment schedule upon verification of completion of deliverables and approval by the IC's supervisor.

Outputs/ deliverables	Payment Terms
Deliverable 1: Exploratory data tables and graphs, outputs of statistical hypotheses testing	40% of Total Price
Deliverable 2: Micro data-based analysis, including descriptive statistics and construction of relevant aggregates and indices	40% of Total Price
Deliverable 3: Statistical tables, annexes and data visualizations for the report and the web, well-organized datasets including sources and meta-data	20% of Total Price
TOTAL	100%

11) RECOMMENDED PRESENTATION OF OFFER

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Curriculum Vitae or P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;
- c) Financial Proposal
- d) Samples of publications

12) CRITERIA FOR SELECTION OF THE BEST OFFER

Consultant must send a financial proposal based on Daily Fee. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on **lumpsum basis**, upon verification of completion of deliverables and approval by the IC’s supervisor.

Consultant is **not required** to travel.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology: The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 100 points)

Evaluation criteria		Maximum points
Criteria 1	Relevance of education/ degree.	10
Criteria 2	Relevant professional experience.	30
Criteria 3	A track record of publications underpinned by statistical / econometric analyses.	30
Criteria 4	Experience providing consultancy service to UN and international organizations.	10
Criteria 5	Software skills: STATA, SPSS, R or other statistical and data visualization software.	10
Criteria 6	Language skill.	10
Total points:		100

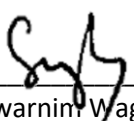
Annexes

Annex I – ToR Annex II – Individual IC General Terms and Conditions

Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

13) APPROVAL

This TOR is approved by:



Swarnim Waglé

Senior Team Leader on Strategy, Policy and Partnerships

