



# WE ARE HIRING

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:  
**SENIOR STATISTICAL OFFICER**  
for the Statistical Institute of Belize

<b>Project Title</b>	The Enabling of Belize's Statistical System
<b>Partner Country / Location</b>	Belize (Nationally Scoped)
<b>International Donor</b>	The Korea International Cooperation Agency (KOICA)
<b>Co-financing UN Agencies</b>	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)
<b>Recipient Organization / Lead</b>	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 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 Senior Statistical Officer, which will serve to increase the number of staff assigned to the National Statistical System (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 to operate more effectively within the BNSS.

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

The Senior Statistical Officer, who must be a Belizean national, will be principally responsible for strengthening cooperation and collaboration between SIB and other data producers by broadening the spectrum of its partnership agreements, as well as enhancing engagements through regular meetings of National Statistical Monitoring Tables. This supports the implementation of Activity 1.5.2: Enable National Statistical Monitoring Tables.

The monitoring and evaluation of Belize's sustainable development indicators and the SDG targets require a grouping of data contributing nodes. The Senior Statistical Officer will lead the establishment of Working Tables (WT), described as National Statistical Monitoring Tables, for assembling, storing and interpreting the data and indicators that would support the monitoring and evaluation of sustainable development efforts. The Senior Statistical Officer will also chair each National Statistical Monitoring Table on SIB's behalf.

The Enabling Belize's Statistical System Project will also support the negotiation of data sharing agreements between SIB and data contributing nodes and/or BNSS partners, who would be invited to sign a standard memorandum of understanding (MoU) to formalize and establish the terms and conditions under which data will be shared. The Senior Statistical Officer will serve as the SIB's primary point of contact for the negotiation of data sharing agreements with BNSS agencies.

## **B. Scope of Work**

The objectives of this consultancy are as follows:

### **Data Collection and Management**

- iii. Provide oversight for the collection and management of data and indicators sourced from BNSS partners and SIB databases to populate the BNSS portal;
- iv. Provide advisory support to BNSS agencies on the collection, management and dissemination of SDG data, indicators, reports, and other relevant documentation;
- v. Evaluate sources of information and statistical methods and procedures for validity, reliability and accuracy;
- vi. Provide technical guidance and support to the NSS Unit to ensure adherence to quality and standards in the preparation and maintenance of 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 and compilation of indicators;

### **Coordination and Collaboration**

- vii. Coordinate the establishment of at least 10 MoUs and/or other partnership agreements to strengthen cooperation and collaboration between SIB and other data producers;
- viii. In consultation with SIB management, and other key partner agencies, establish frameworks for the convening of National Statistical Monitoring Tables by thematic area to enhance monitoring on, inter alia, the #planBelize Medium Term Development Strategy (MTDS) and the Sustainable Development Goals;
- ix. Support the development of MTDS indicators, as well as other indicators that BNSS agencies deem to be national priorities;
- x. Lead the formulation of Terms of References for the respective Monitoring Tables, organized by thematic areas, with their assigned set of indicators;
- xi. Coordinate and convene regular bi-annual meetings of the National Statistical Monitoring Tables, including the preparation of meeting agendas and other meeting documentation;
- xii. Lead in the development and assist in the 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;
- xiii. Prepare at least two technical reports per year on the proceedings of all National Statistical Monitoring Tables meetings, outlining key issues and action steps, with all relevant meeting documentation appended, annexed, or otherwise referenced;

- xiv. Report quarterly on the set of national indicators assigned to the respective Monitoring Tables, based on their thematic areas, such as the economy and the environment, and climate change;
- xv. Prepare reports on each capacity building activity with BNSS partners;
- xvi. Follow-up on actions required to enhance cooperation and collaboration between SIB and partners comprising the National Statistical Monitoring Tables and to strengthen their contributions to the BNSS;

#### **Data Dissemination**

- xvii. Oversee the publication of all validated BNSS indicators and SDG data, indicators, reports, and other relevant documentation via the BNSS portal, with a view of increasing the number of published indicators; and
- xviii. Provide technical guidance and support to the NSS Unit to ensure adherence to quality and standards in 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**

- xiv. Provide other pertinent general technical support, as required, to enable the effective functioning of the NSS Unit and by extension, the SIB;
- xx. 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
- xxi. Maintain inventory and assume responsibility for the Institute's assets assigned for the execution of the duties of the Senior Statistical Officer.

### **C. Excepted Outputs**

The main expected outcomes and products under this assignment are:

- At least 10 MoUs and/or other partnership agreements;
- Terms of References for each Monitoring Table;
- Bi-annual reports on the proceedings of all meetings held with Monitoring Tables, outlining key issues and action steps, with all relevant meeting documentation appended, annexed, or otherwise referenced;
- Reports on each capacity building activity held in support of BNSS partners;
- 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.

### **D. Institutional Arrangements**

- a) The Senior Statistical Officer will report directly to the designated technical staff with oversight of the National Statistical System Unit;
- b) The Senior Statistical Officer will communicate and network regularly with the points of contact for the Monitoring Tables to be comprised by BNSS partners;
- c) Working in partnership with the National Statistical System Officer and other SIB staff, the Senior Statistical Officer will furthermore provide advisory support to designated focal points within the 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.

### **E. Duration of the Work**

The Senior Statistical Officer will be engaged for a period of up to two (2) years, spanning the years 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.

## **F. Duty Station**

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

## **G. Qualifications, Experience, and Competencies Required**

Only Belizean nationals meeting the following requirements will be considered:

### **Educational and Professional Requirements:**

- a) Master's degree in statistics, mathematics, economics, or related field;
- b) At least 5 years of work experience required in statistics, mathematics, economics or related field;;
- c) Demonstrated ability to formulate and execute partnership agreements;
- d) Demonstrated ability to develop collaborative, interagency frameworks, and lead 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;

## **H. Remuneration**

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

## **I. Application**

Interested persons must submit the following by Thursday, February 13<sup>th</sup>, 2025:

1. Application letter addressed to:  
HUMAN RESOURCE MANAGER  
Statistical Institute of Belize  
1902 Constitution Drive, Belmopan  
Email address: [anoralez@mail.sib.org.bz](mailto:anoralez@mail.sib.org.bz)  
Ref: SENIOR STATISTICAL 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
<b>Education</b>	
Master's degree in statistics, mathematics, economics, or related field;	20
<b>Experience</b>	
At least 5 years of work experience required in statistics, mathematics, economics, or related field	15
Demonstrated ability to formulate and execute partnership agreements	15
Demonstrated ability to develop collaborative, interagency frameworks, and lead 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: <ul style="list-style-type: none"><li>- Strong attention to detail and organizational skills;</li><li>- Strong analytical, quantitative and critical thinking skills;</li><li>- Proactive and self-motivated with a commitment to high-quality results;</li><li>- Ability to handle multiple and complex tasks and meet strict deadlines;</li><li>- Highly disciplined and effective team player;</li><li>- Mature and strong interpersonal skills;</li><li>- Ability to work in a multicultural and interdisciplinary team environment;</li></ul>	15
<b>Language</b>	
Excellent written and verbal communication skills	Pass/Fail
<b>Nationality</b>	
Is a Belizean national	Pass/Fail
<b>TOTAL</b>	<b>100</b>