Statistics for Results Facility

Catalytic Fund

Guidelines on Terms of Reference for Lead Donors and In-Country Donor Statisticians

SRF-CF Administration Unit

February 2010
Background

1. The Statistics for Results Facility (SRF) is a global initiative concerned with supporting the strengthening of statistical systems and building capacity in the poorest developing countries. The SRF focuses both on scaling-up levels of resources for investing in statistical capacity on the basis of an agreed National Strategy for the Development of Statistics (NSDS), and the promotion of more effective delivery of assistance, particularly through the use of program-based approaches. The SRF Catalytic Fund is a multi-donor “programmatic” trust fund managed by the World Bank in support of the SRF. The Catalytic Fund will provide grants to countries to invest in statistics using a program-based approach, with the expectation that successful implementation will catalyze similar investments and approaches in other countries.

2. The purpose of this note is to provide guidance to development partners and implementing agencies involved in countries where the SRF approach is being used, and particularly where the SRF Catalytic Fund is providing grant funding. Specifically, it is recommended that a “lead donor” agency for statistical capacity development is identified, and that an “in-country donor statistician” is in place. This note provides templates for the terms of reference for both lead donor agencies and for in-country donor statisticians.

3. The particular arrangements in a country should build, wherever possible, on existing relationships and processes. In some countries, these positions may already be established, and some development partners may choose to support the SRF by funding these positions rather than through contributing to the Catalytic Fund. In other cases there may be a need to recruit additional staff for the in-country donor statistician role, which may be funded by the Catalytic Fund if they cannot be funded from other resources. In some cases the in-country donor statistician will be based in the lead donor agency, but there may be other examples where different agencies are involved.

4. Within the overall framework of the SRF, there are development partners that contribute to the SRF Catalytic Fund, and development partners who will contribute to the SRF through participation at country level. The lead donor does not have to be one of the agencies involved in contributing funds to the SRF Catalytic Fund; although clearly the lead donor should be part of the identified National Partnership Group. Similarly the in-country donor statistician may be funded by any of the

---

1 Program-based approaches include both system-wide and sector-wide approaches, and require comprehensive and coordinated intervention in a given thematic area of intervention, using a program of a developing country government or institution which one or more donors have agreed to support.
2 In a programmatic trust fund, activities are not pre-determined but are agreed through established governance structures.
3 A specific requirement of the Catalytic Fund is the creation, where necessary, of a recognized National Partnership Group for statistics, made up of government and development partner representatives, and other stakeholders as appropriate. This group will discuss and agree national statistical development plans, monitor
development partners involved in the National Partnership Group on statistics at country level – or may also be funded through the Catalytic Fund, if required. Note also that the in-country donor statistician does not have to be based in the offices of the lead donor; although that may well be the most common arrangement.

**Lead Donor**

5. In SFR-CF participating countries, the lead donor agency would be expected to support development partner coordination and to provide a link between the SRFCF Administration Unit and the country national partnership.

6. The lead donor may perform several roles, depending on the specific country circumstances:
   
   a. Provide leadership for the development partners involved in the National Partnership Group on statistics, including facilitating the establishment of such a group if it does not already exist.
   
   b. Liaise with national authorities, take the lead in promoting coordination, and convening donor consultation processes.
   
   c. Liaise with the SRF Catalytic Fund Administration Unit and the Catalytic Fund supervising entity on the implementation of Catalytic Fund grants, as appropriate.
   
   d. Collaborate with the in-country donor statistician on matters relating to supporting statistical development.
   
   e. Facilitate and support the use of coordinated mechanisms (such as a pooled or basket funding) for implementing national statistical development plans.\(^4\)
   
   f. Promote a program-based approach in a manner consistent with the principles of the Paris Declaration on Aid Effectiveness. This may include the development and use of Memoranda of Understanding (MoU) between development partners and national authorities.
   
   g. Ensure that all development partners support identified and prioritized activities in the national statistical plan for statistics, and provide a periodic report on activities of development partners to the national partnership group.

---

\(^4\) The term national statistical development plan is used throughout this document, and refers to a plan that has been agreed by both government and development partners as providing a basis for investment in statistical capacity. In most countries this will be a National Strategy for the Development of Statistics (NSDS), or will be an implementation plan based on such a document.
h. Raising awareness with national authorities and amongst development partners of the different resources available to implement a national statistical development plan, including the SRF Catalytic Fund, in liaison with the in-country donor statistician.
In-Country Donor Statistician

1. The presence of an in-country donor statistician is considered important and useful to the success of the SRF, to promote the use of a system-wide approach, and to provide technical advice to both development partners and national authorities on statistical development issues through the National Partnership Group.

2. The in-country donor statistician will also be important as support for the lead donor agency. S/he may be identified either from an agency that is part of the existing donor community, or a through a special recruitment/appointment process.

3. Specific Terms of Reference for the in-country donor statistician should be agreed with the National Partnership Group. They should take into account the existing level of statistical development and existing partnership arrangements, including the role of any identified lead donor.

4. Objectives may include:

   a. Helping national authorities developing appropriate institutional linkages between the various parts of Ministries, Departments and Agencies (MDAs) responsible for producing official statistics.

   b. Utilizing the National Partnership Group for statistics to provide a coordinated support mechanism for all development partners to provide assistance for the development of the national statistical system.

   c. Facilitate the development of the national statistical development plan through a consultative and participatory process. The plan should be agreed, prioritized, costed and implemented within the available resource envelope.

   d. Where necessary, support the institutional reform and change process within the national statistical system as guided by the statistical legislation or public sector reform program. Reform may include amendment of statistical legislation and restructuring of the national statistical office.

   e. Supporting capacity development through facilitation or sourcing and coordination of technical assistance to implement the national statistical development plan.

5. Specific tasks may include:

   a. Providing a focal point for donor support to statistical development, including liaison between national authorities and development partners, both those represented in-country and those abroad, on issues related to the development of statistical capacity.

   b. Advising national authorities and development partners on methods for supporting the development of the national statistical system.
c. Assist the Lead donor to establish and strengthen effective donor coordination mechanisms, including the National Partnership Group.

d. Advising national authorities and development partners on the process for the design and review of national statistical development plans. This includes advice to ensure that plans are clearly prioritized, fully costed, feasible, realistic, and are related to national and sectoral development policy processes.

e. Facilitate the process of preparing proposals and financing requirements for the implementation of national statistical development plans. Proposals should be presented for discussion and approval to the Lead donor and the National Partnership Group.

f. Advising national authorities and development partners on the design of monitoring and evaluation frameworks for the implementation of national statistical development strategies. (Ideally, these frameworks should be part of the strategy document).

g. Advising national authorities to ensure that the strategies conform to and apply the UN Fundamental Principles of Official Statistics.

h. Encourage national authorities to set up appropriate mechanisms for user-producer dialogue (such as user-producer committees), to promote dialogue on the use of statistics, and close the gap between supply and demand.

i. Encourage national authorities to devise mechanisms of assessing the effectiveness of the statistical system and its products using the existing data quality assessment frameworks, including use of peer review processes.

j. Providing periodic reports on the support to statistical development provided through development partners participating in the National Partnership Group, and any other agency as appropriate.

k. Provide support to the National Partnership Group on statistical development. This may include the preparation of background documentation, and the production of meeting minutes.

l. Liaise with the SRF Catalytic Fund Administration unit, where necessary.

m. Facilitate and support joint periodic coordinated reviews to assess progress of implementation of the statistical plan.

6. Desirable competencies and skills are:

a. A thorough understanding of the issues and challenges faced by developing countries in developing statistical capacity.

b. A good understanding and experience of official statistics, their production and their use.
c. A good understanding of the UN Principles of Official Statistics, and other international standards and guidelines for statistics.

d. A good understanding and experience of national statistical offices and other key data producers in the national statistical system.

e. Understanding of the principles of institutional and organizational reform, change management, and capacity development.

f. Understanding of the design and implementation of national statistical development plans, and associated monitoring and evaluation systems.

g. Ability to participate in and influence policy dialogue.

h. Ability to work in a complex multi-cultural environment with multiple partners and interest groups.

i. Ability to organize and effectively manage work teams.

j. Ability to work alone without regular close supervision.

k. Good written and oral communications skills in the working language of the country concerned.

l. Prior experience of working in, or with, developing countries is required.