

## Terms of Reference for IT Specialists to provide the State Statistics Committee of Turkmenistan with IT support

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Turkmenistan CO
Purpose of consultancy:	<p>Turkmenistan is in the process of preparations for the Population and Housing Census to be held from 17 to 27 December 2022 which frames into 2022 Round in accordance with the UN recommendations.</p> <p>The Population Census is a major and complex exercise, extremely important for understanding the population dynamics in Turkmenistan. This upcoming census will be a significant one-time opportunity to empower the country with critical national and sub-national information to be used for evidence-based development planning and measuring its progress towards SDGs.</p> <p>On 25 October 2017, the Government of Turkmenistan issued a decree that formed a legal framework for conducting the 2022 Census in the country. The same decree has also established a State Commission for holding the census that consists of 32 national ministries, agencies and local governance bodies including State Statistics Committee (SSC), Ministry of Finance and Economy, Ministry of Education, Ministry of Internal Affairs to name some. The pilot census is planned to be held in December 2021. The State Statistics Committee is to play a lead role in the whole process preparations and holding the census and processing the collected data.</p> <p>As part of the preparatory processes for the 2022 Census, SSC is considering the following options for conducting the Population and Housing Census:</p> <ul style="list-style-type: none"> <li>• combined use of mobile devices in urban and computers in rural areas (desk tops located in schools);</li> <li>• or full use of mobile devices in urban and rural areas;</li> <li>• Internet-based census. For this, piloting the Internet census in a limited area (a selected district of Ashgabat) is being explored and discussed.</li> </ul> <p>At the level of SSC there is an understanding that the use of information technologies will enable to reduce costs and time at all stages. In 2015, Turkmenistan conducted MICS-5 Survey using tablets that was the first experience among the CIS and Eastern Europe countries. The established system of filling in electronic questionnaires allowed to successfully hold the Survey, as well as shortened the time for field work and minimized the errors by counters. On average, the interviews of a family with five members took 20-25 minutes, which is 2-2.5 times less compared to a survey based on a paper questionnaire.</p> <p>The use of tablets will significantly improve the manageability of the census processes through real-time monitoring, which will allow tracking of areas where the census data collection slows down or data quality suffers.</p> <p>In line with the plan to hold the Census based on electronic data collection</p>

	<p>the first raw task for the SSC is to develop address and mapping electronic data base. For that purpose, the SSC needs to invite a group of IT specialists consisting of 3 professionals. The IT specialists are expected to work as a group and provide IT support the SSC throughout of all stages of census preparation phases, data collection and processing. The SSC faces challenges with having professional IT staff in sustainable manner. There is high turnover of IT staff at the SSC, as the salary rate offered by SSC for such services is much less than the private sector may offer. The package of social and professional development incentives is also very limited. These factors are the key impediments in retaining qualified professionals with the SSC on a sustainable mode. As the start for census preparations was made in later 2017, there is an urgent need for IT professionals who will be asked to provide IT solutions for census needs. The immediate and first row task will be the development/adapting of the software for the addressing and mapping e-databases in close consultations with the relevant SSC specialists.</p> <p>Under this initiative, in addition to a decent consultation fees, this core group of IT specialists will be provided with the different opportunities such capacity development, recommendation letters, opportunity to participate in international workshops, conferences, pilot censuses in the region and others.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>IT specialists will need to:</p> <ol style="list-style-type: none"> <li>1) Review the existing system used by the SSC for addressing and mapping. Consult with the SSC specialists to understand the need.</li> <li>2) Identify the software to serve as a platform for address and mapping database.</li> <li>3) Develop the address and mapping database. Train the SSC staff on how to use the database.</li> <li>4) Provide consultancy and technical support while entering relevant data to the database by the SSC staff.</li> <li>5) Provide IT consultancy and technical support to the SSC related to other components of the census including development/adaptation of software applications for data collection, downloading the apps to the tablets and computers, arranging information transfer options during the pilot and actual census, ensuring the safety of data, technical maintenance of the tablets and computers, training for SSC and temporary staff on the use of tablets and data collection apps, provide solutions for troubleshooting.</li> <li>6) The distribution of tasks and coordination of works among the group members will be made by an authorized SSC staff member.</li> </ol>
<p>Duration and working schedule:</p>	<ol style="list-style-type: none"> <li>1) Review the existing system used by the SSC for addressing and mapping to be completed by 30 July 2018.</li> <li>2) Identify the software to serve as a platform for address and mapping database by 10 August 2018.</li> <li>3) Develop the address and mapping database by 30 September 2018.</li> <li>4) Train the SSC staff on how to use the database in October 2018.</li> <li>5) Provide consultancy and technical support while entering relevant data to the database by the SSC staff till the end of 2018.</li> </ol>

	<p>6) During 2018-2022 provide IT consultancy and technical support to the SSC related to other components of the census including development/adaptation of software applications for data collection, downloading the apps to the tablets and computers, arranging information transfer options during the pilot and actual census, ensuring the safety of data, technical maintenance of the tablets and computers, training for SSC and temporary staff on the use of tablets and data collection apps, provide solutions for troubleshooting.</p>
Place where services are to be delivered:	The services will be provided mainly in Ashgabat, Turkmenistan. Travels to velayats are also envisaged to check the technical status of desk tops stationed in the schools, train the local SSC staff and interviewers on the use of tablets and software program, provide IT solutions for potential troubleshooting in the use of data collection software.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ol style="list-style-type: none"> <li>1) Review the existing system used by the SSC for addressing and mapping to be completed by 30 July 2018 by submitting a report with recommendations on the database.</li> <li>2) Identify the software to serve as a platform for address and mapping database by 10 August 2018 and agree with the SSC.</li> <li>3) Develop the address and mapping database and test it by 30 September 2018.</li> <li>4) Train the relevant SSC staff on how to use the database in October 2018 in a series of training sessions.</li> <li>5) Provide on-demand consultancy and technical support while entering relevant data to the database by the SSC staff till the end of 2018.</li> <li>6) Throughout 2018-2020 provide on-demand and regular support to the SSC with the development/adaptation of software applications for census data collection, downloading the apps to the tablets and computers, arranging information transfer options during the pilot and actual census, ensuring the safety of data, technical maintenance of the tablets and computers, training for SSC and temporary staff on the use of tablets and data collection apps, provide solutions for troubleshooting.</li> </ol>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The work of IT specialists will be monitored by the National Programme Specialist on PD and Gender and the Authorized Officer of the State Statistics Committee of Turkmenistan via revision of report and recommendations, attending the training sessions.
Supervisory arrangements:	The IT specialists will perform under the overall guidance of and report to the UNFPA Assistant Representative and the Authorised Officer of the State Statistics Committee of Turkmenistan.
Expected travel:	No travel expected.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• University degree in IT technologies;</li> <li>• Experience in developing software and databases;</li> <li>• Excellent written and spoken Russian. Turkmen and English is preferable;</li> <li>• Excellent communication skills;</li> <li>• Results driven, ability to work under pressure and to meet required deadlines;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to learn and adapt to the needs of SSC;</li> <li>• Good understanding and practice of capacity development;</li> <li>• Cultural and gender sensitivity.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA shall provide IT specialists with all necessary materials, data, information and reports that are available</p>
<p>Other relevant information or special conditions, if any:</p>	<p>In addition to a decent consultation fees, this core group of IT specialists will be provided with the different opportunities such capacity development, recommendation letters, opportunity to participate in international workshops, conferences, pilot censuses in the region and others.</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	