WE ARE HIRING

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The Statistical Institute of Belize (SIB) in collaboration with the United Nations Development Program (UNDP) is seeking a resourceful, results-driven, and qualified candidate to fill the following vacant position.

TERMS OF REFERENCE (TOR)
Short-Term Technical Consultancy:
NATIONAL STATISTICAL SYSTEM (NSS) OFFICER
for the Statistical Institute of Belize

Project Title	The Enabling of Belize's Statistical System
Partner Country / Location	Belize (Nationally Scoped)
International Donor	The Korea International Cooperation Agency (KOICA)
Co-financing UN Agencies	The United Nations Development Programme (UNDP), the United Nations International Children's Emergency Fund (UNICEF), the Food and Agriculture Organization (FAO), the United Nations Population Fund (UNFPA), and the World Food Programme (WFP)
Recipient Organization / Lead	UNDP

A.   Project Background

The Korea International Cooperation Agency (KOICA) in partnership with the United Nations (UN) funded a grant valued at USD 3.46 million in March 2024 for the "Enabling of Belize's Statistical System" Project, which is part of a larger Record of Discussion Arrangement with the Government of Belize. The goal of this project, which is to be implemented from 2024 to 2027, is to ensure that Belize's national data system is capable of providing relevant, accurate, and timely data in support of evidence-based development planning and the effective monitoring of national programmes delivered through the country's sustainable development frameworks. Enhancing Belize's statistical system will also foster a stronger enabling environment for improved monitoring and resource allocation towards attaining Belize's development goals as well as its commitments to the UN Sustainable Development Goals (SDGs).

The Strategic Objective of this project is "to expand and upgrade capabilities of Belize's national data/statistical network, facilitating evidence-based development planning and the effective monitoring of national programmes delivered through the country's sustainable development frameworks." The project has two outcome areas:

   i.   to ensure the Statistical Institute of Belize (SIB), as producers of official national statistics, is empowered in its roles as the convenor and coordinator of the Belize National Statistical System (BNSS); and
   ii.   to ensure that the BNSS data contributors have increased their output of reliable statistics, supporting the expansion of the statistical range required to satisfy the increasing demands for data for development.

The "Enabling of Belize's Statistical System" Project is a joint initiative involving five (5) United Nations (UN) agencies— the United Nations Development Programme (UNDP), the United Nations International Children's Emergency Fund (UNICEF), the Food and Agriculture Organization (FAO), the United Nations Population Fund (UNFPA), and the World Food Programme (WFP)—and six (6) groups of Government entities with coordination support from the Office of the UN Resident Coordinator. The key project public sector stakeholders are (i) the Statistical Institute of Belize in the Ministry of Economic Development; (ii) the Sustainable Development Unit (SDU) in the Ministry of Sustainable Development and Climate Change; (iii) the Ministry of Agriculture, Food Security, and Enterprise; (iv) National Meteorological Service of Belize in the Minister of the Blue Economy and Disaster Risk Management; (v) the Ministry of Education, Culture, Science and Technology; (vi) the Ministry of Foreign Affairs and Foreign Trade, and (vii) the Judiciary of Belize (encompassing the Family Court, Magistrates Court and the Senior Courts) and the Attorney General's Ministry of Belize.

The project specifically seeks to improve and upgrade Belize's statistical infrastructure; strengthen the data governance architecture; strengthen both SIB and its data nodes; and expand the capabilities of the SIB and the BNSS to respond to increasing demands for data and statistics.

Through this project, the Statistical Institute of Belize is receiving support for the recruitment of a National Statistical System (NSS) Officer, which will serve to increase the number of staff assigned to the NSS Unit of the SIB, thereby strengthening the unit's capacity to operate and maintain the BNSS.

This support aims to fulfill Outcome 1 of the project, which seeks to ensure that the SIB is empowered in its roles as the convenor and coordinator of Belize's National Statistical System. The Statistical Institute of Belize, as mandated by the Statistical Institute of Belize Act of 2006, is the designated coordinator of the Belize National Statistical System. It is responsible for the engagement and coordination of BNSS partners. As such, it takes the lead in ensuring that accurate and relevant official national statistics are both available and accessible to all data users, especially decision-makers and those charged with developing policies and programs for the development of the country.

The Project is supporting the installation of short-term technical staff within SIB. The proposed intervention addresses a crucial need for expert human resources within SIB and prepares national counterparts for longer term take-up of the capacity.

The SIB is, therefore, seeking to recruit a National Statistical System (NSS) Officer to help strengthen the operation and maintenance of the BNSS and to enhance cooperation and collaboration between SIB and other data producers.

The National Statistical System Officer, who must be a Belizean national, will principally be responsible for coordinating and executing meetings at least twice yearly with BNSS agencies, as well as coordinating and leading the publication of NSS indicators via the BNSS Portal, with a view of increasing the number of published indicators.

Scope of Work

The objectives of this consultancy are as follows:

Data Collection and Management

iii. Collect and manage data and indicators sourced from BNSS partners and SIB databases to populate the BNSS Portal;
iv. Support the SIB's NSS Unit with the collection, management and dissemination of national and global indicators, reports, and other documentation;
v. Evaluate sources of information and statistical methods and procedures for validity, reliability and accuracy;
vi. Prepare and maintain documentation, including metadata and inventories, on the data and indicators received from BNSS agencies, including the data source, contact person, and the processes and methodologies they use for data collection;

Coordination and Collaboration

vii. Coordinate and execute meetings, including the preparation of meeting agendas and other meeting documentation, at least twice yearly with BNSS partners;
viii. Prepare reports on the proceedings of all meetings held with BNSS partners, outlining key issues and action steps, with all relevant meeting documentation appended, annexed, or otherwise referenced; and
ix. Follow up on actions required to enhance cooperation and collaboration between SIB and its data nodes and to strengthen their contributions to the NSS;
x. Assist in the development and facilitation of capacity building workshops to support BNSS partners to enhance their abilities to perform their respective data and statistical functions and to contribute to the BNSS;

Data Dissemination

xi. Coordinate and assist with the publication of all validated NSS indicators and SDG data, indicators, reports, and other documentation via the BNSS Portal, with a view of increasing the number of published indicators; and
xii. Assist with documenting and addressing requests from internal and external clients for statistical data, indicators, reports, and other data and information products and taking proactive steps to address unmet needs;

General

xiii. Provide other pertinent general technical support, as required, to enable the effective functioning of the NSS Unit;
xiv. Prepare annual, quarterly and monthly work plans and produce monthly, quarterly and annual progress reports on all activities assigned and/or undertaken under this consultancy; and
xv. Maintain inventory and assume responsibility for the Institute's assets assigned for the execution of the duties of the NSS Officer.

B. Expected Outputs

The main expected outcomes and products under this assignment are:
- Validated NSS and SDG data and indicators published via the BNSS Portal;
- Reports on the proceedings of all meetings held with BNSS partners, outlining key issues and action steps, with all relevant meeting documentation appended, annexed, or otherwise referenced;
- Documentation on all NSS and SDG data and indicators, including metadata and inventories;
- Documentation on data requests, unmet needs, and actions taken;
- Annual, quarterly and monthly workplans and progress reports for all activities assigned and/or undertaken under this consultancy; and
- Asset inventory maintained.

All data, indicators, and reports must be submitted in formats required by the Statistical Institute of Belize and shall be the intellectual property of the Statistical Institute of Belize.

C. Institutional Arrangements

a) The National Statistical System Officer will report directly to the designated technical staff with oversight of the National Statistical System Unit;
b) The National Statistical System Officer will communicate and network regularly with the points of contact for the BNSS partners;
c) The National Statistical System Officer, working in partnership with the Senior Statistical Officer and other SIB staff, will furthermore provide technical support to NSS agencies, for the generation and dissemination of data and information pertaining to national and global indicators;
d) The Officer will provide general support for the NSS Unit, to help ensure that it effectively discharges its duties, functions, and responsibilities.

D. Duration of the Work

The National Statistical System Officer will be engaged for a period of up to two (2) years, spanning 2025 to 2026. The duration of the assignment will depend on the commencement date of the contract and time remaining under the project, including any extensions that may be granted by the donors.

E. Duty Station

The duty station of NSS Officer is the SIB's office in Belmopan.

F. Qualifications, Experience, and Competencies Required

Only Belizean nationals meeting the following requirements will be considered:

Educational and Professional Requirements:
a) Bachelor's degree in statistics, mathematics, economics, or related field;
b) At least 3 years of work experience required in statistics, mathematics, economics, or related field;
c) Significant experience in generating and managing diverse data and indicators;
d) Significant experience in leading interagency collaboration and coordination, including convening meetings of partner agencies;
e) Proficiency in MS Excel, MS Word, MS PowerPoint, MS Access, SPSS, R, and other relevant statistical software;
f) Strong knowledge of web interfaces and the management of web portals; and
g) Excellent written and verbal communication skills.

Other Essential Requirements:
- o Strong attention to detail and organizational skills;
- o Strong analytical, quantitative and critical thinking skills;
- o Proactive and self-motivated with a commitment to high-quality results;
- o Ability to handle multiple and complex tasks and meet strict deadlines;
- o Highly disciplined and effective team player;
- o Mature and strong interpersonal skills;
- o Ability to work in a multicultural and interdisciplinary team environment;

G.   Remuneration

The National Statistical System Officer will be paid a monthly remuneration commensurate with qualifications and experience.

I.   Application

Interested persons must submit the following by Thursday, February 13th, 2025:
1. Application letter addressed to:
   HUMAN RESOURCE MANAGER Statistical
   Institute of Belize
   1902 Constitution Drive, Belmopan Email
   address: **anoralez@mail.sib.org.bz**
   Ref: NATIONAL STATISTICAL SYSTEM OFFICER
2. Curriculum vitae
3. Two recent references
4. Police record issued within the prior 3 months

All applications will be held in strict confidence. Only shortlisted applicants will be contacted for an interview.

J. Criteria for Selection of the Best Applicant

Only applicants meeting the minimum requirements will be shortlisted for interviews and subsequently evaluated by a panel. Kindly ensure that your CV demonstrates compliance with EACH of the following minimum criteria:

Qualifications	Points Obtainable
Education	
Bachelor's degree in statistics, mathematics, economics, or related field;	20
Experience	
At least 3 years of work experience required in statistics, mathematics, economics, or related field	15
Significant experience in generating and managing diverse data and indicators	15
Significant experience in leading interagency collaboration and coordination, including convening meetings of partner agencies	15
Proficiency in MS Excel, MS Word, MS PowerPoint, MS Access, SPSS, R, and other relevant statistical software;	15
Strong knowledge of web interfaces and the management of web portals	5
Other essential requirements: - Strong attention to detail and organizational skills; - Strong analytical, quantitative and critical thinking skills; - Proactive and self-motivated with a commitment to high-quality results; - Ability to handle multiple and complex tasks and meet strict deadlines; - Highly disciplined and effective team player; - Mature and strong interpersonal skills; - Ability to work in a multicultural and interdisciplinary team environment;	15
Language	
Excellent written and verbal communication skills	Pass/Fail
Nationality	
Is a Belizean national	Pass/Fail
TOTAL	**100**