

TERMS OF REFERENCE



CONSULTANCY TO CARRY OUT A NATIONAL TRAINING ON STATA TO NAMIBIA STATISTICS AGENCY

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1. BACKGROUND INFORMATION

1.1 Background

The Southern African Development Community (SADC) is a Regional Economic Community comprising 16 Member States, namely; Angola, Botswana, Comoros, Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, Zimbabwe. Established in 1992, SADC is committed to Regional Integration and poverty eradication within Southern Africa through economic development and ensuring peace and security.

Article 14 of the SADC Treaty establishes the SADC Secretariat as the principal executive institution of SADC. The Secretariat performs its mandate and functions within the policy, strategic and programme provisions outlined in the Regional Indicative Strategic Development Plan (RISDP) and the Vision 2050. The SADC Vision 2050 earmarks Statistics a priority cross-cutting sector whereby by 2050, the region strategic objective in statistics is to realize a robust and responsive regional statistical system to underpin regional integration processes, including measurement of progress and impact.

1.2 Current situation in the sector

Article 6 of the Protocol on Statistics stipulates that Member States shall implement appropriate survey design to conduct census, agricultural census and surveys. In this regard, there is a need to capacitate Member States to process and analyse data from agricultural census and surveys. The use of statistical software allows analysing data from a bigger database in less time and also produce visual reports on data insights, making them easier to understand.

Secretariat is prioritizing statistical capacity building as part of its implementation plan guided by the Regional Strategy for Development of Statistics (RSDS) 2020-30. With the Regional Statistics Project funded by the World Bank, capacity building shall basically come in the form of development of practical guidelines in specific domains; rolling out national and regional training programmes and; assisting Member States through technical assistance. Data management and processing is within the sub-component 1.1 on improving capacity for data production, management and dissemination of the World Bank project.

Namibia has requested a national training on STATA to process and analyse agricultural census data given that they are currently planning to undertake an agricultural census in 2025. It is within this background that Secretariat is looking for an individual consultant to deliver training on STATA.

2. OBJECTIVES OF THE ASSIGNMENT AND EXPECTED RESULTS

2.1 Overall objective

The overall objective of this exercise is to build and enhance capacity of Member State on the use of specialised statistical software to process and analyse census and survey data.

2.2 Specific objectives

The specific objective of the assignment is to undertake a national training on STATA to Namibia to process and analyse agricultural census and surveys data.

2.3 Expected results

The consultant is expected to achieve the following result:

- i. Strengthened technical capacity of Namibia Statistics Agency in the management and processing of data from census and surveys using STATA;

3. SCOPE OF WORK

3.1 Scope of work

This assignment primarily consists of undertaking and servicing a national training on STATA to process and analyze agricultural census data as a resource person. The preparatory work consists of drafting a concept note with the programme for the training as well as preparing training materials. The training shall be done during 5 professional working days from Monday to Friday with an audience that regroups mainly data producers of agriculture statistics at national level. The training must provide for theoretical and practical sessions on data management, statistical analysis, tabulations, graphics and maps and how to process, compile and derive agriculture statistics indicators from agricultural census, among others. The training report should contain summary of topics covered during training week; and training Materials as annexes.

3.2 Geographical area to be covered

The assignment will be carried out in Namibia.

3.3 Target groups

This consultancy is expected to target the National Statistics Office and other stakeholders, in particular, statisticians involved in processing and analysis of agricultural census data, especially new staff working on agricultural census.

3.4 Specific work

The assignment will be carried out primarily through a national training in Namibia.

In particular, the consultant will be required to:

1. Produce a Concept Note demonstrating how the training will be organised and its effectiveness towards impactful results. It should have the objectives and expected outcome of the training, a structured agenda and programme to cater for practical training on STATA.
2. Obtain the dataset on past agricultural census data from Namibia prior to the event and prepare training materials and STATA do files that cover at least the following topics:
 - Data management/manipulation including validation of data, detecting outliers, and treatment of missing data amongst others.
 - Statistical analysis
 - Stata Graphics
 - STATA maps
 - Stata syntax files
 - Visualization
 - Automated reporting
3. Produce a Training Report of the Member State that should include the following:
 - Summary of topics covered during training week; and
 - Training Materials as annexes for use by Namibia and sharing to non-participants.

4. QUALIFICATION AND EXPERIENCE REQUIREMENTS

This assignment is expected to be carried out by an individual consultant as the Master Trainer and there should be evidence of in-depth knowledge with statistical analysis software (STATA). The specific profile is provided below:

Qualifications and Skills

- A minimum of a Degree in statistics, economics, IT or related field, A Masters degree and above shall be an advantage.
- Written and oral fluency in the English language is essential.
- Excellent oral and written communication, analytical, presentation and report writing skills in English Language.
- Excellent time management and organizational skills to prioritize workload and deliver needful during the training week.

General Professional Experience

- The Expert Must have at least ten (10) years of experience using statistics analysis software, STATA in Official Statistics.

Specific Professional Experience

- Experience of at least 7 years and in at least 3 developing countries in reviewing and drafting legal frameworks on Official Statistics at national level;
- Demonstrated experience of at least 7 years and in at least 3 developing countries in the development of policy frameworks guiding statistical functions in statistics such as strategy review and formulation for NSDS;
- 3 years' experience on statistical coordination and innovation at regional, continental and international level;

The expert must be independent and free from conflicts of interest in the responsibilities they take on.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

5. REPORTING REQUIREMENTS AND TIME SCHEDULED FOR DELIVERABLES

5.1 Reporting requirements

The consultant shall operate under the guidance of the Senior Officer – Research & Statistics and direct supervision of Officer – Research and Statistics responsible for agriculture statistics.

All the deliverables shall be delivered to the Officer – Research and Statistics who shall assess and review the deliverables in line with the requirement of the Term of the References; and approved by the Senior Officer- Research and Statistics.

All reports / training materials shall be in electronic format in MS Word, Excel or PowerPoint or STATA format as the case may be. The training materials including power point presentations and STATA do files will be the property of SADC Secretariat. The Expert shall work with the Secretariat up to the end of the assignment, shall have delivered the following in electronic format within three (3) months:

Name of report	Content	Time of submission
Concept Note	The concept note should demonstrate how the training will be organised and its effectiveness towards impactful results. It should have the following: <ul style="list-style-type: none"> - Objectives and expected outcome of the training; and - structured agenda and programme to cater for practical training on STATA. 	No later than 7 calendar days after the signing of the contract.
Training report	The report should cover: <ul style="list-style-type: none"> - summary of topics covered during training week; and 	No later than 7 calendar days after the completion of the

	- Training Materials as annexes for use	national training workshop.
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5.2 Submission and approval of report

The reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

5.3 Project management

Overall responsibility for supervision of the Consultancy will lie with the Officer – Research and Statistics. The Consultant shall be responsible for the operational day-to-day management and coordination of the consultancy work.

5.4 Management structure

The Consultant shall report to the Officer – Research and Statistics and perform the assigned tasks.

6. LOGISTICS AND START DATE

6.1 Location

The assignment will involve traveling to Namibia.

6.2 Office accommodation

None required

6.3 Facilities to be provided by the contracting authority

For the expert working on this consultancy, the Contracting Authority shall facilitate for visa entry in Namibia, if required.

6.4 Facilities to be provided by the contractor

The contractor must ensure he/she is adequately prepared and equipped for delivery of the training and drafting of deliverables. Moreover, the Consultant is expected to be fully self-sufficient in terms of international travel associated expenses in Namibia, laptop and related device connectivity for projector for this consultancy.

6.5 Equipment

No equipment is to be purchased on behalf of the contracting authority / procuring entity as part of this service contract or transferred to the contracting authority / procuring entity at the end of this contract. Any equipment related to this contract that is to be acquired by the procuring entity must be purchased by means of a separate supply tender procedure.

6.6 Start date and period of implementation

The intended start date is as soon as both parties have signed the contract agreement and the period of implementation of the contract will be 60 calendar days from the date of signing the agreement.

7. MONITORING AND EVALUATION

7.1 Definition of indicators

The indicators to be used are timeliness, technical coverage and analytical quality of the 2 Reports as detailed in 5 above.

7.2 Special requirements

The Consultant must declare any potential conflict of interest between the provision of the requested services, and other activities in which, a member of their consortium of group (s), or any expert proposed in their offer is engaged.

8. ASSUMPTIONS AND RISKS

8.1 Assumptions underlying the project

It assumed that the consultant would be procured within the reasonable timeframe and activities implemented within the schedule provided of 60 calendar days spread over 3 months.

8.2 Risks

The nature of the assignment presents negligible risks associated with the consultancy. Some of the foreseen risks are the following:

Possible risks	Risk Level	Mitigation Measures
1. Unavailability of key stakeholders to provide relevant information due to change in the working environment	Medium	Plan and communicate ahead with key stakeholders; have more than one communication means

9. FINANCIAL PROPOSAL

9.1 Financial proposal

The financial proposal should include all consultancy fees and all costs.

9.2 Schedule of payment

Payments for the assignment shall be related to the reports and their approval as follows:

20% of the contract price shall be paid upon submission and approval of the Concept Note

80% of the contract price shall be paid upon submission and approval of the Training Report