

## **TERMS OF REFERENCE**



## **CONSULTANCY TO CARRY OUT A NATIONAL TRAINING ON STATA ADVANCED LEVEL 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. A national training on STATA beginner and intermediate level has been carried out in Namibia from 24 February to 4 March 2025. Namibia has requested an advanced level STATA training. 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**

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The overall objective of this exercise is to train Member State on the use of statistical software.

## **2.2 Specific objectives**

The specific objective of the assignment is to undertake a national training on STATA advanced level to Namibia to process and analyse 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 and dataset from Namibia Statistics Agency;

## **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 I census and survey 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 working days in a week with an audience that regroups mainly data producers at national level who have already basic to intermediate level on STATA. 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 the SADC Member States. Specifically, the national training will only be covered 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 census and survey data, especially of agricultural census data.

### **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

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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, among others:
  - Refresher on Data management/manipulation including validation of data, detecting outliers, and treatment of missing data amongst others, Statistical analysis, Stata Graphics, STATA syntax files and visualization
  - Advanced data management (treatment of alphanumeric variables, merging and aggregating data, processing of date variable and time series operations, advanced management of graphs,...)
  - Basic programming in STATA (Macros and macro content, manipulation of macros,...)
  - Advanced programming in STATA (local and global macros, loops, sums and counters, temporary variables, programming to reproduce, debugging a programme, applications,
  - Estimations methods, tests and predictions
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.

#### **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 (15) years of experience using statistics analysis software, STATA in Official Statistics.

##### **Specific Professional Experience**

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- Demonstrated experience in statistical data processing and analysis, spatial analysis, modelling and data visualization using STATA for at least 3 surveys for Official Statistics at national level;
- Experience in the design and implementation of training materials for the conduct of statistical data analysis training in Official Statistics using STATA;
- Extensive experience in as a resource person in delivering at least 5 training on STATA at national/regional/international stages, particularly using household and census data.

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.

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 and will be used for additional training if required. 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:

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

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Training report	The report should cover: - summary of topics covered during training week; and - Training Materials as annexes for use by Namibia	No later than 7 calendar days after the completion of the 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

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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. Please see Article 3 of the specific contract for the actual start date and period of implementation.

## **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 4 months.

### **8.2 Risks**

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

<b>Possible risks</b>	<b>Risk Level</b>	<b>Mitigation Measures</b>
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

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## **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

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Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	d52c4d1d-db47-46e8-ac7e-760bbda48f70	Timestamp:	2025-07-18 15:38:03 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	TOR_STATA Advanced Training_Namibia 20250702.pdf	Document Size:	328.2 KB
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#### Email Evidence

Signee Email:	dsello@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

#### Web Evidence

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#### Annotations and Modifications

Signature Count:	9	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
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#### Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

#### Chain Of Custody Generation

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#### Signature Request

Signature Request ID:	0c27eb9d-38e6-4754-af96-19440730e7fa	Timestamp:	2025-07-18 15:59:05 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	TOR_ST1PDF.pdf	Document Size:	953.1 KB
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#### Email Evidence

Signee Email:	tchabwera@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

#### Web Evidence

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Single Initial Count:	0		

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