

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 22 March 2021

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**Country:** Thailand

**Description of the assignment:** International Consultant- Statistician

**Duty Station:** Home Based with no travel

**Project name:** UNDP- Regional Bureau for Asia and the Pacific Strategy, Policy and Partnerships (SPP) Team.

**Period of assignment/services (if applicable):** April 2021 – 15 October 2021 (up to 100 working days).

To apply for this position, please click the link below:

[UNDP Jobs - 97805- International Consultant- Statistician](#)

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### 1. 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. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

#### Objective

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.

### **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
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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

- ) 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:**

- ) 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.

**Competencies:**

- ) Strong analytical, reporting and writing abilities skills;
- ) Ability to plan, organize, implement and report on work;
- ) Ability to work under pressure and tight deadlines;
- ) Proficiency in the use of office IT applications and internet in conducting research;
- ) Outstanding communication, project management and organizational skills;
- ) Excellent presentation and facilitation skills.
- ) Demonstrates integrity and ethical standards;
- ) Positive, constructive attitude to work;
- ) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Contract Duration:** April 2021 – 15 October 2021 for a maximum number of 100 working days.

**Duty Station:** Home- based with no travel.

#### 5. FINAL PRODUCTS

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. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- ) **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).
- ) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- ) **Financial proposal**, as per template provided in [Annex II](#). Note: If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- ) **Sample of publications**

**Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.**

## 8. FINANCIAL PROPOSAL

### Price Proposal and Schedule of Payments:

#### The contract will be based on Lump Sum

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables/ Outputs	Payment trench (%)
<b>Deliverable 1:</b> Exploratory data tables and graphs, outputs of statistical hypotheses testing	40% of total contract value
<b>Deliverable 2:</b> Micro data-based analysis, including descriptive statistics and construction of relevant aggregates and indices	40% of total contract value

<b>Deliverable 3:</b> Statistical tables, annexes and data visualizations for the report and the web, well-organized datasets including sources and meta-data	20% of total contract value
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In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

## 9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

### **Cumulative analysis**

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 qualified proposal received by UNDP for the assignment.

- ) Only those applications which are responsive, compliant and accept in general condition will be evaluated;

### **Technical Criteria for Evaluation (Maximum 100 points)**

- ) Criteria 1: Relevance of education/ degree - Max 10 points;
- ) Criteria 2: Relevant professional experience - Max 30 points;
- ) Criteria 3: A track record of publications underpinned by statistical/ econometric analyses - Max 30 points;
- ) Criteria 4: Experience providing consultancy service to UN and International Organizations- Max 10 points;
- ) Criteria 5: Software skills: STATA, SPSS, R or other statistical and data visualization software – Max 10 points;
- ) Criteria 6: Language skill – Max 10 points.

Only candidates obtaining a minimum of 70 points (70% of total 100 points in technical evaluation) would be considered for the Financial Evaluation.

