

Government of the People's Republic of Bangladesh  
Bangladesh Bureau of Statistics (BBS)  
NSDS Implementation Support Project  
Parishankhyan Bhaban  
E-27/A, Agargaon, Dhaka-1207, Bangladesh  
[www.bbs.gov.bd](http://www.bbs.gov.bd)

No: 52.01.000.409.45.060.19.553

Date: 30 April, 2019

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)  
(CONSULTING SERVICES – FIRM SELECTION)**

**COUNTRY** : Bangladesh  
**NAME OF PROJECT** : National Strategy for the Development of Statistics (NSDS) Implementation Support Project  
**Loan No. /Credit No./ Grant No.** : IDA-61930  
**Assignment Title** : Twinning Partnership for NSDS Implementation Support Project  
**Reference No. (Procurement Plan)** : SD-7

The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the National Strategy for the Development of Statistics (NSDS) Implementation Support Project, and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include delivering technical assistance, training, convening services and support to the Bangladesh Bureau of Statistics (BBS) with the overarching goal of improving the capacity of the BBS to produce quality core statistics and make them accessible in a timely manner to policy makers and the public. The services timeframe is 24 months with expected start date of assignment March 2020, ensuring full consistency with the TOR attached or referred to in this REOI.

The detailed Terms of Reference (TOR) for the assignment can be found at the following

Website: [www.bbs.gov.bd](http://www.bbs.gov.bd)

Or can be obtained at the address given below.

The BBS now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are based on expertise and experience in the following areas:

- Improving the coordination and management of statistical activities
- Developing human resources and ICT infrastructure to produce and manage data;
- Improving the coverage and quality of core statistics required for policy;
- Promoting and strengthening access to and the use of official statistics
- Leading and/or participation in successful implementation of Twinning projects in the field of statistics;

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours (10.00 to 17.00 hours)

Expressions of interest must be delivered in a written form to the below address by 16.00 Hours local time (GMT+ 6 Hours) at 28<sup>th</sup> May 2019:

Attn: Md. Dilder Hossain  
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### **Terms of Reference**

**Name of the Project** : National Strategy for the Development of Statistics (NSDS) Implementation Support Project  
**Type of Contract** : Twinning Partnership For NSDS Implementation Support Project  
**Service Name** : Consulting Services (Firm Selection)  
**Package Number** : SD-7

#### **1. Background**

1.1 The objective of the NSDS Implementation Support Project (NSDS Project) is to improve the capacity of the Bangladesh Bureau of Statistics (BBS) to produce quality core statistics and make them accessible in a timely manner to policy makers and the public. The Government's Seventh Five Year Plan (FY16–FY20) aims to develop strategies, policies, and institutions to accelerate inclusive growth, reduce poverty, empower citizens, and promote sustainable development. It adopted the United Nations Sustainable Development Goals (SDGs) to which the Government of Bangladesh (GOB) has shown strong commitment. The GOB has expressed its commitment to monitor progress towards the achievement of goals and acknowledges the importance of and is committed to the timely availability of reliable statistics for evidence-based planning and policy making, as reflected in its National Strategy for the Development of Statistics (NSDS).

1.2 The GoB approved the NSDS in 2013, together with the Statistics Act 2013, that envisages an “integrated, professional, efficient, and effective NSS, under the guidance and leadership of the BBS and to produce official statistics that meet the current and evolving needs of national and international users in a transparent and timely fashion using international standards”. The Statistics Act 2013 confers on the BBS the function of “preparing and preserving correct, accurate, and up-to-date statistics.” Other agencies may also produce statistics “following the regulations established by the bureau and upon getting no objection and approval from the bureau”. The NSDS Project aims to support the GOB in the implementation of key elements of the NSDS.

#### **2. NSDS Implementation Support Project**

##### ***2.1 Brief information***

The NSDS Project aims to improve the capacity of BBS to produce quality core statistics and make them accessible in a timely manner to policy makers and the public. To achieve this objective, the project is organized around five components: (i) Improving the Coordination and Management of Statistical Activities; (ii) Developing Human Resources and ICT Infrastructure to Produce and Manage Data; (iii) Improving the Coverage and Quality of Core Statistics Required for Policy; (iv) Promoting and Strengthening Access to and the Use of Official Statistics; (v) Project Management<sup>1</sup>. The project will build on the progress made thus far in some reform areas of the NSDS while complementing investments by the GOB and other development partners (DPs).

<sup>1</sup> For details on the NSDS Project components and implementation structure please refer to the Project Appraisal Document available at <http://documents.worldbank.org/curated/en/505601521943228630/Bangladesh-National-Strategy-for-Development-of-Statistics-Implementation-Support-Project>



## **2.2. Local resources and capabilities of the BBS**

The BBS is the executing agency of the NSDS Project. The BBS's work is guided by the Statistics and Informatics Division (SID), responsible for formulation and revision of policy on statistics and informatics. The BBS, led by a Director General, comprises five subject matter Wings and three service Wings, each headed by a Director. The Project Implementation Unit (PIU) is headed by a Project Director (staff of BBS) under the overall guidance of the Director General of the BBS. The PIU will be supported by two Deputy Project Directors (staff of the BBS) who will coordinate the project's activities, manage reporting and auditing activities, and ensure compliance with the World Bank's procurement, disbursement, and FM procedures. In addition to staff from the BBS, the PIU will be supported by consultants funded by the Project. These include: (i) Procurement specialist; (ii) FM specialist; (iii) Economist; (iv) Statistician; (v) Consultant for coordination; and (v) ICT Specialist.

## **2.3 Project Steering Committee (PSC)**

Within the Project, a Project Steering Committee (PSC), headed by the Secretary, SID and including representatives from the Ministry of Finance, other government agencies and the BBS will be established to ensure that project implementation follows both Government and World Bank rules and procedures and provide overall policy guidance. The PSC is expected to meet at least every three months, or more often if needed. It will serve to ensure effective inter-agency cooperation, to provide overall managerial guidance, to discuss issues of Project implementation with the World Bank representatives and ensure concerted action to address any issues raised during implementation.

## **2.4 Project Technical Committee (PTC)**

In addition to the PSC, there is a Project Technical Committee (PTC) for technical backstopping, and continuous monitoring of progress towards achieving results under the Project. This committee will meet at least once in three months or more often if needed.

## **3. General Objectives**

3.1 The purpose of the Twinning Partnership in the NSDS Project is to strengthen the capacity of the BBS to provide them with opportunities of timely provision of reliable and relevant core statistics in accessible manner to policy makers and the public<sup>2-3</sup>. Experience in various projects on statistical capacity building implemented in other countries has shown that the twinning agreement between the BBS and an advanced statistical office (or consortium of such offices) could be more a productive approach instead of hiring of several consulting firms or individual consultants under the Project. In the long-term, this could allow building long lasting partnership that can go beyond the project life. In addition, the Marrakech Action Plan for Statistics (MAPS) Advisory Board recommended the greater use of developed countries' statistical offices and experienced consulting firms through a twinning mechanism will help to reduce the risk of implementation of capacity building activities under the project that could be constrained by the lack of expertise and technical assistance<sup>4</sup>.

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<sup>2</sup> The Twinning Partnership could be with an advanced statistical office or a consortium of such offices.

<sup>3</sup> Some of the core statistics include GDP, private consumption, service sector statistics, quantum index of industrial production, trade statistics (National Accounts); consumer price index, producer price index, wages (price statistics); economic activity, labor force participation, employment and unemployment rates, labor income (Labor Force Survey); statistical business register, poverty headcount, income inequality (Household Income and Expenditure Survey); land use, yield, and production of major and minor crops, livestock statistics (agriculture statistics); gross value added, firm productivity, enterprise activity (survey of manufacturing industries, economic census); self-reported morbidity rate, outpatient utilization rate and child stunting rate (Health and Morbidity Survey, Child and Mother Nutrition Survey); literacy and education attainment (Literacy Survey).

<sup>4</sup> Marrakech Action Plan for Statistics, Minutes of the first meeting of the Advisory Board, October 26 and 27, 2005, Washington, D.C. Chaired by Jim Adams, Vice President, Operations and Country Services, World Bank.



#### 4. Scope of Services and Deliverables

4.1 The project objectives will be achieved through a mix of different advisory and capacity building activities conducted both onsite and offsite by a team of experts. These include:

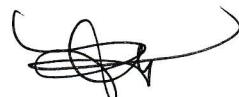
- a. Provide technical advice, hands-on-training, analytical support, share knowledge and discuss with BBS staff across the various subject matter domains of the project;
- b. Study visits by BBS statisticians to centers of excellence and conferences in statistics outside of Bangladesh;
- c. Workshops and seminars in Bangladesh with participation of local and international experts in various domains of statistics;

4.2 An important part of the consultancy is to coordinate activities across all the project components and all the Wings of BBS so that the investments under the NSDS Project are transversal in nature. Below is a description of the deliverables expected from the Twinning Partnership organized by project components:

Project Components	Deliverables from Twinning Partnership (TP)
<b>Component A: Improving the Coordination and Management of Statistical Activities</b>	
<b>A.1. Improving the coordination with other data producers</b>	
(a) Creation of a National Advisory Council on Statistics (NACS) to oversee Coordination and Statistical activities of the NSS (b) Development, revision, and improvement of agreements between government agencies producing statistics to ensure efficient interaction and develop data sharing protocols (c) Development of the rules and regulations to improve inter-agency cooperation	<ul style="list-style-type: none"> <li>1. Produce a document with a review of all relevant laws regulating statistics and administrative data in Bangladesh, including the Statistics Act, 2013</li> <li>2. Produce report to increase the use of administrative data for production of core statistics, including 2-3 concrete examples that could be implemented in 2 years' time</li> <li>3. Organize workshops with BBS and other stakeholders to share the results of the review and the report</li> <li>4. Produce a document with the results of reviewing any existing and draft MoUs between BBS and other data producers. The document should include recommendations to improve the MoUs if needed in line with international standards</li> <li>5. Organize workshops with BBS, other data producers and stakeholders to discuss review of MoUs</li> </ul>
<b>A.2. Strengthening management systems</b>	
(a) Improving the BBS's business processes and workflows (b) Improving recruitment, procurement, and financial management (FM) capacities (c) Introducing quality management guidelines or enterprise resource planning systems	<ul style="list-style-type: none"> <li>1. Conduct a functional review of BBS and produce a report with the results of the functional review of BBS, which includes an implementation plan for strengthening management systems, business processes and workflows. The implementation plan will consider production models such as the Generic Statistical Business Process Model (GSBPM), the Generic Statistical Information Model (GSIM) and the Common Statistical Production Architecture (CSPA)</li> <li>2. Produce a report with recommendations to improve recruitment processes of staff</li> <li>3. Organize workshops with BBS and other key stakeholders to share results of functional review and recruitment improvements</li> </ul>



Project Components	Deliverables from Twinning Partnership (TP)
	<ol style="list-style-type: none"> <li>4. Deliver 2 weeks training to at least 10 staff on procurement in Bangladesh</li> <li>5. Deliver 2 weeks training to at least 10 staff on financial management in Bangladesh</li> <li>6. Deliver 2 weeks training to at least 20 staff on quality management guidelines in Bangladesh</li> </ol>
<b>Component B: Developing Human Resources and ICT Infrastructure to produce and manage data</b>	
<b>B.1. Investing in core skills and competencies</b>	
<ul style="list-style-type: none"> <li>(a) Creating an inventory of generic training needs</li> <li>(b) Creating an inventory of training facilities and other sources, courses available, and assessing the capacity of local and regional training institutes that can partner with the BBS to deliver training</li> <li>(c) Developing a training policy and a training program for all staff led by the BBS.</li> <li>(d) Deliver trainings in-house or in the form of study tours and/or advanced programs by other institutions</li> </ul>	<ol style="list-style-type: none"> <li>1. Organize a workshop and produce a report for key BBS staff to share the international experience on training policies for statistical agencies</li> <li>2. Develop a training policy to cover all BBS staff, especially women and those in the field offices ( Division, District and Upazilla level)</li> <li>3. Produce a comprehensive training plan based on the training policy for BBS staff</li> <li>4. Guided by the training plan, create an inventory of training facilities and trainers in Bangladesh that can partner with BBS to deliver training</li> <li>5. Guided by the training plan, develop training curricula and materials in English and Bangla, the materials should be in paper and in presentations for self-learning online for the officials of BBS.</li> <li>6. Deliver basic training to 500 BBS staff (10% women). This will be delivered by national or international experts using the facilities of the SSTI, BBS and/or other venues in Dhaka. The basic training will cover the following topics and will include hands-on/practical exercises and a pass/fail test: <ul style="list-style-type: none"> <li>a. 2 weeks training on sampling.</li> <li>b. 2 weeks training on survey design and operations, including quality control.</li> <li>c. 2 weeks training on statistical methods for data analysis and estimation.</li> <li>d. 2 weeks training on report writing and communication</li> </ul> </li> <li>7. Deliver subject matter training to 200 BBS staff. This will via courses conducted at an advanced statistical office abroad. The exact location and number of staff for each type of training will be finalized in the training plan. The tentative list of subject-matter training and the number of staff for each type of training is below. These trainings will include hands-on/practical exercises and a pass/fail test:</li> </ol>



Project Components	Deliverables from Twinning Partnership (TP)
	<ul style="list-style-type: none"> <li>a. 2 weeks training to 10 BBS staff on metadata documentation</li> <li>b. 2 weeks training to 10 BBS staff on data anonymization</li> <li>c. 2 weeks training to 15 BBS staff on advanced report writing and communication</li> <li>d. 4 weeks training to 20 BBS staff on EXCEL, SPSS, STATA and R packages</li> <li>e. 4 weeks training to 20 BBS staff on ICT tools for data capture, processing and dissemination</li> <li>f. 2 weeks training on core statistics, including i. national accounts-20 staff; ii. agricultural statistics-10 staff; poverty and HIES-10 staff; iii) statistical business register – 10 staff; iv. labor and industry statistics -10 staff; v) demography and health - 10 staff; vi. price statistics – 10 staff; vii. environment statistics -10 staff; viii. population census -10 staff; ix. crime and judicial statistics- 5 staff.</li> <li>g. 2 weeks advanced training to 20 staff on i. sampling ii. survey design and operation iii. questionnaire development, iv. quality control, data processing and statistical methods for data analysis</li> </ul>
<p>The TP will build further on these based on the training plan and after consultation with BBS and the World Bank.</p>	
<p><b>B.2. Investing in Information and Communications Technology</b></p> <p>(a) Developing a comprehensive ICT plan</p> <p>(b) ICT investments (e.g. software and hardware) to improve the efficiency of data collection and sharing of core statistics</p>	<ul style="list-style-type: none"> <li>1. Prepare a comprehensive ICT plan with implementation steps that is consistent with the findings of the business process review, review of core statistics and training program. The ICT plan will help BBS make the right ICT investments to increase efficiency in statistical production and data dissemination, including the pilot of total automation (from data collection to data dissemination)</li> <li>2. Develop an improved website that allows easy navigation, access to key statistical products and user support services. This includes access to metadata, publications, and a system to accessing micro data and other statistical products in a user-friendly manner guided by dissemination policy</li> </ul>
<p><b>Component C: Improving the Coverage and Quality of Core Statistics required for Policy<sup>5</sup></b></p>	

<sup>5</sup>Some of the core statistics include GDP, gross value added, private consumption, service sector statistics, quantum index of industrial production, trade statistics (National Accounts); consumer price index, producer price index, wages (price statistics); economic activity, labor force participation, employment and unemployment rates, labor income (Labor Force Survey);statistical



<b>Project Components</b>	<b>Deliverables from Twinning Partnership (TP)</b>
<p>(a) Reviewing of statistical activities to identify gaps and redundancies and streamline production in line with international standards</p> <p>(b) Making available technical assistance and piloting activities to improve core statistics</p>	<ol style="list-style-type: none"> <li>1. Conduct a baseline review of statistical activities and develop an improvement plan to suggest improvements in core statistics and their production in line with international standards<sup>6</sup>.</li> <li>2. Provide technical assistance and conduct pilots to improve core statistics by at least 40 percent from baseline. These, in general, include: (a) improve definitions, classifications, methodologies and questionnaires; (b) improve sampling design; (c) introduce Computer Assisted Personal Interviews (CAPI)/Computer Assisted Field Entry (CAFE) for improved efficiency in data collection, quality and management; (d) introduce quality framework for improved supervision during data collection; (e) introduce mechanisms to speed up data processing. Some of the improvements needed have been identified as part of the development of the NSDS or under the technical assistance provided by the World Bank to BBS in previous engagements and are listed in Annex 1. The TP will build further on these based on the improvement plan and after consultation with BBS and the World Bank.</li> <li>3. Develop manuals of the new or improved methodologies for the production of core statistics</li> <li>4. Develop a common guideline for ensuring the quality of the core surveys following the international best practices.</li> </ol>

#### **Component D: Promoting and Strengthening Access to and the Use of Official Statistics**

##### **D.1. Implementing an effective and clear dissemination policy**

<p>(a) Introducing a dissemination policy for core statistics</p> <p>(b) Preparing and following a 'release calendar' for core statistical operations and reports</p> <p>(c) Improvement of accessibility to microdata, metadata, publications, and other statistical products through the BBS website</p> <p>(d) Improvement of user-producer dialogue</p>	<ol style="list-style-type: none"> <li>1. Review of BBS's draft dissemination policy and make improvements if needed</li> <li>2. Workshop with high-level BBS/SID and other stakeholders on best dissemination practices</li> <li>3. Develop a release calendar for core statistics and reports (preliminary and final)</li> <li>4. Produce a document with the release calendar to be published in paper and in the website</li> <li>5. Develop a system to update the release calendar in the website.</li> <li>6. Review and refine if needed the user satisfaction survey developed by BBS. The survey will be implemented and analyzed by an independent firm/consultant</li> </ol>
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business register, poverty headcount, income inequality (Household Income and Expenditure Survey); land use, yield, and production of major and minor crops, livestock statistics (agriculture statistics); environment, firm productivity, enterprise activity (survey of manufacturing industries, economic census); all indicators relating to fertility, mortality, nuptiality, migration, disability self-reported morbidity rate, outpatient utilization rate and child stunting rate (Health and Morbidity Survey, Child and Mother Nutrition Survey); literacy and education attainment (Literacy Survey).

<sup>6</sup> The baseline indicator is set to 0.00 in order to track progress during the life of the NSDS project.



Project Components	Deliverables from Twinning Partnership (TP)
<b>D.2. Documenting statistical activities and providing better access to metadata</b>	
(a) Training of all relevant staff on preparing and maintaining metadata (b) Adhering to internationally accepted formats for metadata, such as the Data Documentation Initiative (c) Making available relevant metadata on the BBS website, as well as in printed form for core statistics (d) Making available codes/syntaxes that produce core statistics for replication and to enhance transparency	1. Prepare codes and syntaxes for all core surveys to be shared with data users via the website 2. Revise or produce methodological documentation for core surveys conducted since 2005 3. Develop dashboards, data visualization tools (charts and maps) and downloadable tables in Excel for making relevant metadata on core statistics available to all users on BBS's website 4. Produce metadata documentation for core surveys conducted since 2005 5. Organize and store anonymized microdata in user-friendly formats (Stata, SPSS, etc.) to share with users
<b>D.3. Expanding access to microdata for further research and analysis</b>	
(a) TA and training on microdata anonymization (b) implementation of anonymization of all microdata to ensure confidentiality following international best practices (c) creation of a provision for users' wide access, subject to a policy protecting confidentiality and security and preventing misuse (d) making microdata accessible	1. Develop document with a policy to protect confidentiality, security and prevent misuse of data 2. Provide technical assistance and develop a manuals to anonymize all microdata on core statistics

## 5. Team Composition and Qualification Requirements for the Key Experts

5.1. Given the broad scope of the Project provided that the TP will form a core group of consultants who will make agreements (contracts) to subcontract with experts as needed, including local consultants. The core groups should at least include:

- a. Consultant in the field of improvement of statistical system / group leader;
- b. Other consultants (representing involved TP) in areas the TP will be responsible for.

5.2. The leaders of these groups will need to have a clear understanding of the Project, good verbal and written communication skills and broad knowledge of aspects of statistics covered by the scope of the Project. They should be aware of issues related to the statistics system of the People's Republic of Bangladesh, which could affect the outcome of the Project; serve as major authorized partners of the BBS, representing the involved TP, as well as take into account cultural differences; know the main international and European standards in the field of statistics; determine when it is needed to gently/carefully, but firmly/steadily ensure progress and achieve an adequate rate of implementing the transformation process. Leaders of groups representing the TP must coordinate actions of TP in the framework of partnership to avoid duplication and delay in the implementation of planned activities, caused by overburden on the BBS.



5.3. It is envisaged that the specialists of the BBS (involved government bodies) will be provided with translation services during studying, as well as on trainings, seminars, during receiving consultation services etc. from international consultants and during study tours abroad, within the allocated funds.

5.4. Engaged consultants and experts should have the skills and knowledge in the areas included in the Project. They must coordinate / approve their actions with the leaders of the corresponding groups. And accordingly, group leaders will coordinate / approve their actions with the BBS and the PIU. The minimum requirements for the consultants, both international and local are listed below. More detailed terms of references will be prepared by the core group of consultants of the TP based on the specific activities to be performed by the consultant/experts. These terms of references will be developed in consultation with the BBS and the World Bank.

Minimum requirements for an international expert:

- preference for expert from the EU or developed countries with strong statistical systems;
- educational level not lower than bachelor's degree in relevant field of statistics, for individual subcomponents of component A, the specialists in the field of personnel management and strategic management;
- work experience in national (international) statistical offices in the field of statistics (accordingly for each activity); preference will be given to those with experience in working with developing countries
- documentary evidence of participation in similar international projects on related issues;
- confirmed fluent spoken and written English;

Minimum requirements for a local consultant expert:

- master's degree in relevant area (branch, sphere) for components, for individual subcomponents of component A, the specialists in the field of personnel management and strategic management;
- work experience in relevant area (branch, sphere) for components;
- documentary evidence of participation in projects on relevant issues;
- fluency in written and spoken Bengali and English language skills;

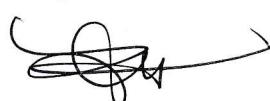
## **6. Reporting Requirements and Time Schedule for Deliverables**

6.1. The contract period of the Twinning Partnership (TP) is 24 months, extendable by a period mutually agreed between the BBS and the Twinning Partners and with prior approval of the World Bank. However, continuity of the resource beyond six months will depend on the TP's performance. The partnership with the twinning organization (s) will begin during the first visit of the TP specialists to the Bangladesh, who will coordinate with the BBS to develop a concrete work program. This work program is subject to World Bank approval.

6.2 In discussions of the work program, possible sequencing of activities, the timeline of intermediate and final results and resources allocated (time in weeks, experts etc.) will be considered. It is important to ensure that these agreed deliverables and timeline are aligned with the results framework of the project. It is also important to allow enough flexibility of approach to solving problems that reflect various changes in circumstances during Project implementation.

6.3. Concrete results expected in the framework of the mechanism of partner cooperation with twinning organizations include:

- a) improvement of the institutional environment and operational support of the statistical system, including better interaction between government agencies on statistical issues;
- b) strengthening of human resources and expansion of capabilities and skills of BBS staff;
- c) improvement of statistical infrastructure, standards and methodologies adopted internationally;



- d) improvement of work with users and respondents in accordance with the changing needs of society and economy through the dialogue between users and data producers;
- e) Improvement of methodologies and practices in specific areas of statistics, through the consolidation and improvement of held surveys and used administrative sources, as well as by planning and carrying out new actions aimed at collecting the data.

6.4 TP provides overall management and coordination of ongoing activities, as well as prepares reports and reviews of already conducted activities, evaluation of achievement of targets and indicators for the whole Project. The TP must apply and implement the most appropriate recommendations and requirements according to procedures (methodology, technology, procurement of goods, services, training, etc.) that are regarded as international best practices. The form of cooperation with the TP is not limited to the on-site visits and reports. The TP will make itself available for communication by email, fax and/or phone at the request of the BBS.

## **7. Reporting and Payment Terms**

7.1. The Twinning Partner (TP) will report to the Project Director (PD). The TP will submit progress reports (every 6 months) to the BBS, which will include:

- a. activities carried out, subjects, names of participants;
- b. progress towards achieving results, including any challenges faced;
- c. plans for the next six months;
- d. reference to any targets that are achieved;
- e. resources (local/international experts, skills, deployment on site/off site) for next six months
- f. cost of activities and forecast of expenditure for next six months;
- g. information about relevant external factors and records of held joint meetings in the framework of cooperation / coordination.

7.3 The TP will submit all reports, assessments, work plans and notes to the PIU for review and due consideration. In case of incomplete or unsatisfactory work on the Project, the TP shall work to complete the planned activities fully and with appropriate quality.

7.4. Reports on the progress of works (supply of goods, rendering of services) shall be prepared in Bengali and English. Reports on results of work on the activities of components (subcomponents) should be submitted in hard copy and electronic versions. It is envisaged that at the request of the BBS the consultants (experts) will present calculated preliminary forecasts of expenditures.

7.5. The PIU will monitor the work undertaken within the framework of partner cooperation with twinning organization(s) on the place, as well as review the results in view of the set targets. There will be a bi-annual evaluation of the twinning partnership, which will be conducted by BBS and submitted to the World Bank for review. There will a final evaluation at the end of the twinning arrangement.

7.6. The payment will be in lump sum.

## **8. Clients Input and Counterpart Personnel or Obligation/Facilities to be provided by the Client:**

8.1. While the methodology, workplan and timeline of activities would need to be provided in the technical proposal, the exact timing and content of the visits will depend on the plan of Project implementation and the availability/readiness of the BBS' staff and consultants, which will be reflected in periodic adjusted work schedules. In general, equipment (personal computers/laptops) and expendable office materials will be provided by the BBS at the expense of the Project. But considering the limited capacity of the BBS's information technologies, TP consultants would be encouraged to bring their laptops. Printing large amounts of materials (such as forms for surveys and questionnaires) will be funded by the BBS at the expense of the Project. The BBS will be responsible for providing office space for the TP consultants and for arranging the logistics.



## Annex 1

### **Specific Improvements to Core Statistics identified in the NSDS or under the technical assistance provided by the World Bank to BBS in previous engagements**

#### **Household Income and Consumption Expenditure**

- a) Revising questionnaires to eliminate duplication with other surveys and respondent fatigue
- b) Pilot the use of CAPI for improving the quality and efficiency of data collection of the HIES,

#### **National Accounts**

- a) Review and improve concepts, definitions and methodology for compilation of national accounts in line with international standards (SNA 2008, ISIC Rev.4)
- b) Assist BBS in regular compilation of quarterly national accounts, including software development, seasonal adjustment and frame preparation
- c) Review and improve input output tables
- d) Identifying data gaps and possible sources, including administrative data sources, for GDP compilation

#### **Prices**

- a) Review and rebase the Consumer Price Index (CPI) using weights from the latest available household income and consumption expenditure survey data, including incorporation of COICOP
- b) Compile the Quantum Index of Industrial Production (QIIP) and the Producer Price Index (PPI) as per international standards (ISIC rev. 4), including deriving weights and appropriate basket by using the latest available Survey of Manufacturing Industries (SMI) and other appropriate surveys and improve the frequency of their availability
- c) Review and rebase the House Rent Index (HRI) and the Wage Rate Index (WRI)
- d) Identifying gaps and sources for constructing sub-national price indices.

#### **Labor and Industry Statistics**

- a) Review statistical classifications, scope and coverage of key surveys like the Annual Establishment and Institution Survey, Census/ Survey of Manufacturing Industry (CMI, SMI) and Labor Force Survey, adjust according to international standards.
- b) Use of technology such as CAPI to improve frequency and coverage
- c) Improve coverage of service sector and informal sector statistics
- d) Conduct pilots to establish a modern business register that combines survey data and administrative data like tax records effectively and with efficiency

#### **Social Statistics**

- a) Review of methodology and concepts of health and demographic statistics
- b) Improve sampling design
- c) Improve compilation of gender statistics
- d) Pilot the use of technology such as CAPI to improve coverage and frequency
- e) Pilot the integration of administrative data to improve efficiency, frequency and eliminate duplication

#### **Agriculture Statistics**

- a) Updating and digitization of agricultural clusters.
- b) Reviewing and improving crop estimation and forecast system
- c) Review and improve compilation of cost of cultivation statistics
- d) Improve coverage and compilation of important rural agricultural statistics including land, livestock, assets and credit.
- e) Use of technology in improving frequency and efficiency of data collection

