

**TERMS OF REFERENCE (ToR)  
FOR HIRING OF STATISTICAL ASSISTANT AS  
INDIVIDUAL CONSULTANT (IC)**

**General Information**

<b>Services/Work Description</b>	The Consultant will Assist project coordination unit in technical and statistical/data related work including collecting, compiling, analyzing, and tabulating project related data and information for ASPIRE required for generating Project period reports, graphics, visuals and other outputs
<b>Project/Program Title Post Title</b>	The Action to Strengthen Performance for Inclusive and Responsive Education Program (ASPIRE)
<b>Duration</b>	As per the contract
<b>Expected Start Date</b>	As per the Contract
<b>Remuneration</b>	The Statistical Assistant (IC) will be paid a monthly remuneration, to be established during the contracting process.

**Project Brief /Introduction**

The Ministry of Federal Education and Professional Training is executing and implementing the following World Bank project, Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE). ASPIRE is a performance-for-results (PFR) project under which a loan of USD 200m is given to the Federal Government of Pakistan. Funds under ASPIRE are disbursed on achievement of Disbursement-linked Results (DLRs) and their verification by a third party. The Federal Government retains a portion of this fund at the Federal level and disburses remaining to the provinces as grant according to their defined share.

ASPIRE's objective is to support the Government of Pakistan to: (i) respond to school disruptions caused by the COVID-19 pandemic; (ii) recover access and improve education

quality; and, (iii) enhance sector resilience through better coordination, with a focus on disadvantaged areas and vulnerable populations also called as lagging districts of Pakistan.

Results Areas of the ASPIRE Program include targeted actions to reduce gender gaps and mitigate the gender-based risks associated with school disruptions. Detail of these results areas is as follows:

- Results Area 1. Response, Recovery and Resilience: Enhanced targeting of COVID-19 education response. This Results Area will enhance targeting of the COVID-19 education response, with a focus on disadvantaged districts.
- Results Area 2. Improved learning opportunities for Out-Of-School Children (OOSC) and at-risk students. This Results Area will expand equitable access to education by engaging OOSC through both traditional and flexible multimodal education approaches to provide them a pathway towards education certification.
- Results Area 3. Stronger federal-provincial coordination and management, which means: (a) strengthen data systems; (b) support knowledge sharing; (c) support the digitization of government processes; (d) support better use of data; (e) support interventions to incentivize behavioral change by teachers, students, and parents.

## Objective and Scope of Work

The Consultant:

- Will Assist in and support in technical data and statistical/data analysis related to the ASPIRE Project.
- Will Assist and support in the preparation of project reports (monthly, quarterly and bi-annual reports etc ) and project fact sheets.
- Will assist in dissemination of data/ information as and when required.
- Will provide support to Monitoring & Evaluation team in data management in all respects under ASPIRE.

## Duties and Responsibilities of the Individual Consultant

The Consultant will assist in providing data and statistical related support to the Project Coordination Unit and will perform following functions and duties:

- Assist in gathering data through surveys or by extracting information from databases and records for reporting, data insights & information.
- Assist in collecting data, cleaning, compiling, tabulating, analyzing, interpreting, and timely disseminating of data and information to the stakeholders as per need.
- Preparing reports, charts, graphs, and visualizations to present the results of data analyses for dissemination
- Performing data visualization and analysis using tools/software for better understanding of data trend/insights and informed-decision as required.
- Supporting in the preparation of project period reports (monthly, quarterly and bi-annual reports), project fact sheets, brief, presentations.
- Assist in designing studies, or surveys relevant to the project as required.
- Supporting designing data collection templates and tools
- Generating information for multiple reports as required by the Project Coordination Unit from time to time.
- Support in documentation of project success& learning and stories from the field.

## Qualification and Experience

The candidate applying for the Individual Consultant position (Data Analyst) should have the following Qualifications and Experience:

### **Mandatory**

- At least Bachelor's degree (or higher) in Statistics, Economics or related field from a reputed institution
- At least 4 years' professional experience in project/program implementation, data management & analysis and reporting.

- Must have Experience with World Bank, UN and/or other international agencies

**Preferable:**

- Experience of working in performance-for-results (PFR) projects
- An understanding of education-related datasets in Pakistan and indicators
- Have knowledge of data analysis programs including SPSS/Power BI or others visualization tools etc.
- Relevant technical certificates will be a plus point.
- Able to produce data visuals and graphics out of complex data set.

**General:**

- Good time management skills and ability to meet deadlines
- Good Coordination, inter-personal skills
- Good presentation and communication skills
- Ability to work as team and perform under pressure
- Ability to provide innovative and creative solutions

**Selection/Evaluation Criteria**

Following are the evaluation criteria for this consultancy:

<b>Criteria</b>	<b>Total Marks</b>
<b>Qualification and Professional Experience relevant to the assignment</b>	<b>30</b>
i. Complete profile of the consultant	30
<b>Adequacy of the proposed methodology and work plan in response to the Terms of Reference</b>	<b>30</b>
i. Technical approach and methodology*	15
ii. Work Plan *	15
<b>Past Experience of conducting similar tasks (e.g., list of past projects containing sufficient detail with references)</b>	<b>40</b>
<p><i>*Technical approach, methodology and work plan will be key components of the Technical Proposal to be developed for this consultancy. It will be divided into following two sections:</i></p> <p><i>a) <b>Technical Approach and Methodology:</b> understanding of the <b>objectives</b> of the assignment, <b>approach</b> to the services, <b>methodology</b> for carrying out the activities and obtaining the expected output, and the degree of detail of such output</i></p> <p><i>b) <b>and Work Plan:</b> Proposal that how the plan complement the proposed approach and methodology reflected in part-a above.</i></p>	

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