

**SUPPORT FOR PREPARING THE 2020 POPULATION AND HOUSING CENSUS**

**BL-T1103**

**CERTIFICATION**

I hereby certify that this operation was approved for financing under the **Public Capacity Building Korea Fund for Economic Development (KPC)**, through a communication dated November 2, 2018 and signed by Hyunik Kim. Also, I certify that resources from said fund are available for up to **US\$250,000** in order to finance the activities described and budgeted in this document. This certification reserves resource for the referenced project until December 12, 2018. If the project is not approved by the IDB within that period, the reserve of resources will be cancelled, except in the case a new certification is granted. The commitment and disbursement of these resources shall be made only by the Bank in US dollars. The same currency shall be used to stipulate the remuneration and payments to consultants, except in the case of local consultants working in their own borrowing member country who shall have their remuneration defined and paid in the currency of such country. No resources of the Fund shall be made available to cover amounts greater than the amount certified herein above for the implementation of this operation. Amounts greater than the certified amount may arise from commitments on contracts denominated in a currency other than the Fund currency, resulting in currency exchange rate differences, representing a risk that will not be absorbed by the Fund.

|               |   |            |
|---------------|---|------------|
| Certified by: | ORIGINAL FIRMADO                        | 12/06/2018 |
|               | Sonia M. Rivera                         | Date       |
|               | Chief                                   |            |
|               | Grants and Co-Financing Management Unit |            |
|               | ORP/GCM                                 |            |

|              |   |            |
|--------------|---|------------|
| Approved by: | ORIGINAL FIRMADO                        | 12/07/2018 |
|              | Joel Korn                               | Date       |
|              | Acting Division Chief                   |            |
|              | Innovation in Citizen Services Division |            |
|              | IFD/ICS                                 |            |

## TC Document

### I. Basic Information for TC

|  |  |
|--|--|
| ▪ Country/Region:  | BELIZE/CID - Isthmus & DR  |
| ▪ TC Name:   | Support for preparing the 2020 Population and Housing Census   |
| ▪ TC Number:   | BL-T1103   |
| ▪ Team Leader/Members:   | Perfit, Janine (IFD/ICS) Team Leader; King, Dana Michael; Catano Guzman, Mariana (IFD/ICS); Salazar, Astrid Danielle (CID/CBL); Abuelafia, Emmanuel (CID/CID); Payen, Patricia Yamilee (VPC/FMP); Lugo, Monica (LEG/SGO) |
| ▪ Taxonomy:  | Client Support   |
| ▪ Date of TC Abstract authorization:                               | 16 Jul, 2018   |
| ▪ Beneficiary:   | Belize   |
| ▪ Executing Agency and contact name                                | The Inter-American Development Bank (IDB), through the Division of Innovation for Citizen Services (IF /ICS) Contact Name: Janine Perfit ( <a href="mailto:JANINEP@iadb.org">JANINEP@iadb.org</a> )                      |
| ▪ Donors providing funding (amount and Fund's name):               | US\$250,000 from the Public Capacity Building Korea Fund for Economic Development (KPC)  |
| ▪ IDB Funding Requested:   | \$ 250,000.00  |
| ▪ Disbursement period (which includes Execution period):           | 24 months  |
| ▪ Required start date:   | December 2018  |
| ▪ Types of consultants:  | Firms & Individuals  |
| ▪ Prepared by Unit:  | Institutions for Development, through the Division of Innovation for Citizen Services (IFD/ICS)  |
| ▪ Unit of Disbursement Responsibility:                             | Country Office Belize  |
| ▪ TC Included in Country Strategy (y/n):                           | No   |
| ▪ TC included in CPD (y/n):  | Yes  |
| ▪ Alignment to the Update to the Institutional Strategy 2010-2020: | Social inclusion and equality; Institutional capacity and rule of law  |

### II. Objectives and Justification of the TC

- 2.1 The United Nations recommends that countries conduct a population census every 10 years. A population census is the biggest and single most comprehensive data collection exercise a country can undertake, as it allows the opportunity to garner data from every member of the population on a wide array of topics. Census data provide government and other decision makers with the bases on which to formulate policies that will provide quality goods and services to the citizens and make long-term plans for the development of the country, especially as they relate to demographic, social and economic issues. In addition to policy makers, the census provides an excellent source of information for public and private sectors, international organizations, researchers, academicians and civil society.
- 2.2 In Belize, the need to make evidence-based policies and to report on the progress of national development programs and international agreements implies a high demand for statistical products from public and private decision makers as well as from

external partners. In recent years, increased demand has been linked, for example, to the Monitoring and Evaluation (M&E) of Belize's Growth and Sustainable Development Strategy (GSDS) and the Medium-Term Development Strategy, Horizon 2030. In addition, the country must now monitor the 2030 international development agenda and the Sustainable Development Goals (SDGs). This growing demand for data has brought to light the increased need for quality official statistics.

- 2.3 Since 2016 the Bank has supported several activities with the SIB and the National Statistical System (NSS) to develop a consensus on the mission and vision of the NSS, the way forward to strengthen the system and meet the data requirements of the Belize's GSDS. The Bank supported the production of the National Strategy for the Development of Statistics that set forth a roadmap for the continued development of the NSS so that it can respond to the country's needs for data to support its development priorities. In late 2017 the Bank approved the TC "Support for the Design of a National Statistical System Bank" (ATN/OC-16512-BL). The TC is providing technical assistance and training activities to strengthen the statistical capacity of the SIB as well as enhance its role as the lead agency of the NSS.
- 2.4 According to Belize's census schedule, the next population and housing census will take place in May 2020. The objective of the proposed TC is to support the Statistical Institute of Belize (SIB) in the preparatory activities necessary for the conduct of the 2020 census. The support requested in the proposed TC to help the SIB prepare for the census will take advantage of the ongoing activities provided by ATN/OC-16512-BL. The activities from the previous operation include signing data sharing protocols between the SIB and other agencies of the NSS that collect administrative data to supplement data collected by the census; a series of training seminars on technical issues related to data collection and processing offered by the SIB to the NSS; and the creation of an NSS data management system. Component III of the proposed TC will complement these activities by providing lessons learned and practical experience with data visualization and dissemination to benefit the myriad of data users in Belize.
- 2.5 The Bank (IFD/ICS) has worked closely with Statistics Korea (KOSTAT)<sup>1</sup> on two regional TCs financed by KPC (ATN/KR-13763-RG and ATN/KR-14701-RG), drawing on Korea's knowledge and good practices in statistical development. Per the KPC guidelines to promote collaboration with Korean entities, the proposed TC will continue this relationship with KOSTAT as a strategic partner to share knowledge with the Statistical Institute of Belize as it prepares for the 2020 census. Statistics Korea's extensive expertise and innovation in the field of data visualization and dissemination of official statistics will be sought in component III of the proposed TC project (see 3.7). KOSTAT will not contribute resources to the project; the TC will support KOSTAT experts' travel to Belize to provide training and technical assistance.
- 2.6 **Expected Results.** At the end of the TC, the SIB will have completed several important preparatory tasks necessary to carry out the 2020 Population and Housing Census. These tasks include mapping census areas that were previously unmapped, testing the content of the census questionnaire, piloting the census questionnaire using computer tablets, and preparing staff to analyze and disseminate the data collected and census results.

---

<sup>1</sup> ...Statistics Korea or KOSTAT the national statistical office of Korea, a government agency.

- 2.7 **Strategic Alignment.** While this TC is not aligned with any of the four priority sectors of the IDB Country Strategy with Belize (2013-2017), it contributes to institutional capacity building and will provide valuable information for its evaluation. The data generated by the population census will be an important input in the implementation of a new country strategy, in which the lack of data is a constant challenge across all sectors.
- 2.8 The TC is aligned with the Bank's Update to the Institutional Strategy 2010-2020 (AB-3008) as it relates to the cross-cutting issue of strengthening institutional capacity particularly the technical capacity of the SIB to produce timely and relevant official statistical information that will improve the quality of policy formulation and implementation consistent with the efficient allocation and use of public sector resources. It is also related to the issues of social inclusion and equality as the census provides comprehensive socio-demographic information for the country with the highest level of geographical disaggregation that will assist in the provision of inclusive services.

### III. Description of Activities/Components and Budget

- 3.1 In line with its objectives, this operation consists of three components:
- 3.2 **Component I. (US\$125,000) Improving census maps through geographic information systems (GIS).** Using GIS technology, the resources from this component will support SIB permanent and temporary staff fees and travel to plot enumeration districts for census data collection. Emphasis will be given to areas that have never been mapped: Dangriga Town, San Pedro Town and in Belize Rural villages. The mapping exercise will include collecting data on land use, photographing and verifying building and dwelling footprints.
- 3.3 Additional resources from this component will hire a consulting firm that will use the mapping exercise as the basis to train SIB census staff to use maps to plan the census, conduct field data collection, and monitor census operations. The training will focus on the images captured will then assign GPS coordinates that will create new maps as well as update maps from the previous census. The maps will guide the enumerators to housing units to collect data during the census exercise. The benefits in using GIS relate to making enumeration more efficient and seamless during the census operation. Given that dwellings will be georeferenced, there will be a reduction in the cost and time that is usually involved in verifying dwelling locations during the census data collection period.
- 3.4 **Component II. (US\$75,000) Providing training and piloting of census data collection.** The 2020 Census in Belize will be conducted in part by paper and pencil interviewing (PAPI) and in part by using computed assisted personal interviews (CAPI). CAPI refers to installing the census questionnaire on computer tablets and filling them out on the tablets with information obtained from the interviews. The resources from this component will support SIB trainers' fees and travel to train those supervisors who, in turn, will train the enumerators on the content of the census questionnaire as well as how to fill out the form on paper and on computer tablet, according to the case.

- 3.5 The resources from this component also will finance a field exercise (fieldworkers' fees and travel) conducted by SIB to test and finalize the content of the questionnaire on paper. In addition, SIB will carry out a pilot exercise to field test the CAPI questionnaire, the case management system and the data processing of the interview results<sup>2</sup>. These pilot activities will help to minimize both human and computer error during the census enumeration period. The use of CAPI for the census is an innovation that improves field management and real time monitoring of enumeration activities. CAPI reduces time and costs by eliminating a separate process for data capture, automated coding and decreases the volume of post-enumeration data checking.
- 3.6 **Component III. (US\$50,000) Training in data analysis, presentation and dissemination.** The resources from this component will finance consultant services to train SIB staff how to analyze the results of the census and share the analyses with interested parties in the government, private sector, academia and civil society. Training topics will include: analysis for multi-dimensional poverty indices; redistricting for health and education planning. Staff also will receive instruction on communication strategies, how to create a census summary analytical report and target the report to different users.
- 3.7 Several dissemination methods will be examined so that census results can reach the country's decision makers in the most efficient way. The resources from this component will finance KOSTAT experts' travel to Belize to share their experiences with the Statistical Institute of Belize in innovative techniques of data visualization (flow charts, interactive maps and games, storyboards, info-graphs). KOSTAT experts also will train SIB staff on census report structure and results presentation as well as how to improve data dissemination. KOSTAT will offer advice on open software available for desktop publishing to support data visualization and dissemination. KOSTAT will not contribute resources to the project; the TC will provide letter agreements to KOSTAT experts to finance travel to Belize to provide training and technical assistance.
- 3.8 **Budget.** The total cost of this project is US\$250,000 (non-reimbursable) to be financed with resources from the Public Capacity Building Korea Fund for Economic Development (KPC) and disbursed over the course of 24 months.

#### Indicative Budget in US\$

| Activity/Component   | Description   | IDB/Fund Funding | In-kind Counterpart Funding | Total Funding  |
|--|---|------------------|-----------------------------|----------------|
| <b>Component I.<br/>Improving census maps through GIS</b>                          | This component will help the SIB to plot enumeration districts for census data collection               | <b>125,000</b>   | <b>0</b>                    | <b>125,000</b> |
| <b>Component II.<br/>Providing training and piloting of census data collection</b> | This component will train the enumerators in the use of the census questionnaire and field test its use | <b>75,000</b>    | <b>0</b>                    | <b>75,000</b>  |

<sup>2</sup> SIB has a small number of computer tablets that it has used for previous surveys. These tablets also will be used for the census (CAPI).

| Activity/Component  | Description   | IDB/Fund Funding | In-kind Counterpart Funding | Total Funding  |
|---|---|------------------|-----------------------------|----------------|
| <b>Component III.<br/>Training in data analysis, presentation and dissemination</b> | This component will train SIB staff how to analyze the results of the census and share the analyses with interested parties | <b>50,000</b>    | <b>0</b>                    | <b>50,000</b>  |
| <b>Total</b>  |   | <b>250,000</b>   | <b>0</b>                    | <b>250,000</b> |

- 3.9 The Bank unit responsible for disbursements will be CID/CBL. IFD/ICS, the Bank unit responsible for the technical lead, will provide funds to monitor and accompany the execution of this TC.
- 3.10 The contribution of the KPC will be recognized in all project products and activities carried out during the implementation of the TC operation.

#### **IV. Executing Agency and Execution Structure**

- 4.1 The IDB through IFD/ICS will be responsible for the execution of this Technical Cooperation with CBL. The request for the TC to be Bank executed is documented in the letter from the Government of Belize and attached as Annex I. The Bank has a broad experience in the provision and coordination of technical assistance to strengthen National Statistical Offices (NSO). It is uniquely positioned to serve as a clearinghouse for knowledge among NSO in the LAC region. In addition, the Bank can facilitate coordination and cooperation with international development partners and the donor community to maximize synergies to build statistical capacity<sup>3</sup>. The Bank can also foster innovation by attracting experts that are in the forefront of knowledge generation in other regions of the world.
- 4.2 IFD/ICS will monitor the TC progress and results; maintain up-to-date information and supporting documents related to the TC; periodically prepare reports regarding the status of the activities and results achieved, including the final report; and coordinate regular meetings with the SIB and IDB project team members to monitor issues related to the TC execution. The technical lead and project team are fully responsible for evaluating the project in accordance with the Results Matrix included in Annex II.
- 4.3 The execution and disbursement period will be 24 months. The Bank through CBL will contract consultants and firms in accordance with current Bank procurement policies and procedures (the selection and contracting of individual consultants will follow HRD's Complementary Workforce Employees (CWE) regulations AM-650 and GN-2765-1 for consulting firms). The initial Procurement Plan (Annex IV) provides information on the contracts envisaged and their applicable monitoring and contracting methods for each.

#### **V. Major issues**

- 5.1 The SIB has received financial and technical assistance from several donors for the development of statistics. To avoid duplication of resources the Bank is coordinating with the main providers of support to the SIB. Statistics Canada's PRASC is actively

<sup>3</sup> UNDP, UNICEF, UNFPA, the World Bank, ESRI, and the Statistics Canada's Project for the Regional Advancement of Statistics in Canada (PRASC).

providing technical assistance to the SIB in activities related to the 2020 census. The Bank will work closely with PRASC and will coordinate with the Statistics Canada experts in the following areas: Component II: census taking using CAPI and Component III: data analysis and communication strategies. The strategy to coordinate activities between the Bank and PRASC includes the elaboration of a workplan and timetable detailing the activities to be carried out by each institution, and agreed with the SIB. Monthly phone calls will review and update the workplan as well as discuss specific areas of thematic focus to avoid duplications in activities. For the activities foreseen in component III: data presentation and dissemination, the Bank will request the help of Statistics Korea to provide technical assistance to the SIB in data visualization and using visualization tools to disseminate data. This is an area in which Korea has particular expertise and Canada has limited experience, thus avoiding possible duplication.

- 5.2 The principal risk associated with this project relates to sustainability. The TC is designed to enhance the institutional capacities of the SIB through interventions that will create medium- and long-term outcomes which will remain in the institution. Training, technical assistance, and knowledge sharing from experts will be fully documented to assure that key skills are available to all SIB staff as needed. In addition, the full involvement of the SIB in the planning of the 2020 census will help to instill both administrative and technical capacities in the institution.

## **VI. Exceptions to Bank policy**

- 6.1 This operation does not foresee any exceptions to Bank policy.

## **VII. Environmental and Social Strategy**

- 7.1 The TC is not anticipated to have direct environmental or social impacts and has been classified as “C” according to the Safeguard Classification tool (see [Safeguard Policy Filter Report](#) and [Safeguard Screening Form](#)).

### **Required Annexes:**

- Annex I: Request Letter from the Client
- Annex II: Results Matrix
- Annex III: Terms of Reference
- Annex IV: Procurement Plan



## GOVERNMENT OF BELIZE

Ministry of Economic Development, Petroleum,  
Investment, Trade and Commerce

**ECONOMIC DEVELOPMENT AND  
PETROLEUM**  
P.O. Box 42  
Ground Floor, Sir Edney Cain Building  
Belmopan City  
Belize, Central America

**Fax:** (501) 822-3673  
**Tel:** (501) 822-2526  
(501) 822-2527  
**Email:** [econdev@med.gov.bz](mailto:econdev@med.gov.bz)

**Ref:** IA/IDB/1/18(26)

September 12, 2018

Dr Cassandra Rogers  
Country Representative  
Inter-American Development Bank  
#1024 Newtown Barracks  
**Belize City**

Dear Dr Rogers

**RE: Executing Agency: Technical Cooperation No. BL-T1103: Support for the 2020 Census**

The Government of Belize has secured funding from the Inter-American Development Bank through Technical Cooperation No. BL-T1103, "Support for the 2020 Census" in the sum of Two Hundred and Fifty Thousand United States Dollars (US\$250,000.00).

The objective of the TC is to support the Statistical Institute of Belize in the preparatory activities necessary for the conduct of the 2020 census. The activities include i) improving census maps ii) piloting of the electronic collection of census data and iii) analyzing and disseminating the census data.



The Ministry of Economic Development and Petroleum hereby requests that the IDB act as the executing agency for this TC.

We anticipate your favourable consideration of this request and would greatly appreciate the Bank's support in keeping us apprised of any developments regarding the implementation of the Technical Cooperation.

With best wishes

**ECONOMIC DEVELOPMENT AND PETROLEUM**

A handwritten signature in black ink, appearing to read 'Yvonne Hyde', is written over a horizontal line.

( YVONNE HYDE )  
**CHIEF EXECUTIVE OFFICER**

**c:** Director General, Statistical Institute of Belize

## Results Matrix

### Outcomes

**Outcome:** | [1 Statistical Institute of Belize is prepared to carry out the 2020 Population and Housing Census](#)

 CRF Indicator

### Outputs: Annual Physical and Financial Progress

| 1 Improving census maps   |                    |                 |          |               |                               | Physical Progress |      |      |     |      | Financial Progress |      |        |       |        | Theme                     | Fund | Flags |
|---|--------------------|-----------------|----------|---------------|-------------------------------|-------------------|------|------|-----|------|--------------------|------|--------|-------|--------|---------------------------|------|-------|
| Outputs   | Output Description | Unit of Measure | Baseline | Baseline Year | Means of verification         | 2018              | 2019 | 2020 | EOP | 2018 | 2019               | 2020 | EOP    |       |        |                           |      |       |
| 1.1 Mapping completed in Dangriga Town, San Pedro Town and Belize District rural villages |                    | maps (#)        | 0        | 2018          | Maps produced by SIB          | P                 | 0    | 3    | 0   | 3    | P                  | 0    | 100000 | 25000 | 125000 | Institutional Development | KPC  |       |
|   |                    |                 |          |               |                               | P(a)              |      |      |     | 0    | P(a)               |      |        |       | 0      |                           |      |       |
|   |                    |                 |          |               |                               | A                 |      |      |     |      | A                  |      |        |       |        |                           |      |       |
| 2 Training and piloting of census data collection   |                    |                 |          |               |                               | Physical Progress |      |      |     |      | Financial Progress |      |        |       |        | Theme                     | Fund | Flags |
| Outputs   | Output Description | Unit of Measure | Baseline | Baseline Year | Means of verification         | 2018              | 2019 | 2020 | EOP | 2018 | 2019               | 2020 | EOP    |       |        |                           |      |       |
| 2.1 Census questionnaire using paper and tablets tested in pilot exercises                |                    | Pilots (#)      | 0        | 2018          | Report on pilot exercises     | P                 | 0    | 2    | 0   | 2    | P                  | 0    | 75000  | 0     | 75000  | Institutional Development | KPC  |       |
|   |                    |                 |          |               |                               | P(a)              |      |      |     | 0    | P(a)               |      |        |       | 0      |                           |      |       |
|   |                    |                 |          |               |                               | A                 |      |      |     |      | A                  |      |        |       |        |                           |      |       |
| 3 Training in data analysis, presentation and dissemination                               |                    |                 |          |               |                               | Physical Progress |      |      |     |      | Financial Progress |      |        |       |        | Theme                     | Fund | Flags |
| Outputs   | Output Description | Unit of Measure | Baseline | Baseline Year | Means of verification         | 2018              | 2019 | 2020 | EOP | 2018 | 2019               | 2020 | EOP    |       |        |                           |      |       |
| 3.1 Training workshops delivered  |                    | Workshops (#)   | 0        | 2018          | reports on training delivered | P                 | 0    | 3    | 2   | 5    | P                  | 0    | 35000  | 15000 | 50000  | Institutional Development | KPC  |       |
|   |                    |                 |          |               |                               | P(a)              |      |      |     | 0    | P(a)               |      |        |       | 0      |                           |      |       |
|   |                    |                 |          |               |                               | A                 |      |      |     |      | A                  |      |        |       |        |                           |      |       |

### Other Cost

### Total Cost

 CRF Indicator

 Standard Output Indicator

|      | 2018 | 2019         | 2020        | Total Cost   |
|------|------|--------------|-------------|--------------|
| P    |      | \$210,000.00 | \$40,000.00 | \$250,000.00 |
| P(a) |      |              |             |              |
| A    |      |              |             |              |

## **TERMS OF REFERENCE**

### ***1. GIS Mapping and Training Consultancy***

BELIZE

*Project Number : BL-T1103*

*Support for preparing the 2020 Population and Housing Census*

#### **1. Background and Justification**

- 1.1. The TC “Support for preparing the 2020 Population and Housing Census” (BL-T1103) expects to help the Statistical Institute of Belize (SIB) with the preparatory activities for the decennial census. According to Belize’s census schedule, the next population and housing census will take place in May 2020.
- 1.2. Population and Housing Censuses are one of the primary sources of data needed for formulating, implementing, and monitoring policies aimed at inclusive socioeconomic development and sustainability. Good governance demands better information. Using and applying geospatial technologies and geographic information benefits all stages of the population and housing census process. The SIB requires the training in GIS mapping to plan its work, map its enumeration districts, conduct field data collection, monitor and census operations.

#### **2. Objectives**

- 2.1. It is expected that applying geospatial technology in census planning, mapping and enumeration will allow the SIB to implement new modern methods that reduce costs and save time in the conduct of the 2020 Census.

#### **3. Scope of Services**

- 3.1. Provide training and technical assistance in the use of GIS to map enumeration districts. The training will focus on the images captured will then assign GPS coordinates that will create new maps as well as update maps from the previous census. The maps will guide the enumerators to housing units to collect data during the census exercise.

#### **4. Key Activities**

- 4.1. Development of a short training curriculum on how to improve census maps using GIS
- 4.2. Assistance SIB in using GIS to map enumeration districts

- 4.3. Technical assistance and training in the use of maps and tools to monitor field operations to better manage staff and data collection processes

## 5. Expected Outcome and Deliverables

- 5.1. Assist the SIB to make the most of the limited resources by using GIS to optimize census enumeration work. Provide technical assistance to map new areas and update maps from previous censuses. Train SIB staff in the use of maps to enumerate districts and collect data.

## 6. Project Schedule and Milestones

- 6.1. Proposed training curriculum - 1<sup>st</sup> Q 2019  
 6.2. Assistance with using GIS to map enumeration districts – 1<sup>st</sup> – 2<sup>nd</sup> Q 2019  
 6.3. Assistance to update census maps – 1<sup>st</sup> – 2<sup>nd</sup> Q 2019  
 6.4. Training in the use of maps to enumerate districts and collect data – 1<sup>st</sup> - 2<sup>nd</sup> Q 2019

## 7. Reporting Requirements

- 7.1. Progress reports on the training and technical assistance delivered will be due on the first day of each of the following months in 2019: February, March, April, May, and June.

## 8. Acceptance Criteria

- 8.1. The progress reports will be delivered to the Bank for review, comment and acceptance by the technical lead for the project.

## 9. Supervision and Reporting

- 9.1. The consultants will report to the technical lead for the project. Communication about the contract, deliverables and other issues relating to the contract will be by email.

## 10. Schedule of Payments

| Payment Schedule                      |      |
|---------------------------------------|------|
| <i>Deliverable</i>                    | %    |
| 1. Training curriculum                | 20%  |
| 2. Training in use of GIS for mapping | 50%  |
| 3. Updated census maps                | 30%  |
| <b>TOTAL</b>                          | 100% |

## **TERMS OF REFERENCE**

### **2. Data Analysis and Communication Strategies Training Consultant**

**Background:** IFD/ICS through the TC “Support for preparing the 2020 Population and Housing Census” (BL-T1103) expects to help the Statistical Institute of Belize (SIB) with the preparatory activities for the decennial census. That are looking for a professional with background in statistics and communications to train key staff in the analysis and communication of census results.

**The team:** The Innovation in Citizen Services Division (IFD/ICS) promotes governments that are more effective, efficient and transparent while guaranteeing better services and more security for their citizens.

**What you'll do:** The consultant will train staff at the Statistical Institute of Belize (SIB) in data analysis, communication strategies and census result presentation.

- Development of a short curriculum to carry out training activities related to data analysis, communication strategies, and census results presentation.
- Train key SIB staff in techniques involved with data analysis, communication strategies, and census results presentation.
- Deliver relevant training materials (written, Internet-based) to participants.

**Deliverables:**

- Product #1: Training curriculum
- Product #2: Training program
- Product #3: Training materials

**Payments timeline:**

- Delivery of Product 1: 30% of contract
- Delivery of Products 2 and 3: 70% of contract

**Skills you'll need:**

- **Education:** Bachelor's or master's degree in statistics, economy or related areas.
- **Experience:** At least 4 years' experience in communications; at least 5 years' experience regionally or internationally building statistical capacity
- **Languages:** Fluency in English
- **Core and Technical Competencies:** Experience working with national statistical offices.

**Opportunity Summary:**

- Type of contract and modality: PEC, lump sum
- Length of contract: 2 weeks
- Starting date: 3<sup>rd</sup> Q 2019
- Location: home country and Belize
- Responsible person: Janine Perfit, IFD/ICS
- Requirements: You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

**Our culture:** Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

**About us:** At the Inter-American Development Bank, we're devoted to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48 member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Payment and Conditions:** Compensation will be determined in accordance with Bank's policies and procedures. The Bank, pursuant to applicable policies, may contribute toward travel and moving expenses. In addition, candidates must be citizens of an IDB member country.

**Consanguinity:** Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

**Diversity:** The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants and persons of indigenous origins to apply.

