TERMS OF REFERENCE FOR CONSULTANTS

A.   Background

The Asian Development Bank (ADB) will engage 11.5 person-months of international consultancy services comprised of one international statistical expert/team leader (5 person-months), one international statistical expert/lead on output 2 (3.5 person-months) and one international statistical expert/lead on output 3 (2 person-months). ADB will also engage 35 person-months of national consultancy services including one national statistical expert/TA coordinator (18 months), two national statisticians to support the delivery of outputs 2 and 3 respectively (6 person-months each), and a social and gender expert (5 person-months). All consultants will be recruited in accordance with ADB Procurement Policy (2017, as amended from time to time).

B.   International Statistical Expert/Team Leader (intermittent, 5 person-months)

1.   The consultant should have a strong background in statistics and/or economics, extensive practical working experience with national statistical offices and government agencies that own the data reporting systems in developing countries, and extensive methodological knowledge of the Sustainable Development Goals (SDGs) and how they are compiled in developing countries (and especially those countries in the Asia and Pacific region). The consultant will be responsible for delivering the activities under output 1 of the TA, working closely with the national TA coordinator. The consultant will also be responsible for overseeing the delivery of activities under the other two outputs and will provide the necessary guidance and supervision to the other international and national consultants. He/she will have at least 15 years of relevant experience to the assignment and should have a master's degree or equivalent in a related field. The Consultant will report to the ADB TA Officer. The estimated start date is 1 October 2018 and estimated end date is 31 December 2020. In particular, the consultant will perform the following tasks:

  (i)   Have overall responsibility for the quality and timely delivery of the TA outputs including completion of relevant TA activities under the guidance of the TA and ADB's project officer;
  (ii)   Prepare an inception report and inception workshop within three weeks on commencing the assignment;
  (iii)   Produce detailed roadmaps for each of the four focus SDGs (1, 2, 4 and 5). These roadmaps will assess the status of each of the indicators under these four SDGs, determine what remaining actions are required to be undertaken for these to be produced in Mongolia and identify which institutions (national or global) are responsible for taking these actions. The roadmaps will consider both the production of the indicator and the actions necessary to disaggregate the indicators by key dimensions including sex, by poverty status, by age, by urban/rural classification and by any other disaggregation deemed important to deliver against the Sustainable Development Vision, 2030 or the SDGs;
  (iv)   Produce roadmaps for specific indicators requested by the National Statistics Office under SDGs 3, 6, 7, 8, 9, 10, 12 and 16;
  (v)   Work with the NSO to identify seven indicators covered in the abovementioned roadmaps that the NSO can independently produce;
  (vi)   Work with the NSO to identify two indicators that require the NSO to work with other government institutions to produce the indicator;
  (vii)   Work with the NSO to identify one indicator where non-traditional data methods could be used to enhance the accuracy of the indicator;

(viii)   Work with the NSO to prepare detailed guidance for the indicators under (v) and agree a plan with the responsible consultants for indicators mentioned under (vi) and (vii); Monitor the progress of outputs 2 and 3 and provide support to ensure their successful completion if necessary;

(ix)   Support the NSO to operationalize the guidelines prepared under (viii). This should include at least two training workshops. Other relevant government institutions and relevant civil society organizations should be invited to these workshops;

(x)   Undertake at least two field trips in Mongolia to support the delivery of the TA activities;

(xi)   Organize mid-term at the mid-point of the project and final workshops within three months of the project closing date and prepare associated reports. All reports should be prepared in English and translated into Mongolian; and

(xii)   Organize a study tour in coordination with the implementing agency.

C.   International Statistical Expert/lead on output 2 (intermittent, 3.5 person-months)

2.   The consultant should have a strong background in statistics and/or economics, extensive practical working experience with national statistical offices and government agencies that own the data reporting systems in developing countries, and extensive methodological knowledge of the SDGs and how they are compiled in developing countries (and especially those countries in the Asia and Pacific region). The consultant should have demonstrable experience in working on indicators that require inputs from two or more government agencies. The consultant should have strong experience with the indicators under SDG 1, 4 and 5. The consultant will be responsible for delivering the activities under output 2 of the TA, working closely with the rest of the team. He/she will have at least 10 years of relevant experience to the assignment and should have a master's degree or equivalent in a related field. The consultant will work under the team leader and report to the ADB TA Officer. The estimated start date is 2 October 2019 and estimated end date is 31 December 2020. In particular, the consultant will perform the following tasks:

(i)   Prepare an inception report and inception workshop within three weeks on commencing the assignment under the guidance of the team leader;

(ii)   Work with the international team leader and the NSO to identify two indicators that require the NSO to work with other government institutions to produce the indicator;

(iii)   Prepare detailed guidelines that explain the subsequent steps that need to be taken to produce the indicators and who should be responsible for taking them;

(iv)   Work with the NSO and the other institution to operationalize the roadmaps and make major methodological progress for these two indicators;

(v)   Organize training in the form of at least two workshops. Other relevant government institutions and relevant civil society organizations should be invited to these workshops;

(vi)   Undertake at least two field trips in Mongolia to support the delivery of the TA activities; and

(vii)   Support the international team leader to prepare final reports and final workshops. All reports should be prepared in English and translated into Mongolian.

D.   International Statistical Expert/lead on output 3 (intermittent, 2 person-months)

3.   The consultant should have a strong background in statistics and/or economics, extensive practical working experience with national statistical offices and government agencies that own the data reporting systems in developing countries, and extensive methodological knowledge of the SDGs and how they are compiled in developing countries (and especially those countries in the Asia and Pacific region). The consultant should have demonstrable experience in applying non-traditional data methods, particularly in developing countries and in the pursuit of producing

SDG indicators. The consultant will be responsible for delivering the activities under output 3 of the TA, working closely with the rest of the team. He/she will have at least 10 years of relevant experience to the assignment and should have a master's degree or equivalent in a related field. The consultant will work under the team leader and report to the ADB TA Officer. The estimated start date is 2 October 2019 and estimated end date is 31 December 2020. In particular, the consultant will perform the following tasks:

(i) Prepare an inception report and inception workshop within three weeks on commencing the assignment under the guidance of the team leader;
(ii) Work with the international team leader and the NSO to identify one indicator where non-traditional data methods could be used to enhance the accuracy of the indicator;
(iii) Prepare detailed guidelines that explain the subsequent steps that need to be taken to produce the indicator and who should be responsible for taking them;
(iv) Work with the NSO and the other institution to operationalize the guidelines and improve the accuracy of the indicator;
(v) Organize training in the form of at least two workshops. Other relevant government institutions and relevant civil society organizations should be invited to these workshops;
(vi) Undertake at least two field trips in Mongolia to support the delivery of the TA activities; and
(vii) Support the international team leader to prepare final reports and final workshops. All reports should be prepared in English and translated into Mongolian.

E.   National Statistical Expert/TA Coordinator (intermittent, 18 person-months)

4.   The consultant should have a strong background in statistics and/or economics, extensive practical working experience with the national statistical office of Mongolia and other government agencies on statistics. The consultant should have extensive methodological knowledge of the Sustainable Development Goals (SDGs) and of their status in Mongolia. The consultant will be responsible for supporting the international team leader to deliver the activities under output 1 of the TA. The consultant will also be responsible for overseeing the work of the other two national consultants in delivering the activities under the other two outputs. He/she will have at least 15 years of relevant experience to the assignment and should have a bachelor's degree or equivalent in a related field, although a master's degree would be preferred. The consultant will work under the team leader report to the ADB TA Officer. The estimated start date is 1 October 2018 and estimated end date is 31 December 2020. In particular, the consultant will perform the following tasks:

(i) Coordinate TA management activities, resources and information. Act as the main liaison point between the ADB and the NSO;
(ii) Act as secretary to the TA steering committee including arranging times, venues, agendas, minutes and follow-up actions;
(iii) Create and lead the TA working group including arranging time, venues, agendas and minutes. Assign tasks to working group members and supervise the delivery and completion of all tasks;
(iv) Develop a comprehensive work plan and schedule; and organize inception workshop and inception report within one month of beginning assignment. This document should be produced in English;
(v) Set up the advance payment facility and take full responsibility for its management;
(vi) Organize and participate in a study tour, ensuring that the participants in the study tour come from at least two different government institutions;
(vii) Undertake at least two field trips in Mongolia to support the delivery of the TA activities; and

(viii) Take a lead role in support all other TA activities including organizing the workshop and procuring any equipment if necessary.

In addition, the consultant will support the team leader in delivering the following tasks:
 (ix)   Preparation of an inception report and inception workshop within three weeks on commencing the assignment;
 (x)   Production of detailed roadmaps for each of the four focus SDGs (1, 2, 4 and 5). These roadmaps will assess the status of each of the indicators under these four SDGs, determine what remaining actions are required to be undertaken for these to be produced in Mongolia and identify which institutions (national or global) are responsible for taking these actions. The roadmaps will consider both the production of the indicator and the actions necessary to disaggregate the indicators by key dimensions including sex, by poverty status, by age, by urban/rural classification and by any other disaggregation deemed important to deliver against the SDV 2030 or the SDGs;
 (xi)   Production of roadmaps for specific indicators requested by the NSO under SDGs 3, 6, 7, 8, 9, 10, 12 and 16;
 (xii) Identification of seven indicators covered in the abovementioned roadmaps that the NSO can independently produce;
 (xiii) Identification of two indicators that require the NSO to work with other government institutions to produce the indicator;
 (xiv) Identification of one indicator where non-traditional data methods could be used to enhance the accuracy of the indicator;
 (xv)   Preparation of detailed guidance for the indicators under (xii) and agree a plan with the responsible consultants for indicators mentioned under (xiii) and (xiv);
 (xvi) Monitoring of the progress of outputs 2 and 3 and provide support to ensure their successful completion if necessary;
 (xvii) Operationalization of the guidelines prepared under (xv). This should include at least two training workshops. Other relevant government institutions and relevant civil society organizations should be invited to these workshops; and
(xviii) Organization of mid-term at the mid-point of the project and final workshops within three months of the project closing date and prepare associated reports. All reports should be prepared in English and translated into Mongolian.

F.   Two National Statistical Expert/support delivery of outputs 2 and 3 (intermittent, 6 person-months each)

5.   The consultants should have a strong background in statistics and/or economics, extensive practical working experience with the national statistical office of Mongolia and other government agencies on statistics. The consultants should have good methodological knowledge of the Sustainable Development Goals (SDGs) and of their status in Mongolia. The consultants will be responsible for supporting the international consultants leading on outputs 2 and 3 to deliver the activities under these outputs. They will have at least 10 years of relevant experience to the assignment and should have a bachelor's degree or equivalent in a related field, although a master's degree would be preferred. The consultants will work under the team leader and report to the ADB TA Officer. The estimated start date is 2 October 2019 and estimated end date is 31 December 2020. In particular, the consultants will perform the following tasks:

The consultant working on output 2 will support the international consultant to:
 (i)   Prepare an inception report and inception workshop within three weeks on commencing the assignment;

(ii)   Work with the international team leader and the NSO to identify two indicators that require the NSO to work with other government institutions to produce the indicator;

(iii)   Prepare detailed guidelines that explain the subsequent steps that need to be taken to produce the indicators and who should be responsible for taking them;

(iv)   Work with the NSO and the other institution to operationalize the roadmaps and make major methodological progress for these two indicators;

(v)   Organize training in the form of at least two workshops. Other relevant government institutions and relevant civil society organizations should be invited to these workshops;

(vi)   Undertake at least two field trips in Mongolia to support the delivery of the TA activities; and

(vii)   Support the international team leader to prepare final reports and final workshops. All reports should be prepared in English and translated into Mongolian.

The consultant working on output 3 will support the international consultant to:

(i)   Prepare an inception report and inception workshop within three weeks on commencing the assignment;

(ii)   Work with the international team leader and the NSO to identify one indicator where non-traditional data methods could be used to enhance the accuracy of the indicator;

(iii)   Prepare detailed guidelines that explain the subsequent steps that need to be taken to produce the indicator and who should be responsible for taking them;

(iv)   Work with the NSO and the other institution to operationalize the guidelines and improve the accuracy of the indicator;

(v)   Organize training in the form of at least two workshops. Other relevant government institutions and relevant civil society organizations should be invited to these workshops;

(vi)   Undertake at least two field trips in Mongolia to support the delivery of the TA activities; and

(vii)   Support the international team leader to prepare final reports and final workshops. All reports should be prepared in English and translated into Mongolian.

G.   National Social and Gender Expert (intermittent, 5 months)

6.   The consultant should have a strong background in social and gender statistics, and knowledge on SDGs, particularly on indicators under SDG 1, 4 and 5. He/she will have at least 8 years of relevant experience to the assignment and should have a bachelor's degree or equivalent in gender studies, sociology or a related social science field, although a master's degree would be preferred. The consultant will work under the team leader and will report to the ADB TA Officer. The estimated start date is 2 January 2019 and estimated end date is 1 October 2020. The expert should have good English language skills. In particular, the consultant will perform the following tasks:

(i)   Provide inputs into roadmaps under output 1. These inputs will focus extensively on, but not limited to, the roadmaps for SDG 4 and 5 and disaggregation requirements by sex, poverty, age and urban/rural as relevant;

(ii)   Provide inputs into the Guidelines on enhanced methodologies, data collection vehicle and/or collection of at least 7 SDG indicators, of which at least one will be gender-sensitive;

(iii)   Facilitate three sessions on gender statistics as part of the training programs for the government staff;

(iv)   Work with the NSO and other institutions to operationalize the roadmaps related to social and gender aspects;

(v)   Work with the international and national experts, the NSO and other stakeholders to: (i) collect data disaggregated by sex, poverty, age and urban/rural where feasible; and (ii)

conduct qualitative assessment over social and gender-related indicators as necessary; and

(vi) Support the project team to prepare the project progress and final reports, including DMF performance monitoring system.