

TERMS OF REFERENCE

Position	Analysis of current situation in the field of IT infrastructure and data dissemination methods within the Bureau of the National Statistics under the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan and development of a web-based platform for digital publication on SDGs
Project number and title	00122528 – SDG Financing Strategy
Duty station	At the location/ home-based
Type of contract	Contract for services
Duration	July-December 2021 (5 months)

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 (SDGs) aimed at solving urgent global problems.

The 17 SDGs and 169 targets are aimed at realizing human rights for all, they are comprehensive and indivisible, and they balance the three components of sustainable development: economic, social, and environmental.

Official statistics plays 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 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 is much more understandable to a wider public than a long list of numbers, provided that the visual presentations are properly designed. Given the interest of the Bureau of the National Statistics (NBS) under the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan (ASPR RK) in developing a digital publication on gender issues in the implementation of the SDGs in Kazakhstan, it became necessary to analyze the current situation in the field of IT infrastructure and data dissemination methods within the NBS and develop a web-based platform for digital publication on SDGs.

Gender issues are included in various SDGs. First, SDG 5 "Achieve gender equality and empower all women and girls" includes targets directly related to gender equality. In addition, SDG 1, "Eliminate poverty in all its forms everywhere" and SDG 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 Good Health and well-

being, 4 Quality Education, 8 Decent work and economic growth. 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 Statistics Committee¹ is used to monitor the SDGs at the global level. In Kazakhstan, the indicators were nationalized by a working group led by the NBS and adapted for monitoring considering the specifics of Kazakhstan.

The development of digital publication 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 indicators 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 NBS in developing a digital publication on gender issues in the implementation of the SDGs in Kazakhstan, UNDP is seeking a national or international company to analyze the current situation in the field of IT infrastructure and data dissemination methods within the NBS and develop a web-based platform for digital publication on SDGs. (example of a digital publication by link: <https://ec.europa.eu/eurostat/cache/digpub/keyfigures/>).

Scope of work

The engaged company will work under the direct supervision of the UNDP Project Manager of "SDG Financing Strategy" project within a UN Joint Programme on aligning policy and financing with SDGs, in consultation with head of the SDG statistics Department of the NBS.

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

- 1) Analyze the existing IT infrastructure to develop a database with SDG indicators and use these data for online dissemination methods.
- 2) Analyze international experience of developing digital publications and suggest recommendations for developing a digital statistical platform in Kazakhstan.
- 3) Develop a web-based platform for digital publication and deploy it on the server of NBS.
- 4) Technical support of the developed web-based platform till December 2021 to ensure that the platform works well on the servers of NBS.

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

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/>

Expected results and payment schedule:

No	Task	Timing	Form of completion	Reports to	Payment %
1.	Analyze the existing IT infrastructure to develop a database with SDG indicators and use these data for online dissemination methods Analyze international experience of developing digital publications and suggest recommendations for developing a digital statistical platform in Kazakhstan.	2 weeks after signing the contract	Report with recommendations	UNDP Project Manager	40%
2.	Develop a web-based platform for digital publication and deploy it on the server of NBS	14 weeks after signing the contract	Working platform for digital publication deployed to the NBS server		50%
3.	Technical support of the developed platform	6 weeks after deployment of the platform on the NBS server	Support after realization of the product for 6 weeks		10%

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:

- The contractor must have civil legal capacity to conclude contracts (certificate of registration / re-registration, Charter documents).
- Area of expertise: information technology, creating databases, creating digital publications.
- At least 5 years of experience in the field of information technology.
- At least 5 successfully implemented projects creating digital publications and databases.
- Experience in particular SDG projects is an asset.
- Experience in working with international organizations, UN agencies is an asset.

The contractor should include at least the following team members: 1) IT specialist / developer, 2) designer, and 3) data analyst

Qualification requirements to team members:

- IT specialist / developer: higher education in IT-sphere, at least 5 years of IT experience, ability to analyze the infrastructure of websites, experience in developing web

applications, work experience with statistical offices is welcome, knowledge of English is mandatory.

- Designer: higher education in design, work experience of at least 5 years in this field, including the development of web publications. The ability to work with data, knowledge of English is mandatory.
- Data analyst: higher education in data science, at least 5 years of professional experience in data collection methods and data analysis. Work experience with statistical offices is welcomed, knowledge of English is mandatory.

Duration of the contract: The Contract is awarded for a period of 6 months to perform all expected deliverables as specified in the “Expected Results”. Performance under the Contract begins as Contract is awarded and completes not later than 10 days after the receipt of the Final progress report by the Project Manager. Once received the Final deliverable from the Contractor, the respective Project Manager provides confirmation of work acceptance within working 10 days.

Duty station: at the location/ office-based

Recommended documents for submission an offer:

1. Legal documents - Registration Certificate, Tax Payment Certification, etc
2. Company/firm profile describing the nature of business, field of expertise (information technology, creating databases, creating digital publications), licenses, certifications, accreditations (if applicable); Confirmation of 5 years of experience in the field of information technology, creating databases, creating digital publications
3. Financial documents - *Latest Audited Financial Statement (for 2019-2020 if applicable), certificates confirming absence of debts in banks and tax authorities for the last fiscal year, financial statements for the last 2 years (2019,2020), balance sheet, profit and loss statement.*
4. A list of services rendered over the past three years, including the contact details of customers
5. At least 5 successfully implemented projects creating digital publications
6. Two reviews and recommendations from previous customers for similar services;
7. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
8. An affidavit on company letterhead that the company/firm has never been blacklisted by any institution / department / agency and that it has not been involved in litigation with any of its clients.
9. Confirmation on validity of offer for at least 90 days.
10. A detailed methodology for the execution of services.
11. Documents for qualified personnel with required experience:
 - CVs,
 - Diplomas and Certificates
 - Distribution of roles for personnel according to TOR
 - Confirmation on experts' availability during contract implementation.

Financial proposal and payment schedule:

The financial proposal in USD/KZT shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (payment will be made in tranches as specified in the “Expected results and payments” section).

Payment will be made after satisfactory completion of each item of the scope of work of the Terms of Reference and authorization of the results by the UNDP Project Manager and on the provision of an Act of Provided services and an invoice. The contract price will be fixed regardless of changes in cost components.

Criteria for selection of the best offer:

Contractors will be evaluated using Combined Score considering technical qualification and financial proposal. For further financial appraisal would be considered only technically proven proposals.

- a) Highest combined score (based on the 70% technical offer and 30% price weight distribution)
- b) Full acceptance of the UNDP Contract General Terms and Conditions (GTC)

TERMS OF REFERENCE AUTHORISATION	
<i>Aigerim Yegemberdiyeva/Project Manager</i>	
Signature <i>Aigerim Yegemberdiyeva</i>	
Date 10-Jun-2021	
<i>Konstantin Sokulskiy/ Head of Governance Unit</i>	
Signature <i>Konstantin Sokulskiy</i>	
Date 11-Jun-2021	