

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

## **General Information**

<b>Services/Work Description</b>	The Consultant will perform technical and statistical work including but not limited to collecting, compiling, analyzing, and tabulating statistical data and information for ASPIRE Project required for generating reports 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>	One year (extendible subject to applicable rules and regulations and mutual consent of the stakeholders)
<b>Expected Start Date</b>	As per the Contract
<b>Remuneration</b>	The Statistical Officer 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 World Bank's project, Actions to Strengthen Performance for Inclusive and Responsive (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 Indicator and its verification by 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 support data management in all respects under ASPIRE, at both Federal and provincial level, and will generate quality statistical and other reports required on monthly, quarterly, biannually and annually basis.
- Will identify primary and secondary sources of information and utilize them as per need
- Will strengthen research at project coordination unit
- Will improve the coordination and networking with the relevant Federal and

provincial stakeholder for ensuring accurate collection of data

- Will ensure generation of timely and quality information and reports
- Will strengthen and ensure proper dissemination of information where required.

## **Duties and Responsibilities of the Individual Consultant**

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

- Developing, operationalizing, and maintaining databases by collecting, cleaning, compiling, tabulating, analyzing, interpreting, and disseminating of data as per need
- Ensuring verification and validation of the data collected
- Identifying stakeholders' needs and generating information for multiple reports as required by the Project Coordination Unit from time to time.
- Designing and conducting surveys and research
- Generating reports on demand for stakeholders / decision makers.
- Designing reports to make them presentable using infographics, statistics, graphs, tables, lists etc.
- Ensuring timely dissemination of information and data to the stakeholders
- Coordinating with stakeholders at federal and provincial level for collecting data

## **Qualification and Experience**

The candidate applying for the Individual Consultant position (Statistical Officer) should have following Qualification and Experience:

### **Mandatory**

- Bachelor's degree (or higher) in Statistics, Mathematics, Economics or related field from a reputable institution
- At least six years' professional experience in statistical analysis, data management, data analysis.

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

**Preferable:**

- Experience of working in performance for results (PFR) projects

**General:**

- Good Coordination, inter-personal and networking skills
- Good presentation and communication skills
- Good Team player
- Good time management skills and ability to meet deadlines
- Ability to work and perform under pressure
- Ability to think strategically, develop initiatives as well as provide innovative solutions as and when required

**Selection / Evaluation Criteria**

Following is 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>40</b>
i. Technical approach and methodology*	20
ii. Work Plan *	20
<b>Past Experience of conducting similar tasks (e.g. list of past projects containing sufficient detail with references)</b>	<b>30</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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