

Consultancy to produce a diagnosis and create a comprehensive development and action plan to establish a target model for an integrated administrative records management system tailored for National Statistical Offices in Latin America and the Caribbean – (RG-T4438)

Remote

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position:

The Innovation in Citizen Services Division (IFD/ICS) is looking for a graduate-level professional with university education in Economics, Statistics or related disciplines and with consulting experience for National Statistical Offices (NSOs) in Latin America, mainly on the subject of administrative registers, to carry out a diagnosis of the current situation of the main administrative registers of the country, and to establish the integrated administrative records management system to achieve more integrated, intensive and efficient use of these records for statistical purposes.

What you'll do:

This consultancy will focus on the following tasks:

- Have in-depth dialogues with selected countries to collect detailed information about the country's current situation of administrative registers and elaborate a diagnosis.
- Based on the diagnosis, create a comprehensive development and action plan for the country that focuses on capacity development to achieve a more integrated, intensive, and efficient use of administrative records for statistical purposes.

The selection of countries would be based on their interest to participate in the project, and their willingness to adhere to the recommendations established in the action plan. The results from this component will support countries in their transition to a more intensive use of administrative records for statistical purposes; contribute to strengthen the institutions responsible for the production of official statistics, the NSOs; and help guide further work of the Bank in the region.

Deliverables and Payments Timeline:

The project will result in the following deliverables:

1. Work plan document.
2. Diagnosis document.
3. Development Plan document.

4. Action Plan document. Action plan includes the diagnosis, development plan, and further comments and recommendations to improve the use of administrative records for statistical purposes.

All deliverables must follow the highest quality and detail standards and require minimum revisions. All documents should be written in Spanish. The first point of contact for submitting all deliverables are the designed staff of the NSOs. After clearance from the NSO staff, deliverables may be submitted for assessment and approval to the contract supervisor Jose Antonio Mejia-Guerra (joseam@iadb.org) who will review their quality and completeness before requesting the payments.

Deliverable #	Percentage	Planned Date to Submit
Product 1	20%	July 2024
Product 2	30%	October 2024
Product 3	30%	December 2024
Product 4	20%	April 2025
Total	100%	-

What you'll need

- **Education:** Bachelor's degree (or equivalent advanced degree) in Economics, Statistics, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 years of progressive experience in consulting experience for National Statistical Offices (NSOs) in Latin America, mainly on the subject of administrative registers.
- **Languages:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.



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- Communicate and influence.
- Innovate and try new things.

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 10 months
- **Work Location:** Remote.

Our culture:

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group:

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB:

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and



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education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

Follow us:

<https://www.linkedin.com/company/inter-american-development-bank/>

<https://www.facebook.com/IADB.org>

https://twitter.com/the_IDB

[Suggested structure]

Selection process #:::.....

TERMS OF REFERENCE

Consultancy to establish a target model for an integrated administrative records management system and to produce a manual that promotes a more integrated, intensive, and efficient use of administrative records for statistical purposes

Regional

ATN/

RG-T4438

[Web link to approved document]

Consolidating advances on the statistical use of administrative records: lessons learned and best practices

1. Background and Justification

- 1.1.** Up-to-date and high-quality official statistics play a crucial role in shaping, implementing, and assessing public policies within a country. They serve as vital tools for tracking progress towards internationally agreed development objectives, particularly within the framework of the Sustainable Development Goals (SDGs), which emphasize the importance of timely and accurate statistical data to measure progress towards each goal's indicators. Additionally, the 2030 Development Agenda's principle of "leave no one behind" underscores the necessity of granular data that enables geographic and demographic disaggregation.
- 1.2.** Traditionally, official statistics in the region have relied heavily on censuses and sample surveys. While these methods remain prevalent, they come with significant costs and logistical challenges, especially during emergencies like pandemics or natural disasters, which can disrupt or render field data collection infeasible.
- 1.3.** The extended COVID-19 pandemic has exacerbated the challenges associated with traditional face-to-face surveys, prompting statistical agencies worldwide to postpone or suspend the 2020 census round. With many countries opting to reconsider traditional census methods, there is a growing imperative to transition to non-traditional statistical production methods, leveraging administrative records to replace or complement field survey results.
- 1.4.** Statistics Korea (KOSTAT) stands out as a global leader in utilizing administrative records for censuses, as demonstrated by its successful implementation of the "2020 Population and

Housing Census" using register-based methods. KOSTAT's approach, which involves integrating and securing 27 different administrative records—ranging from residency and building registries to school records—has garnered international attention, with numerous institutions and universities adopting similar strategies to enhance data timeliness and reduce collection costs.

- 1.5. Recent years have witnessed progress in the adoption of administrative records for statistical purposes across Latin America and the Caribbean (LAC), albeit with variations reflecting differences in national statistical office (NSO) capabilities and administrative record maturity. Despite these advancements, administrative records remain underutilized in many LAC countries, with 40 nations still relying on traditional face-to-face interviews for census data collection. Consequently, there is growing interest among LAC countries in learning from KOSTAT's experiences and technologies.
- 1.6. To utilize administrative records for producing official statistics, establishing an integrated administrative records management system is needed, which will collect data from governmental agencies and link them to a single database. The transfer of KOSTAT's expertise and technology is crucial for establishing integrated administrative record management systems, necessitating both legal and institutional frameworks tailored to the diverse contexts of Latin American countries and technical solutions for database integration. Addressing these challenges will require collaboration and knowledge-sharing among NSOs, institutions, and experts across the region.

2. Objectives

- 2.1. The objective of this consultancy is to establish a target model for the integrated administrative records management system in selected countries as a pilot project.

3. Key Activities

- 3.1. **Service Requests:** Based on the diagnostic reports of the RG-T4438, the firm will establish a target model for the integrated administrative records management system in selected countries as a pilot project.
- 3.2. It also aims to produce a process manual that documents the establishment procedures and compiles the data collected during the project into a report format for future use in the Latin American region.
- 3.3. **Execution:** The Consulting Firm will perform the services according to plan.

4. Expected Outcome and Deliverables

4.1. The project will result in the following deliverables:

1. Work plan document.
2. Design document of target model of Integrated administrative records management system.
3. Process manual document.

5. Project Schedule and Milestones

5.1. The work shall be carried out in the span of 15 months from the time of contract signature.

6. Acceptance Criteria

6.1. The Consulting Firm shall maintain regular communication with the point of contact at the Client, in carrying out the activities and developing all deliverables described in this contract. The Consulting Firm shall obtain the IDB's approval of the completion of each Service Request activities before associated payments will be processed. The Consulting Firm must be from a member country of the Bank.

6.2. A Bank representative will be copied in all communications between the Consulting Firm and the Client.

6.3. All project deliverables will be presented in professional-level Spanish. Deliverables will be edited by native-level Spanish speakers to ensure the appropriate language level.

6.4. Deliverables will be provided in editable formats (i.e., Microsoft Word, etc.), as well as any finalized formats.

6.5. Confidentiality:

6.5.1. The Supplier and its employees or agents are aware that in discharging their obligations pursuant to this Agreement, they may have access to privileged, confidential and/or proprietary information of the Bank or of another but in possession of the Bank including without limitation the Bank's financial, statistical, marketing, business and personnel information, projections, plans, forecasts, reports, service capabilities or any other data or information collected and gathered in the provision of the Work and relating to the Bank's business and any information whether written or oral identified as confidential by the Bank, is confidential information of the Bank ("Confidential Information"). Under no circumstances, except with the Bank's express written permission, shall Supplier and its employees or its agents copy, reproduce, sell, assign, license, market, transfer, give or otherwise disclose to any person or organization, in any manner or form, now or after the

expiration of the Agreement, such Confidential Information or any part thereof.

6.5.2. Upon request by the Bank or upon completion of the Work, Supplier will immediately return to the Bank at Supplier's expense all Confidential Information of the Bank or Clients and any other Bank or Client documents or data and all copies thereof.

7. Supervision and Reporting

7.1. The IDB and the respective Clients shall supervise the execution of the activities and completion of the deliverables indicated in these terms of reference and approve all payments. The point of contact at the IDB for all matters related to this contract will be José Antonio Mejía Guerra (joseam@iadb.org).

8. Schedule of Payments

Payment Schedule	
Deliverable	%
Product 1. Signing of the contract - Work plan document	20%
Product 2. Design documents of target model of the integrated administrative records management system	60%
Product 3. Process manual document	20%
TOTAL	100 %

Consultancy for the creation of manuals detailing all processes and identified challenges in achieving a more integrated, intensive, and efficient use of administrative records for statistical purposes – (RG-T4438)

Remote

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About this position:

The Innovation in Citizen Services Division (IFD/ICS) is looking for a graduate-level professional with university education in Economics, Statistics or related disciplines and with consulting experience for National Statistical Offices (NSOs) in Latin America, mainly on the subject of administrative registers, for the creation of manuals detailing all processes and identified challenges in achieving a more integrated, intensive, and efficient use of administrative records for statistical purpose

What you'll do:

This consultancy will focus on the following task:

- Establishing process and compiling the data collected during the project into a report format for future use in the Latin American region.
- Producing a process manual that includes the establishing process and compiling the data collected during the project into a report format for future use in the Latin American region.

The selection of countries would be based on their interest to participate in the project, and their willingness to adhere to the recommendations established in the comprehensive development plan and action plan. The process manual will support countries in their transition to a more intensive use of administrative records for statistical purposes; contribute to strengthen the institutions responsible to produce official statistics; help practitioners to make a more efficient use of administrative registers and help guide further work of the Bank in the region.

Deliverables and Payments Timeline:

The project will result in the following deliverables:

1. Work plan document.
2. Process manual document.

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(joseam@iadb.org) who will review their quality and completeness before requesting the payments. Deliverables may also be reviewed by selected staff from National Statistical Offices in the LAC region.

Deliverable #	Percentage	Planned Date to Submit
Product 1	33%	November 2026
Product 2	67%	May 2027
Total	100%	-

What you'll need

- **Education:** Bachelor's degree (or equivalent advanced degree) in Economics, Statistics, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 years of progressive experience in consulting experience for National Statistical Offices (NSOs) in Latin America, mainly on the subject of administrative registers.
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Type of contract and duration:



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- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 5 months
- **Work Location:** Remote.

Our culture:

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