

**National Bureau of Statistics**

**The Federal Government of Somalia**

**TERMS OF REFERENCE (ToR)**

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| **Position Title** | Consultancy to conduct administrative data profiling in the selected key MDAs at Federal level |
| **Location:** | Mogadishu |
| **Duration of the Assignment** | 3 Months |

1. **Background:**

The Federal Government of Somalia (FGS), through the Somalia National Bureau of Statistics (NBS), has received a grant from the International Development Association (IDA) to prepare the Somali Integrated Statistics and Economic Capacity Building (SISEPCB) Project. The proposed project aims at strengthening the country’s national statistics system, the monitoring and evaluation (M&E) system, and improving programming and analytical capacity of the government’s macroeconomics and fiscal programming agencies to enable them to regularly assess, analyze and improve their public policies and programs performance and results. More specifically, the project aims at: (1) Strengthening the national statistics system; (2) Strengthening monitoring and evaluation capacity; and (3) Building economic policy analysis and economic planning capacity.

The SISEPCB project is being executed by the Somali National Bureau of Statistics (SNBS). To effectively support the executing agency, FGS has established a Project Implementation Unit (PIU), which reports directly to the Director General of SNBS. The PIU is led by a project coordinator, the PIU is responsible for the day-to-day management and implementation of the project.

The SNBS is making efforts to strengthen the country’s national statistical system (NSS). The National Statistical System (NSS) in Somalia is decentralized with many institutions/agencies collecting/compiling statistical data and information. In order to rationalize the development of the NSS, the FGS, through the Statistics Act 2020, has mandated SNBS to play a leading role in the coordination of statistical activities within NSS. In its effort to initiate and ensure effective planning and filling NDP9 data gap, the SNBS would like to conduct administrative data profiling in the selected key MDAs at Federal level.

1. **Objectives**

The main objective of the assignment are four-fold: (a) to profile, map, and assess data obtained from the FGS administrative sources for use in compilation of official statistics needed by the institution’s policy an decision making; (b) provide data and information needed by SNBS to improve the compilation of its national accounts system and other macroeconomic statistics indicators required for policy formulation and decision making (c) To enable SNBS use the results of the exercise to strengthen or improve the Statistical Register of Business establishments (SRB) that will be designed and developed during the implementation of the first phase of IBES; and (d) to be used as input to the on-going revision of the SNBS Data Dissemination Policy Framework, which when completed, will influence the right of access to administrative data for statistical purposes

1. **Responsibilities and Scope of the work**

In order to undertake the profile, map, and assess data obtained from the FGS, an international consultant, supported by One national consultant are being sought to form the basis of the team, these are:

1. International Consultant to conduct administrative data profiling in the selected key MDAs at Federal level
2. Macroeconomic Statistician (national).

The Consultancy will work closely with SNBS and the selected federal government ministries, department, and agencies (MDAs). The responsibility of consultant includes the following activities:

1. Develop guidelines and templates for administrative data collection and processing and advice on an appropriate system for administrative data management and sharing.
2. Review the existing templates for collection of administrative data and identify ways of improving them.
3. Train SNBS staff on how to create statistical registers of public establishments classified according to according to statistical concepts and definitions provided in International Standards for Industrial Classification (ISIC-Rev 4). Help selected MDAs s to improve the design and maintain of database for administrative data records.
4. Assist SNBS in converting the data from administrative units of measurement (e.g. legal units, tax units, claimants etc.) used by the individual MDAs to statistical units used by national statistics office (SNBS).
5. Assist individual MDAs to establish linkage of their administrative data base to statistical data bases to provide an analysis that informs policy development.
6. Establish comprehensive coordination mechanisms and linkages that relate administrative data to productions of official statistics needed by other agencies.
7. Create elements that can help facilitate future data-sharing agreements involving the statistical use of administrative data.
8. To document challenges faced by the selected MDAs in administrative data recording and management.
9. Develop technical frameworks or mechanisms by which data are transferred from selected MDAs to the relevant division/unit in SNBS.
10. To develop a framework (or frameworks) needed to facilitate access and transform data compiled from administrative sources to enable them (data) to be used in statistical compilation and analysis.
11. Assist in the development of training materials and training modules for implementation of the various phases of an integrated system process
12. Develop strategic plan for improving administrative data producing and covering administrative data gap.
13. Work closely with other consultants that will Conduct a training needs assessment, ICT needs assessment, and improvement of the national accounts, and prepare a report on the capacity needs (Skills, tools, equipment, etc.) of these MDAs.
14. To transfer knowledge by working with a focal point (s) that will be assigned by SNBS to accompany the consultant during the assignment period.
15. **Skills required**

The consultant should meet the following minimum requirements:

1. At least a Master’s Degree in Economics or Statistics with strong background in Socio-Economic Data Analysis, and Development Policy Formulation, Planning, and M&E.
2. At least 10 years of professional experience in socio-economic research, policy formulation, and development planning. Work experience in national statistical agencies is an advantage.
3. Have adequate working knowledge of the conceptual framework of the UN’s System Accounts National Accounts (SNA), including the International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4 broad structure.
4. Language skills: Ability to communicate fluently in English.
5. Good and demonstrated capacity for organization, management with excellent reporting and coordination skills are required.
6. Ability to work effectively with a range of statistics unit in MDAs and development partners.
7. Adequate knowledge of use of administrative data in compilation, analysis, and presentation of national accounts and macroeconomic statistics. ;

**Deliverables**

The consultancy to conduct administrative profiling in the selected key MDAs at Federal level will contribute to the following deliverables:

1. Developed Guidelines and templates for transferring administrative data sources into social and economic statistics;
2. A written report assistance on provided to staff of selected MDAs institutions to improve and maintain database for administrative data.
3. A written report on trained SNBS staff in using International Standards for Industrial Classification codes.
5. Must document challenges and opportunities faced by SNBS and the selected MDAs in administrative data recording management.
6. Provide suggestions on how the results of this exercise could be used to improve and strengthen the existing draft of the SNBS Data Dissemination Policy.
7. **Reports and assignment duration**

The consultant will work under the overall guidance of the director general of the Somalia National Bureau of Statistics. The consultant will be based in Mogadishu.

1. **Confidentiality and ownership**

All materials received by the consultant under this assignment will be the sole property of SNBS. In addition, the consultant shall keep strictly the confidentiality of all information generated during this assignment and shall not be disclose the information to any others persons or agencies without prior written consent from SNBS.

1. **Payment Schedule**
2. 20% of the contract amount shall be paid to the Consultancy upon developing final strategic plan to map administrative data and translate into statistics that is satisfactorily accepted by SNBS;
3. 40% of the contract amount shall be paid to the Consultancy upon receipt of Guidelines and templates for linking and managing administrative data
4. 40% of the contract amount shall be paid to the Consultancy upon receipt of the final SNBS staff training reports in using International Standards for Industrial Classification codes that is satisfactorily accepted by SNBS.

**End**