

Noumea, 7 October 2024

Statistical Innovation and Capacity Building in the Pacific Islands Project

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

(INDIVIDUAL CONSULTING SERVICES)

Grant No. D5 44; Project ID No. PI69122

Assignment Title: Strengthening Data Management and Enhancing Data Collection Methods (Tonga)

Reference No.: FJ-SPC-435673-CS-INDV – REOI24-7207

The Pacific Community (www.spc.int) has received financing in the amount of USD 4.5 million equivalent from the World Bank toward the cost of the Statistical Innovation and Capacity Building in the Pacific Islands Project, and it intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include those of a **Strengthening Data Management and Enhancing Data Collection Methods**. The Individual Consultant will be engaged for a maximum of 10 months. The envisaged start date for the Individual Consultant is at the earliest opportunity and no later than December 2024, and the engagement will be part-time. A Time-Based Contract will be executed, establishing a mutual agreement on a monthly rate and determining work hours.

The detailed Terms of Reference (TOR) for the assignment can be found at the following **website**: <https://www.spc.int/procurement>.

The Pacific Community now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process.

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s *Procurement Regulations for IPF Borrowers, dated July 2016, revised November 2017 and August 2018, fifth edition September 2023*, (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

<https://thedocs.worldbank.org/en/doc/6c0602876d68949e80820507d90a14ed-0290012023/original/Procurement-Regulations-September-2023.pdf>

Further information can be requested at the email address below during office hours [0730 to 1600 hours, Noumea, New Caledonia (GMT+11)]. All the relevant information will be made available on the REOI publication link.

Expressions of interest must be delivered in a written form to the following email below no later than November 4, 2024, 23.59pm Noumea Time.

ATT:

Procurement Unit

Email: procurement@spc.int

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TERMS OF REFERENCE

Advisor - Consultant for Strengthening Data Management and Enhancing Data Collection Methods- **(INDIVIDUAL CONSULTING SERVICES)**

Assignment Title:	Strengthening Data Management and Enhancing Data Collection Methods
Location	Tonga
Duration	10 months
Expected Starting Date	December 2024

1.0 Background:

The Statistics for Development Division

The SPC Statistics for Development Division (SDD) <https://sdd.spc.int/strategic-framework-pacific-statistics> is the main stakeholder in the implementation of the Strategic Framework for Pacific Statistics (SFPS), which was adopted by PICT leaders in recognition of the need for a comprehensive plan to drive improvement and development of statistics in the Pacific region. SFPS proposed a regional approach to provide regional strategic leadership to improve the scope and quality of national statistics. The 8-years strategy outlined a series of short and long-term programs to contribute to national statistics capacity development and regional coordination and capability.

SPC-SDD's goal is to strengthen the capacity of national statistical systems and social and economic planning agencies to provide policymakers and analysts with important demographic, economic, and social indicators for planning and decision-making.

SPC-SDD plays a significant role for SFPS as a large and comprehensive technical provider to national statistics offices (NSOs) in the Pacific region. SDD's technical assistance role has been strongly endorsed by NSOs, in particular the Small Islands Developing States (SIDS) where resources are limited, and technical assistance and supplementation is essential. As part of a regional organization with a broad technical and social mandate operating across 22 PICTs.

SPC-SDD has been able to translate and mediate between international standards and frameworks and Pacific contexts and focus

Statistical Innovation and Capacity Building in the Pacific (PACSTAT) Project

The PACSTAT project is an International Development Association (IDA; <https://ida.worldbank.org/>) funded project that is to be implemented over the period of June 2020 to June 2025. The overall development objective of PACSTAT is to *improve the quality of welfare data collection and accessibility to comparable welfare data in the Pacific Island Countries.*

The context for this project is summarised as:

Statistical Innovation and Capacity Building in the Pacific Islands (PacStat) Project

- i. PICs are characterised by small populations spread across vast areas.
- ii. More comparable data is needed to understand deprivation between countries as well as identify and monitor regional trends.
- iii. The Pacific is a region with substantial gender inequality.
- iv. Data deprivation in the PICs hinders evidence-based policy design.
- v. Public access to data is another challenge facing the region.
- vi. Data deprivation hinders the effort to track progress on gender inequality over time and design policies to address it.
- vii. National Statistics Offices (NSOs) lack funding to meet the costs of data collection in the Pacific.
- viii. Low statistical capacity is a major challenge in addressing data deprivation.
- ix. There has been some improvement in statistical capacity over time, but results have not been sustained.

Given the shared challenges and small size of the PICTs, a common approach is needed. As such, PACSTAT is part of an IDA Regional Program that seeks to address the considerable challenges of data deprivation and low quality of statistics in the Pacific region. In the first phase, SPC-SDD will work with two IDA small states – Kiribati and Tonga – to initiate the Regional IDA program¹. It is expected that additional countries will join the Program, with the ultimate objective of improving the comparability, accessibility, sustainability and overall quality of statistics across the Pacific.

2.0 Objective of the assignment

Pursuant to the principles of corporate planning in Tonga, this assignment aims to achieve the following objectives:

- Develop and implement a Data Governance Framework (DGF) for Tonga Statistics that complies with UN DESA standards. This framework should guarantee efficient data management and utilization, taking into account the particular limitations of the Tongan context and the Tonga Statistics Department.
- Enhance or refining data collection methods and monitoring of existing SDG indicators.

3.0 Scope of Services

The consulting services (“the Services”) include: The Individual Consultant is required to work proactively with the Government Statistician and all relevant personnel to successfully implement the assignments and capacity building to support the achievement of project objectives.

To accomplish the objectives mentioned above, the Individual Consultant will work under the supervision of the Government Statistician and collaborate with the Assistant Government Statisticians (AGS) to complete the assignments.

Tasks and Deliverables

Data Governance Framework Development.

- Conduct a needs assessment and gap analysis of current data management practices.
- Design and develop a tailored Data Governance Framework, including policies, standards, roles, responsibilities, and processes.

¹ While there are significant linkages between projects to be implemented by the Government of Tonga, the Government of Kiribati and SPC, including linked Project Development Objective and Results indicators, the projects are implemented and administered as stand-alone projects.

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- Provide training and capacity-building workshops for Tonga Statistics staff.
- Implement the Data Governance Framework across Tonga Statistics and integrate it with existing systems.
- Establish monitoring and evaluation mechanisms for ongoing assessment of the framework's effectiveness.

Enhancement of Data Collection Methods

- Conduct a needs assessment and gap analysis of current data collection methods.
- Develop innovative data collection methodologies for Tonga Statistics.
- Enhance or refining data collection methods and monitoring of existing SDG indicators. Conduct pilot studies to test new data collection methods and indicators.
- Implement new data collection methods and provide training to staff.
- Establish monitoring and evaluation mechanisms for ongoing assessment and refinement of data collection methods and indicators.

4.0 Expected Outcomes, Deliverables, and Timeline

Activities	Deliverables
<p>Needs Assessment and Gap Analysis Report, covering both data governance and data collection methods. A comprehensive evaluation of the current state of data governance (including legal analysis and functional mapping) and data collection methods within the department. The report would have two primary objectives:</p> <ol style="list-style-type: none"> i. Needs Assessment: This would identify the current requirements for effectively managing and protecting data within the Tonga Statistics Department. It would assess the existing policies, procedures, and frameworks to ensure data integrity, security, and accessibility. The assessment would highlight any areas where additional resources, training, or infrastructure are needed to meet international standards and best practices. <p>The needs assessment would also evaluate the department's current data collection methods, examining the tools, technologies, and processes in use. It would identify any gaps in data coverage, accuracy, or timeliness and determine what is necessary to improve the efficiency and effectiveness of data collection.</p> <p>The analysis would pinpoint specific gaps where the department's practices may fall short, such as in data protection, ethical use, or data sharing. It would provide recommendations for closing these gaps, ensuring that data governance is robust and aligned with the department's objectives.</p> <ol style="list-style-type: none"> ii. The gap analysis would similarly compare the current data collection methods with best practices, identifying deficiencies in the tools or processes used. It would suggest improvements or new methodologies and new indicators that could enhance data quality 	<p>Completed by Feb 2025</p>

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<p>and reliability, ensuring that the data collected is comprehensive and accurate enough to support decision-making</p> <p>The Needs Assessment and Gap Analysis Report would provide a clear roadmap to enhance its data governance and collection methods. By addressing identified gaps and meeting the necessary requirements, the department can improve its overall effectiveness in delivering high-quality statistical data for the nation.</p>	
<p>Data Governance Framework:</p> <p>The purpose of the Data Governance Framework is to ensure that the Tonga Statistics Department manages its data assets effectively, maintaining the highest standards of data quality, security, and accessibility. A simple framework provides to managing data across its lifecycle, ensuring that it meets the needs of stakeholders and aligns with the department's strategic goals.</p> <p>The Data Governance Framework is essential for ensuring that the Tonga Statistics Department manages its data assets effectively. By implementing this framework, the department will enhance data quality, security, and accessibility, thereby supporting better decision-making and contributing to the overall development of Tonga.</p>	<p>Completed by April 2025</p>
<p>Capacity Building Workshops:</p> <ol style="list-style-type: none"> 1. Training and Skill Development e.g. Statistical Software Training: Offer courses on statistical software R to enhance data analysis capabilities; data management training such as data cleaning, storage, and security. 2. Improvement of Data Collection Methods Standardization of Processes: Develop standardized protocols for data collection to ensure consistency and accuracy across different surveys. Introduce and train staff on using digital tools and platforms for data collection, reducing time and errors. 3. Enhancing Data Quality and Timeliness; e.g. Real-Time Data Monitoring: Establish systems for real-time monitoring of data collection processes to quickly address issues and maintain data quality. 4. Key Indicators; to define and refine key indicators that align with national priorities, frequently to produce and methodology for production, estimate and project. 	<p>Conducted by May 2025</p> <p>Brief training and timeline for these should take a month to priorities these areas, prioritize area for need training depend on the evaluation of the consultant</p>
<p>Pilot Testing Reports</p>	<p>Completed by July 2025</p>
<p>Implementation and Training Completion</p>	<p>August 2025</p>
<p>Final Report on Lessons Learned</p>	<p>September 2025</p>

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5.0 Duration of the Assignment and Estimated Expert-Time Input

The Individual Consultant will be engaged for a maximum period of 10 months. The envisaged start date for the Individual Consultant is at the earliest opportunity and no later than December 2024, and the engagement will be full-time. A Time-Based Contract will be executed, establishing a mutual agreement on a monthly rate and determining work hours.

6.0 Reporting Requirements

The consultant will report directly to the Government Statistician and SPCC-SDD. Reporting obligations for the Individual Consultant encompass the following, though not exclusively:

1. Based on weekly progress monitoring submission of a concise Monthly Work Plan to the GS in advance.
2. Provision of a brief Monthly Progress Report aligned with the Monthly Work Plan.
3. Delivery of key outcomes as outlined within the Scope of Work, including the submission of an initial Inception Report within the first month. This report, developed in collaboration with the GS and the TSD team, will evolve into a comprehensive plan outlining the execution of the assignment mandated by the Scope of Work.
4. Any other reports as requested by the client.

7.0 Working Arrangements

The consultant will work closely with Tonga Statistics staff, the PacStat Project Manager and SDD Team, and relevant stakeholders. The client will provide access to relevant data, resources, and personnel necessary for the successful completion of the assignment.

Throughout the assignment, the consultant is expected to operate in accordance with the mutually agreed-upon number of workdays and associated deliverables as determined in consultation with the GS. The consultant shall demonstrate diligence and effectiveness in executing assigned duties to the highest acceptable standards.

The consultant must maintain accurate time sheets reflecting inputs and the corresponding deliverables achieved to facilitate effective monitoring. In assessing the consultant invoices for payment, the Project Coordinator will review these timesheets based on guidance from the KNSO.

The Consultant will have the option to work part time and be based in Tonga during the duration of the contract, or to conduct work remotely, with a maximum of two to three visits from their home base to Nukualofa, Tonga. The confirmation of this arrangement will be incorporated into your contract during the negotiation process and will be mutually agreed upon by both parties.

The consultant will be travelling in economy class and on the most economical and direct itineraries. The refund will be made based on the actual cost as demonstrated by the supporting document.

8.0 Selection Criteria – qualifications, experience, and skill requirement

- Master's Degree in statistics, data science, or other related discipline, plus at least 5 years of relevant professional experience, or other equivalent combination of education and experience.
- Excellent understanding of data governance framework and using digital technologies to enable innovation in data management and utilization.
- Excellent quantitative and analytical background with a record of high-quality analytical work in the areas outline above.

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- Experience in providing client-facing technical assistance, including conducting workshops.
- Experience specific to the Pacific region is highly desirable.
- Superb interpersonal skills; ability to collaborate effectively with multi-disciplinary teams, and to listen and integrate ideas from varied sources, governments, NGOs, and donors, while being diplomatic and sensitive to cultural, political, and gender issues.
- Ability to work with staff from all levels and to mentor, coach, and motivate more junior staff.
- Excellent written and oral communication skills in English, with French language skills also being desirable.
- General statistical knowledge and analytical skills: demonstrated track record of working with survey data; understands the underlying statistical concepts.
- Experience in defining and developing socio-economic indicators.
- Experience in establishing monitoring and evaluation mechanisms, assessing and refining data collection methods and indicators.
- Integrative skill: working to develop an integrated view across all facets of the current sector.
- Strong written and verbal communication skills.

Evaluation Criteria

CVs of eligible candidates that meet the minimum requirements will be evaluated according to the following criteria:

Criteria	Maximum Score
1. General qualifications (general education, training, and experience):	20
2. Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments)	60
3. Competences and other personal aptitudes/skills (fluency in both Tongan and English languages, computer literate and well-versed skills in MS Office software, Good analytical skills, result-oriented, honesty and integrity, etc.)	20

Expressions of interest must be delivered in a written form to the address email:

ATT:

Procurement Unit

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TEMPLATE FOR CURRICULUM VITAE (CV)

Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2015-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

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Adequacy for the Assignment:

Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
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Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the SPC-SDD, and/or sanctions by the Bank.

{day/month/year}

Name of Expert
Date

Signature