

TERMS OF REFERENCE (ToR)

RFP for the procurement of a
Statistician to Support the Development of a Data and Analysis Repository

I. GENERAL INFORMATION

Services/Work Description: The Consultant to provide statistical support to the United Nations and Government of Suriname

Project/Program Title: Resident Coordinator Office

Post Title: National Individual Consultant (national of Suriname)

Duty Station: Suriname

Expected Places of Travel: Suriname

Duration: 6 months (with the possibility of an extension)

Expected Start Date: 6 December 2021

II. BACKGROUND / PROJECT DESCRIPTION

At the 70th session of the United Nations (UN) General Assembly held on 25 September 2015, the Members States adopted the post-2015 sustainable development agenda together with a set of 17 Sustainable Development Goals (SDGs). The 2030 Agenda was developed out of a participatory and widespread consultation process over two years, taking into account voices of diverse communities from all walks of life.

The preparation of sound data and evidence base that establishes an overview of data and trends of relevance with respect to the SDGs is critical to the development of Suriname and its contribution to Agenda 2030. One of the key output of this process is to established and maintain a United Nations Country Team Data and Analysis Repository, which will then provide source material for more frequent analytic products, one of which feeds into Suriname's national planning system, updates of the CCA Report for the Cooperation Framework, as well as other key reporting mechanisms (i.e. VNR). The Data and Analysis Repository should provide a means to track situational developments and inform the UN system's work on a more regular basis, generating evidence and analysis that is responsive to emerging needs and changing conditions in a country, including needed course corrections in programme implementation. The Repository will provide country-relevant statistics, data, and analytic outputs, featuring linkages to dynamic UN and external data platforms, and capitalizing on the abundance of new data sources and approaches across the UN system.

Suriname stated that since this was the country's first participation in the *Community of Practice*, the country will direct its plans to present the country first VNR in 2022¹. This Data and Analysis Repository can also contribute to the preparation of the VNR, as needed by the Government of Suriname.

The United Nations Resident Coordinator Office (UN RCO) seeks the services of a statistician to support data review and the development of the Data and Analysis Repository in the context of the SDGs.

III. FUNCTION/ DUTIES TO BE PERFORMED BY THE CONSULTANT

Under the direct supervision of the Resident Coordinator's Office, the candidate will provide support by undertaking the following tasks:

1. **Mapping of the country's relevant SDG targets and indicators** by specific sectors, data providers, partnerships, frequency and alignment with national and regional development framework. The Consultant is encouraged to collaborate with the Joint National Steering Committee (consisting of the Planning Bureau, Statistics Bureau and Ministry of Foreign Affairs.)

¹ Meeting notes: 8th of June; Community of Practice for Caribbean countries presenting their Voluntary National Reviews (VNRs) in 2021

2. **Development of the Surinamese Data and Analysis Repository Report and Matrix for the SDGs** by collating high-quality disaggregated data available (to the extent possible) for the SDG indicators, in accordance with the tier classification and metadata for each indicator. Data collation can include citizen-generated alternative data sets (big data) on SDG progress that satisfy ethical guidelines in accordance with the Fundamental Principles of Official Statistics and Principles for International Statistics, to complement data beyond the scope of national statistics; where gaps in the SDG indicator framework exist, identify proxy indicators, data sources and data sets; develop metadata and identify strategies for the collection of necessary data for these proxies if not immediately available;

The Consultant is encouraged to:

- propose meaningful recommendations and strategies to improve the real time collection and updating of the Data and Analysis Repository; including but not limited to ICT and other technological applications.

IV. EXPECTED, DELIVERABLES, PAYMENT MILESTONE AND DURATION

The contract duration is **six months**. The expected deliverables are:

#	Deliverable	Payment Milestone (%)	Due Date
1	Inception Report detailing the approach and methodology, including the workplan to complete the assignment	10%	2 weeks after
2	Desk review of all relevant documents, analyzing available information in Government systems as appropriate;	10%	4 weeks after
3	First Draft Feasibility Report on compiling data for SDG indicators and proxy indicator development	10%	4 weeks after
4	Second draft Feasibility Report on compiling data for SDG indicators and proxy indicator development	10%	8 weeks after
5	Final Draft of Data and Analysis Repository Matrix and Report	45%	12 weeks after
6	Six monthly project updates to RCO Team Lead, (one for each month of the contract)	20%	Monthly
		100%	

V. INSTITUTIONAL ARRANGEMENT/ REPORTING RELATIONSHIPS

The Consultant will report contractually to the Resident Coordinator and be technically guided by the UN RCO Strategic Planner and Team Lead, supported by the Data Management and Results Monitoring/Reporting Officer. The Consultant is encouraged to collaborate with the Joint National Steering Committee as needed (consisting of the Planning Bureau, Statistics Bureau and Ministry of Foreign Affairs.)

VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Mandatory

- Minimum 10 years of relevant work experience with expertise in conducting high quality statistical research related to government;
- Extensive experience conducting research for the Government of Suriname, for the UN and other international and regional organizations within the region;
- Strong working relationship with National Statistical Office as evidenced by relevant professional experience;
- Academic qualifications in statistics, economics, sociology, or applicable social science studies;
- Knowledge of statistical calculation;
- Knowledge of the 2030 Agenda for sustainable development and the sustainable development goals in Suriname;
- Excellent writing skills. Good inter-personal, networking, partnership building, team building, presentation and communication skills;
- Fluency in written and spoken English and Dutch.

Competencies

Management & Leadership

Has leadership qualities and motivates teams well, inspiring confidence in others;

- Flexibility in carrying out responsibilities and responsiveness to complex needs and demands;
- Develops creative solutions to particularly challenging situations and is an effective influencer; and Promotes a knowledge sharing and learning culture within the project.

Teamwork

- Works effectively in cross-functional teams, as well as through networks of diverse and dispersed people.

Building Partnerships

- Cultivates productive relationships with partners and other important institutions and individuals; mobilizes additional resources to achieve strategic results;
- Speaks confidently and exercises diplomacy in dealing with governments, UN system and national partners; and
- Can think strategically, develop initiatives as well as provide innovative solutions and advice through learning and partnerships.

VII. CRITERIA FOR SELECTING THE BEST OFFER

Evaluation criteria

A Combined Scoring method is used to determine the most responsive applicant– technical proposal at 70% and the financial proposal will weigh at 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract. Your educational background and experience on similar assignments will be evaluated.

<u>Rating the Technical Proposal (TP):</u>
TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100
<u>Rating the Financial Proposal (FP):</u>
FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100
<u>Total Combined Score:</u>
Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

Technical proposal: explaining they are the most suitable for the work, providing a brief methodology on how they will approach and conduct the work, and highlighting their relevant work experience and skills for the assignment. The consultant's CV, outlining detailed qualifications, experience and skills should be presented in the P11 form. References specified in P11 should be available and containing information for reference check, at least 3 references.

Financial proposal: this will include the fees for the assignment.

Only individuals obtaining a minimum of 70 points out of 100 points at the technical evaluation will be considered for the financial evaluation.

	Shortlisting Criteria	Max. Points*
1	Relevance of Education / Degree	30
2	Years of Relevant Experience	30
3	Adequacy of Competencies for the Assignment	20
4	Local knowledge (related to country and engagement with the public sector)	20
		100

VIII. GUIDELINES FOR SUBMISSION OF PROPOSAL

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested prospective individual consultant must submit the following documents/information to demonstrate their suitability:

- 1. Proposal:** Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to complete the project in the prescribed period;
- 2. Personal Information:** (Personal History Form/CV) including past experience in similar projects.
- 3. Offeror's Letter to UNDP** Confirming Interest and Availability for The Individual Contractor (IC) Assignment

Financial Proposal: (in SRD, specifying the total lump sum amount as well as the requested amount of the fee per day

IX. CONFIDENTIALITY AND PROPRIETARY INTEREST

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall remain the property of the UN RCO.