



GOVERNMENT OF SIERRA LEONE

Name of Project: Harmonizing and Improving Statistics in West Africa Project in Sierra Leone

Grant Numbers: P169285

Assignment Title: RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR POLICY REVIEW FOR SHARING AND DISSEMINATION OF MICRO DATA SETS

Reference No. SL-MoFED-347753-CS-INDV

Date of Issuance: 11th April, 2023

1.0 Source of funds/ Background and Context

The Government of Sierra Leone, through Statistics Sierra Leone (Stats SL) is implementing a \$30m grant from the World Bank towards the cost of the Harmonizing and Improving Statistics in West Africa Project. The regional project is at the execution stage with seven countries (Burkina Faso, Cabo Verde, Cote d'Ivoire, Ghana, Liberia, Sierra Leone and Togo), but is expected to be scaled-up as many more countries have expressed interest to. The objective of the project is to strengthen the statistical system of participating countries and regional bodies in Africa to produce, disseminate and enhance the use of core economic and social statistics.

The project is supporting three core tasks: the implementation Strategy for harmonizing statistics in West Africa initiative by African Union (AU); support the production of harmonized methodologies by the Economic Community of West African States (ECOWAS) Commission and improve data access at the regional level. This includes: support Household-based Surveys; support the Core Set of Economic Statistics; support the modernization of the CPI; support the improvement of administrative data sources; improve data accessibility and dissemination; support institutional reforms and enhance human capital all at the national level. The project also supports the governments vision of efficient internal data management and improved public access to data by providing a comfortable work environment and secure storage of IT equipment and statistical records.

1.1 Brief Description of the Project Components

The project has three components: (1) A regional component to produce harmonized tools; collect a core set of social, economic and administrative statistics while improving their quality; disseminate and facilitate the use of harmonized data collected both nationally and regionally through a regional platform. (2) A country-specific component to address shortcomings that are not necessarily common to all countries. This will enable national statistical systems to leverage regional activities, for instance, through institutional building at the management level and improving human resource capacity, infrastructure and software needs. (3) A project management and Monitoring and Evaluation component to oversee and supervise components 1 and 2.

2. The Objective of Policy Review for Sharing and Dissemination of Microdata sets

To review and draft policy that provides a framework for consumers of data to have access to trustworthy data from the Sierra Leone's National Statistical System (NSS); and the creation of evidence-based policy utilizing administrative data, GIS-related data, and integrated macro and micro data.

The specific objectives of this data dissemination and website task include:

- i. To map the present Stats SL policies, techniques and standards as applied to microdata and the process flow of microdata management and dissemination.
- ii. To identify and document relevant good practices in Stats SL governance of microdata.
- iii. To Compare the Stats SL microdata data governance as mapped under objective-1 and compared with good practices collected under objective-2 above.
- iv. To propose mechanisms for data dissemination and encourage users to adhere to the norms for timely and high-quality data delivery.
- v. To have a system that encourages the use of open data in machine-readable forms.
- vi. To provide the framework for availing data to the public in conformity with the government's open data initiative.
- vii. Definition of formats in which data can be disseminated in line with the latest technologies.
- viii. Definition of the nature of data files that will be released, the intended use of these files and conditions under which the files shall be released.
- ix. Provision of guidelines on the permitted usage of Stats SL data.
- x. To design a microdata policy for Stats SL that covers all aspects of sharing and dissemination of Statistics on existing and new platforms.

3. Duties and Responsibilities

The consultant shall work directly with the Directorate of Data science to create and update systems with the following tasks:

- **Needs Analysis:** The consultant to look at all the issues that trigger review of microdata governance policy at Stats SL. Review date for policy, policy gaps, legislative change, an accumulation of critical issues in the Policy Issues Log etc.
- **Desk Study:** The consultant shall analyze the relevant documents that inform the policy review, including Stats data analysis, tools, literature review and best practices. Also look at the impact of the policy on other MDAs and related regional bodies
- **Stakeholder Mapping:** The consultant to identify key stakeholders in the Microdata policy and analyze their interests and powers.
- **Drafting:** Here, earlier consultations with key stakeholders will be crucial in giving them the opportunity to comment on the draft policy.
- **Policy Procedure:** Develop and outline the policy procedures for obtaining statistical outputs and products, as well as guidelines for the distribution of official data.

- **Guideline:** Provide a guide for both consumers and providers of statistical data and information on the management of data and microdata by Stats SL and the NSS; as well as the dissemination channels to be used.
- **Consultation:** The consultant will conduct detailed stakeholder engagement and note the constraints during consultations. .
- **Approval:** The consultant, working with the Data Science Directorate should be part of the approval processes.
- **Communication and early Implementation:** The consultant shall also be with the Data Science and Stats SL team during the communication of the reviewed and drafter policy
- **Maintenance and Review:** As may be needed, Stats SL shall call upon the consultant to be part of the audit compliance with the policy or evaluate the policy

4. Deliverables

Initial Outputs

- The consultant is required to provide a template for the policy review process
- Another preliminary deliverable has to be a three-part internal report for review and use mainly by the Stats SL National and/or International Data Services. The past of this initial report should correspond to the objectives above.

Final Deliverables

- The final output of this assignment is a well-developed policy procedure for obtaining statistical outputs and products, as well as the guidelines for the distribution of official data.
- A summary of Stats SL approach to microdata governance on concerned individuals to Stats SL.
- A policy brief that presents a concise summary of review process that can help readers understand, and make decisions about the Statistical Policy

5. Duration

This assignment will take 30 business days to complete.

6. Requirements, Qualifications and Experience

- ✓ A relevant advanced university degree in Social Sciences, Operational Research, Business Administration, Data Science, Statistics, Public Policy International Relations, Political Science, Economics or any related discipline.
- ✓ A minimum of 5-years relevant experience with Graduate degree; or 7-years relevant experience with Doctorate degree, including roles in leadership and change management.
- ✓ Excellent English language skills and the ability to write precise, clear and impactful communication products in different formats and for a variety of audiences, as well as to conceptualize and communicate complex ideas clearly and purposefully.
- ✓ Demonstrable experience and knowledge in working with issues and developments related to the use, governance, and dissemination of microdata at public, research, or international/multilateral institution
- ✓ Obvious experience in communicating information related to data and statistics that is effective to a variety of audiences, including senior managers and policy professionals.
- ✓ Experience working with World Bank funded projects is an additional advantage

7.0. Language of the Assignment:

All reports and deliverables under this assignment are expected in English

8.0 Reporting Requirements:

The shortlisted Consultant shall report to the Data Science Director of Stats-SL through the Project Coordinator- HISWA-Project.

9.0 Selection Criteria

The short-listing criteria are:

1. Experience of the Individual Consultant relevant to the Assignment
2. Competency/Qualification of the Individual Consultant relevant to the Assignment

This REOI will lead to the preparation of short list of consultants

The Consultant will be selected in accordance with ***Individual Consultant (IC)*** method set out in the World Bank's Procurement Regulations for IPF Borrowers. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. as per paragraph 3.17 of the Procurement Regulations.

Further information on the full blown Terms of Reference (TOR) be obtained at the address below or email hiswa2020statssl@gmail.com during office hours **0900 to 1700 hours Sierra Leone time from Monday through Friday**. Expressions of interest must be delivered in a written form and soft copies to the address below in person or e-mail: hiswa2020statssl@gmail.com on or before **Tuesday 25th April, 2023**. The name of the assignment should boldly be written as " : **RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR POLICY REVIEW FOR SHARING AND DISSEMINATION OF MICRO DATA SETS WITH SUPPORT FROM THE HARMONIZING AND IMPROVING STATISTICS IN WEST AFRICA PROJECT IN SIERRA LEONE HISWAP-SL**

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