



Short Term Engagement of Individual Consultant to Develop data sharing policy, Information Sharing Standard Operating Procedure, and a data exchange mechanisms of the Sustainable Development Goals (SDGs) at the Department of Statistics DOS

- Organization: UNDP - United Nations Development Programme
- Duty station: Amman
- Grade: National Consultant
- Closing Date: 21 April 2021

BACKGROUND

In 2015 all UN member states adopted the 2030 Agenda for sustainable development. The agenda includes a result framework with 17 Sustainable Development Goals (SDGs) and 169 targets across three dimensions of sustainable development: economic development, social inclusion, and environmental sustainability. The implementation of the 2030 Agenda carries significant challenges especially in the areas of data collection, information sharing methods and development progress monitoring and evaluation.

Jordan formulated a 'Roadmap' for SDG implementation, through the Ministry of Planning and International Cooperation (MoPIC), in close cooperation and with direct support from several UN agencies. Furthermore, through the Higher National Committee for Sustainable Development (HNCSD), MoPIC is leading national efforts to work with all national institutions, including civil society organizations and the private sector, to translate the 2030 agenda into Jordan's development plans and strategies. Alongside the Department of Statistics DOS, MoPIC will develop plans for regular monitoring of the SDGs and to customize SDG indicators to national contexts. The outputs of the monitoring system will include regular progress reports in addition to a monitoring dashboard on the DOS, website which will be publicly available.

Jordan has completed key preparatory activities for SDG monitoring and implementation, including:

- An I I-point roadmap for implementing the 2030 Agenda, developed by MoPIC in March 2017, which includes as one of its key priorities "strengthening national statistical systems and the availability of data through the categorization of SDG indicators, providing technical and financial

support to the Department of Statistics (DOS) to disaggregate data, and improving data availability and quality." ¹ • a Voluntary National Report (VNR) on the Status of Implementation of the Sustainable Development Goals in Jordan for the 70th Session of the United Nations General Assembly in 2017. The report affirmed its support and commitment for the process and outlined that the capacities of the national statistical system in the country should be further strengthened as a crucial step to accommodate new roles in data-gathering and quality control. ²

In response to what was said In Jordan's VNR, the UNDP project titled "Joint Initiative to Capacitate the Jordanian Department of Statistics in Tracking the Sustainable Development Goals' Data, Information Production and Reporting" will contribute to translating VNR's priority related to support the national statistical system into action.

Another project that is supporting the Jordanian Government and particularly the Department of Statistics (DOS) is a project funded by FCDO and implemented by the UN Statistics Division. The project focuses on support to SDG monitoring and covers a number of different aspects including development of national SDG data and metadata platforms, standardization of SDG data and metadata, user engagement and data sharing agreements. This consultancy is funded by the UNSDFCDO project on SDG monitoring (<https://unstats.un.org/capacity-development/UNSD-FCDO/>).

DUTIES AND RESPONSIBILITIES

Under the guidance of the DOS team, the UNDP programme Manager, the UNDP SDGs Data Advisor, and in coordination with the UNSD-FCDO project team, the national consultant will be responsible for the following tasks and deliverables:

Task one: Develop data sharing policy, Information Sharing Standard Operating Procedure, and a report on data exchange mechanisms for the Department of Statistics.

- Develop SDGs data sharing policy for the Department of Statistics and data focal points at relevant Line Ministries. In developing data sharing policy, several factors need to be considered. First, the scope and nature of the data to be shared (cover aggregated data and indicators, or

¹ The Hashemite Kingdom of Jordan (2017). Jordan's Way to Sustainable Development: First Voluntary National Review on the Implementation of the 2030 Agenda. p. 24.
<https://sustainabledevelopment.un.org/content/documents/16289Jordan.pdf> 2 Ibid.

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microdata). Second, the level of formality of the data sharing arrangements (a legal document, such as a memorandum of understanding (MoU) signed by the NSO and the data producer agency or develop an operational level agreement or exchange of a letter between the NSO and the data producer agency). Third, the respective responsibilities of the NSO and the data producer agency. Four, Periodicity (how often data should be shared. For example, data sharing could occur annually, bi-annually, monthly, on an ad-hoc basis, and so on). Five, Format (the format in which the data and Metadata are to be transmitted. A standard electronic format for data transmission, such as Excel, CSV, SDMX, other formats (PDF, hardcopy, etc.). Six, Means of transmission (common electronic routes include email attachments, uploading through a web interface, exposing via a web service). Finally, Confidentiality (should always be included if micro data are shared between the parties).

- Develop Information Sharing Standard Operating Procedure document for the Department of Statistics and data focal points at relevant Line Ministries.
- Develop a report on data exchange mechanisms.
- Conduct consultation meetings with the technical working staff from DOS as well from other stakeholders to discuss the drafted Information Sharing Standard Operating Procedure and reflect their feedback in the final version of the document.
- Submit the finalized draft of the three documents incorporating stakeholders' feedback with DOS, MoPIC, UNSD and UNDP for endorsement.

Task two: Dissemination of Deliverables

Facilitate a workshop with MoPIC, DOS, line ministries and other stakeholders to:

- A. Present data sharing policy
- B. Present Information Sharing Standard Operating Procedure
- c. Present a report on data exchange mechanisms
- D. Incorporate input from workshop participants

Deliverables

1. Data sharing policy.

2. Document on Information Sharing Standard Operating Procedure.

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3. Report on data exchange mechanisms.

4. A workshop to present the above documents to receive input on the products developed.

Timeline:

The consultant shall work with the following schedule of deliverables:

Due date (after signing the contract)	Deliverable
6 weeks	Data sharing policy produced and approved Information Sharing Standard Operating Procedure produced and approved Data exchange mechanisms report produced and approved
3 weeks	Facilitate a workshop to present the Data sharing policy, Information Sharing Standard Operating Procedure and Data exchange mechanisms. Incorporate input received at workshop.

COMPETENCIES

- Excellent Knowledge in SDGs data analysis and reporting
- Excellent research and analytical skills.
- Skilled working with statistical analysis and IT tools.
- Excellent communication skills (written and oral).
- Good record of publications on data and statistics for development, particularly issues related to data disaggregation.

REQUIRED SKILLS AND EXPERIENCE

Academic qualifications:

- A minimum of a master's degree (or equivalent degree) in statistics, social sciences, economics, or another relevant discipline is required.

Experience:

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- Extensive experience of working with relevant datasets and knowledge of limitations and gaps in relation to SDG statistics
- At least 5 years of work experience on sustainable development and statistics for development are required.
- Strong familiarity with the 2030 Agenda and the SDGs and sound understanding of the UN System's strategic approaches for its implementation and monitoring is an asset.
- Experience in conducting quantitative research, literature reviews and/or producing similar gap analysis on data for development or SDG-related statistics is required.
- Excellent knowledge of UN policies and practices related to sustainable development is an asset.

Language:

- Fluency in written and spoken English is required.
- Working knowledge of another UN language like Arabic would be an asset

Application Procedure

The application package containing the following (to be uploaded as one file):

- Personal CV, indicating all experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of at least three (3) professional references.
- A two-page methodology on how the Offeror will conduct the work including a Work Plan and approach in delivering the required outputs within the assignment period.
- The financial proposal shall specify a total ILInp sum amount, and payment terms around the specific and measurable deliverables of the TOR. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, and deliverables accepted and certified by the technical manager.

- The financial proposal must be all-inclusive and take into account various expenses that will be incurred during the contract, including: the daily professional fee; (including mission travel); and any other relevant expenses related to the performance of services under the contract.

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Selection Process ^{fi}J

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a) Criteria for Selection

The contract will be awarded based on the assessment of both a technical and a financial proposal submitted by bidding individuals. It will also be based on the quality and creativity of the previous work like the scope of this assignment. The award of the contract shall be made to the individual whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable, and
- Having received the highest score based on the following weight of technical and financial criteria for solicitation as per the schedule below:

* Technical criteria weight: 70%

* Financial criteria weight: 30%

Only individuals obtaining a minimum of 50 points (>70%) in the technical evaluation shall be considered for the financial evaluation.

Of those offers considered in the financial evaluation, the lowest price offer will receive 30 points with the other offers receiving a calculated score based on their ratio to the lowest offer ($[P_n / P_I$

* 30] where P_n is the lowest financial offer received and P_I is the financial offer being evaluated.

Serial No.	Criteria	Score
1	Expertise of the individual (Max. Score 30)	
	❖ Previous experience with similar projects	
	❖ Quality of Proposal;	
	❖ Years of existence;	
	❖ Understanding of scope, objectives and completeness of response.	
2	Methodology (Max. Score 20)	
	❖ Quality of the proposed approach and methodology;	
	❖ Quality of proposed implementation plan, i.e. how the bidder will undertake each task, and time-schedules;	
	❖ Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.	
3	Individual capacity (Max. Score 20)	

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Minimum of 5 years of experience in project management, data science, and

SDGs database management; SDGs database

SDGs database management; SDGs database construction and data analysis;

General:

- ❖ Relevant experience/projects to the assignment and especially in the field of SDGs and Agenda 2030.
- ❖ Technical capacity sustainability data and provide insightful information from rigid datasets.
- ❖ Experience in working with government/public organizations.
- ❖ Robust financial standing.

Total 70

Please note that proposals scoring less than 50, will not be technically qualified to go to the next level of financial evaluation.

Financial Proposal (Max. Score 30)

☐ Financial Scoring based on UNDP Procurement Formula
(Lowest Bidder / Price Quoted * 30)

Total 30

Grand Total (Technical + Financial) 100

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b) Documents to be Submitted

Interested individuals should submit the following documents/information to be considered:

1. letter of interest.

2. CVs of the individual consultant who will be engaged in this project.
3. References of at least 3 similar projects, completed or ongoing, with contact details of clients.
4. Technical proposal: the technical proposal must address in detail all the steps to be taken to address the deliverables in the scope of work including:
 - Project management: methodology, implementation plan, and schedules.
 - Data collection, validation, analysis and integration.
 - Stakeholder engagement and communication plan
 - Reporting *Mkholafo* *101*ms

5. Financial proposal.

c) Financial Proposal

Fixed Lump Sum Price

The financial proposal will be based on fixed and lump sum price as following:

	Item / Description	Total
A	Full Scope of Works/Services	
B	Grand Total	

8. Compensation and special conditions

Payments will be disbursed according to the following schedule (all payments are subject to deliverable approval by UNDP):

- The 1st payment (50% of total) after delivery and approval of Deliverables 1 and 2
- The 2nd payment (50% of total) after delivery and approval of Deliverables 3 and 4

UNDP Signature	NGO Signature

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