



# Technical Assistance Report

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Project Number: 43142  
Capacity Development Technical Assistance (CDTA)  
December 2009

## Democratic Republic of Timor-Leste: Statistical and Macroeconomic Capacity Building

Asian Development Bank

## CURRENCY EQUIVALENTS

The currency of Timor-Leste is the United States dollar.

## ABBREVIATIONS

ADB	–	Asian Development Bank
CPI	–	consumer price index
DMC	–	developing member country
GDP	–	gross domestic product
NDS	–	National Directorate of Statistics
PFMCBP	–	Public Financial Management Capacity Building Program
TA	–	technical assistance

## TECHNICAL ASSISTANCE CLASSIFICATION

<b>Type</b>	–	Capacity development technical assistance (CDTA)
<b>Targeting classification</b>	–	General intervention
<b>Sector (subsector)</b>	–	Public sector management (public administration)
<b>Themes (subthemes)</b>	–	<b>Capacity development</b> (organizational development), governance (public administration [national, decentralized, and regional])
<b>Location impact</b>	–	National (high)

## NOTE

In this report, "\$" refers to US dollars.

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## I. INTRODUCTION

1. Timor-Leste is a young nation that faces significant challenges in rebuilding its infrastructure, strengthening the civil administration, and generating jobs for young people entering the workforce. In late 2007, the new government announced plans aimed at increasing spending, reducing poverty, and improving the country's infrastructure. These plans will require better statistical capability for national policy formulation and to help measure the impact of government development policies on society and the economy.

2. The Timor-Leste country operations business plan 2008–2010<sup>1</sup> of the Asian Development Bank (ADB) aims to build the government's capacity to manage and deliver quality basic social services. A country partnership strategy for 2009–2012 is now being finalized.<sup>2</sup> This includes a focus on building state capacity, particularly in core areas of public administration (including statistics). The Government of Timor-Leste has reaffirmed its desire for ADB to assist in this area, including in statistics capacity building and macroeconomic management within the Ministry of Finance.

3. The technical assistance (TA) will support the National Directorate of Statistics (NDS) to manage Timor-Leste's statistical system and enhance the capacity of the National Directorate of Macro-economy to provide macroeconomic advice and analysis. Both directorates are part of the General Directorate of Policy Analysis and Research within the Ministry of Finance. The design and monitoring framework is in Appendix 1.

4. In conceptualizing the assistance, extensive consultations were conducted during the preparation of a long-term statistical capacity building TA program for Timor-Leste.<sup>3</sup> A country consultation mission took place in June 2009 and held preliminary discussions with the government on the TA. Further consultations were conducted in September 2009.<sup>4</sup> The major agreements with the government on the impact, outcome, outputs, implementation arrangements, cost, financing arrangements, and terms of reference are reflected in this TA paper.

## II. ISSUES

5. In addition to the increasing demand for statistics for national policy formulation and to help measure the impact of development policies on society and the economy, increasing international cooperation and globalization have created a demand for statistics that will allow Timor-Leste to compare its national economic and social indicators against other countries. A primary requirement for national benchmarking is that the national statistical system can produce high-quality information that is consistent with that gathered for other developing countries. The production of Timor-Leste statistics must be as timely as that of other countries in Asia and the Pacific so that the country can measure its economic and social performance relative to them. Timor-Leste, despite its small size and relatively limited capacity, must develop and maintain a statistical system that supports economic monitoring and policy analysis and facilitates international comparison.

6. In addition, the requirement for diverse information has created many new demands and responsibilities for national statistical agencies. In the past, much statistical work focused on meeting the needs of key domestic users and international organizations. Now many see a key

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<sup>1</sup> ADB. 2007. *Country Operations Business Plan: Timor-Leste, 2008–2010*. Manila.

<sup>2</sup> ADB. 2009. *Country Partnership Strategy: Timor-Leste, 2009–2012*. Providing Access to the Future. Manila (draft).

<sup>3</sup> ADB. 2008. *TA-6333 (REG) Statistical Capacity Building in the Asia and Pacific Region. Report on Long-Term Statistical Capacity Building for Timor-Leste*. Manila.

<sup>4</sup> The TA first appeared in the business opportunities section of ADB's website on 6 October 2009.

role for statistics in the evolution of a more open civil society. The role of statistical agencies is gradually changing from the basic tasks of collecting statistics to assisting users to make appropriate use of them. This means providing more analysis and interpretation of key trends. Traditional paper publications are being replaced by more detailed data in electronic form.

7. The statistical system in Timor-Leste is not currently capable of responding to these demands. The system lags behind in terms of relevance, periodicity and timeliness, except for the production of the consumer price index (CPI) and trade statistics. Only the CPI, trade, fiscal, monetary and banking statistics are published regularly. National accounts, labor statistics, poverty statistics and others are not produced regularly. The NDS lacks funding and its staff are not well trained, especially in survey design, data processing, and analysis. On-the-job training has been successfully implemented for CPI and trade statistics and needs to be extended to other areas.

8. Under a TA on Statistical Capacity Building in the Asia and Pacific Region,<sup>5</sup> ADB assessed the statistical capacity, constraints, and needs of developing member countries (DMCs); identified DMCs that were statistically very weak; and developed separate long-term statistical capacity building TA programs for some of them. Timor-Leste was one of four DMCs identified as requiring technical assistance in the first phase.<sup>6</sup> In Mongolia, Nepal, and Timor-Leste, a diagnostic study of the countries' statistical systems was undertaken in close consultation with the national statistics offices, and other major stakeholders, and a long-term statistical capacity building TA program was developed. More recently, the Timor-Leste government, with the assistance of the World Bank and other donors, initiated a project to develop a statistical work plan. The resulting report reinforces the approach identified in the long-term statistical capacity building TA program.<sup>7</sup>

9. The statistical capacity building TA program for Timor-Leste (footnote 3) has the following components: (i) build the management capacity of the management of the NDS and the national statistical system, (ii) define and develop a statistical work program for the NDS, (iii) improve national accounts statistics,<sup>8</sup> (iv) undertake a labor force survey, (v) establish new statistics legislation, (vi) undertake staff development, (vii) improve dissemination of statistical data, and (viii) establish a basic information technology infrastructure. Each of the components in the program is described below.

10. **Build management capacity.** Building the managerial capacity of the NDS management and the line ministries is a priority. This will improve coordination across the national statistical system and encourage data sharing. Under the statistical capacity building TA program, this component has three subcomponents: (i) provide professional management training to the director of NDS, (ii) conduct basic management training for senior statistical officials, and (iii) organize study visits for senior management of NDS. The World Bank intends to recruit a consultant under its Public Financial Management Capacity Building Program (PFMCBP) to strengthen the institutional capacity of the NDS.

11. **Define and develop a statistical work program.** At the time the statistical capacity building TA program was being prepared, there was a requirement to specify what statistical

<sup>5</sup> ADB. 2008. *Technical Assistance for Statistical Capacity Building in the Asia and Pacific Region*. Manila.

<sup>6</sup> Afghanistan, Mongolia, and Nepal were the other three. ADB has also recently prepared diagnostic studies of the national statistical system with action plans for statistical capacity building for Cambodia (2008) and Lao People's Democratic Republic (2008). A diagnostic study of the national statistical system for the Maldives is in progress and a statistical capacity building TA program for Nepal has been initiated.

<sup>7</sup> Ministry of Finance. 2009. *A Statistical Work Plan (2010–2019)*. Dili.

<sup>8</sup> Defined as statistics measuring the performance of the economy as a whole (and various sectors of the economy), such as gross domestic product (GDP).

work was being undertaken and what was planned over the next 3 years. Further, there was an urgent need to determine the statistical system's users' priority needs, including the requirements needed from such sources as the national development plan and the general data dissemination system. While further work remains to be undertaken under this component through the completion of the statistical work plan (2010–2019)<sup>9</sup> and other similar reports, progress is being made.

12. **Improve national accounts.** Timor-Leste does not have any system of compiling regular national accounts statistics. Only ad hoc estimates of gross domestic product (GDP) are available. There is a need to provide updated estimates for recent years and build a comprehensive program for establishing a system of national accounts in the medium and long terms. Existing donor support has been provided to various initiatives under this component. This includes ongoing support by a national accounts advisor to the NDS under the World Bank's PFMCBP. The support started in April 2009 and will last for 1 year with a possibility of further extension. The government has sought ADB assistance to enhance data collection on business enterprises and agriculture to improve national accounts statistics.

13. **Undertake a labor force survey.** The high unemployment rate in Timor-Leste poses significant challenges for development in the country. Therefore, it is important to have accurate and reliable data on the labor force in Timor-Leste to devise strategies to reduce unemployment. The International Labour Organization is currently providing assistance in this area.<sup>10</sup>

14. **Establish new statistics legislation.** The present law governing statistics in Timor-Leste is weak and incomplete. There is an urgent and high-priority need for new legislation that can safeguard statistical independence, the secrecy of the information collected, and the rights and obligations of statistical officers. The World Bank proposes to provide assistance for the drafting of statistics legislation.<sup>11</sup>

15. **Undertake staff development.** The staff of NDS have limited capacity in areas such as survey design, survey management, data processing and analysis, and there is considerable need for capacity building in all these areas. The English language skills of the staff need to be significantly improved because most statistical documentation and international meetings are conducted in English. Only a few staff have appropriate tertiary education.

16. **Improve dissemination of statistical data.** Data dissemination is very limited and rudimentary. There is a significant need to ensure that statistics are released in a usable form and in a timely fashion to users. Ongoing support is being provided by a long-term dissemination advisor and a local publications officer under the sponsorship of Portuguese Cooperation and the United Nations Population Fund respectively.

17. **Establish a basic information technology infrastructure.** The use of information technology in statistical work in Timor-Leste is very rudimentary, and it needs to be established in an effective and efficient way.

18. In addition to requesting support for implementation of the statistical capacity building TA program, the Ministry of Finance has requested ADB support to improve macroeconomic advice

<sup>9</sup> Ministry of Finance. 2009. *A Statistical Work Plan (2010–2019)*. Dili.

<sup>10</sup> As the International Labour Organization is providing assistance to undertake a labor force survey, this TA does not include support for this component.

<sup>11</sup> As the World Bank is providing assistance to establish new statistics legislation, this TA does not include support for this component.

and analysis. This will help to enhance the robustness and timeliness of analysis that is undertaken.

### **III. THE TECHNICAL ASSISTANCE**

#### **A. Impact and Outcome**

19. The TA is intended to enhance the statistical system in Timor-Leste to enable relevant, reliable, regular, and timely statistics to be produced for analysis and dissemination by building on the long-term statistical capacity building TA program. This is to be achieved through targeted interventions in priority areas, building on previous work by ADB and other donors. The selection of priority areas was based on discussions with the government. In addition, the TA is designed to enhance the capacity of the National Directorate of Macro-economy to provide macroeconomic advice and analysis.

#### **B. Methodology and Key Activities**

20. The TA will focus on building the capacity of the staff of the NDS by supporting them to design and conduct a business activity survey (which will include the development of a statistical business register) and an agricultural production survey.<sup>12</sup> The TA will support the collection, validation, processing, analysis, use, and dissemination of the survey data by the NDS. Training covering basic statistical skills such as data collection, validation, processing, analysis, dissemination, and decision-making as well as computer skills including the use of MS Office and specialized statistical software packages will be provided.

21. The key data to be collected or calculated as part of the surveys will be those largely required for computing GDP.<sup>13</sup> A key component of the surveys will involve the provision of hands-on training and mentoring to NDS staff so they have the capacity to conduct subsequent surveys without the assistance of development partners. The government has indicated that it is increasing the budget for NDS to enable it to fund future annual surveys. To support these efforts, it will be recruiting three or four more permanent staff for the Department of Economic Statistics (part of the NDS) in 2010. This will help in the development of a system to compile regular national accounts statistics.

22. In addition, the TA will (i) establish a twinning arrangement with an appropriate nearby government statistical agency that can provide ongoing support and expertise to enhance the capacity of the management of the NDS through activities such as at least one study visit, and (ii) support English language skills training for staff of the NDS by utilizing a local training provider to provide in-house tailored English language classes and by supporting the acquisition of relevant English language training software. The study visit and twinning arrangement will be part of a long-term partnering arrangement with a nearby government statistical agency that will ensure the long-term sustainability of the TA.

23. The TA will also support the Ministry of Finance to provide macroeconomic advice and analysis. This resource will be available to provide rapid analysis on key economic issues as they arise and as opportunities for effective engagement present themselves.

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<sup>12</sup> Should it be necessary to focus on particular business sectors (e.g., hotels, transportation, education, and health) or agriculture sectors, these will be determined jointly by ADB and NDS. For the agriculture production survey, where appropriate, inputs will also be sought from the Ministry of Agriculture.

<sup>13</sup> This will include gross output, sales, intermediate inputs, changes in inventories, value-added taxes, gross operating surplus, gross fixed capital formation, and number and compensation of employees.

### **C. Cost and Financing**

24. The TA is estimated to cost \$630,000 equivalent. The government has requested ADB financing of \$560,000 equivalent. The TA will be financed on a grant basis by ADB's Technical Assistance Special Fund (TASF-IV). The government will finance the balance of the cost, equivalent to \$70,000, through provision of office accommodation, counterpart staff, logistical and publishing support for the surveys, and other in-kind contributions. Appendix 2 provides details of the cost estimates and financing plan. The proceeds of the TA will be disbursed in line with the *Technical Assistance Disbursement Handbook*.<sup>14</sup>

### **D. Implementation Arrangements**

25. The NDS will be the executing agency for the TA and will implement the statistical components, while ADB's Special Office in Timor-Leste will be the implementing agency for the macroeconomic component. Where appropriate, ADB's Special Office in Timor-Leste will coordinate with the NDS in implementing the statistical component. The government will appoint a TA focal point who will be responsible for coordinating with and providing progress reports to ADB. The government will also provide partial funding for surveys to be conducted under the TA and to provide ADB with the data and results of these surveys.<sup>15</sup>

26. The TA will be implemented over 30 months, starting in February 2010. The TA will finance up to 19 person-months of international consulting services. The international consultants will comprise: (i) statistics expert and team leader (international, 6 person-months, intermittent); (ii) business activity survey advisor (international, 5 person-months, intermittent); (iii) agricultural production activity survey advisor (international, 4 person-months, intermittent); and (iv) economist (international, 4 person-months, intermittent). The expected financial completion date of the TA is December 2012.

27. ADB will engage all consultants as individuals in accordance with ADB's Guidelines on the Use of Consultants (2007, as amended from time to time). The terms of reference for consultants are in Appendix 3. Individual consultants are needed, as a single firm may be unable to provide consultants with all the required expertise and experience. Procurement will be undertaken in accordance with ADB's Procurement Guidelines (2007, as amended from time to time). Any equipment that is purchased using the TA budget will be handed over to the government after the completion of the TA.

28. The TA will be implemented in close cooperation with other agencies involved in statistics collection. In addition, the TA will work closely with the World Bank's PFMCBP in the Ministry of Finance, as well as with other development partners. The World Bank will complement ADB's assistance by supporting the drafting of new statistics legislation and by funding an advisory position within the NDS, along with its broader efforts to improve expenditure and revenue management under its PFMCBP.

## **IV. THE PRESIDENT'S DECISION**

29. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$560,000 on a grant basis to the Government of the Democratic Republic of Timor-Leste for Statistical and Macroeconomic Capacity Building, and hereby reports this action to the Board.

<sup>14</sup> ADB. 2008. *Technical Assistance Disbursement Handbook*. Manila.

<sup>15</sup> This will include the micro data and data dictionaries.

## DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets/Indicators	Data Sources/Reporting Mechanisms	Assumptions and Risks
<p><b>Impact</b> Relevant, reliable, regular, and timely statistics produced and disseminated by the National Directorate of Statistics (NDS) and sound macroeconomic advice and analysis provided by the Ministry of Finance</p>	<p>Demonstrated improvement in the statistical system in Timor-Leste so it is capable of producing relevant, reliable, regular and timely statistics for analysis and dissemination</p> <p>Decision making supported by sound macroeconomic advice</p>	<p>Reports and assessments of Timor-Leste by the Asian Development Bank (ADB), development partners and regional organizations including ADB's country performance assessments</p>	<p><b>Assumption</b> Sustained commitment to the implementation of technical assistance (TA) activities by the government</p> <p><b>Risk</b> Delays in implementing TA activities</p>
<p><b>Outcome</b> Enhanced capacity of NDS in managing Timor-Leste's statistical system and enhanced capacity of the National Directorate of Macroeconomy to provide macroeconomic advice and analysis</p>	<p>NDS able to execute its mandatory responsibilities</p> <p>Macroeconomic advice provided as required</p>	<p>Reports and assessments of Timor-Leste by ADB, development partners and regional organizations including ADB's country performance assessments</p>	<p><b>Assumption</b> Sustained commitment to the implementation of TA activities by the government</p> <p><b>Risk</b> Retention of key staff</p>
<p><b>Outputs</b> 1. Staff development in managing a national statistical office and English language skills</p> <p>2. Statistical business register established at NDS and business activity survey and basic statistical skills and computer software course completed</p>	<p>Twinning arrangement in place</p> <p>Lessons learned are applied on-the-job through improvements to existing practices</p> <p>Staff in NDS are able to converse in and write reports in English as well as understand statistical documents and manuals which are written in English</p> <p>Statistical business register is used as population frame in sample design and other statistical data collection activities</p> <p>Staff in NDS are able to process data using computer software and</p>	<p>Report on progress by NDS, partner national statistical office and statistics expert and team leader</p> <p>Feedback reports from participants on how they implemented the lessons learned</p> <p>Survey report</p> <p>Feedback from staff and consultants</p>	<p><b>Assumption</b> Availability of information and data</p> <p><b>Risks</b> Retention of key staff</p> <p>Availability of counterpart staff</p>

<p>3. Agricultural production survey and basic statistical skills and computer software course completed</p> <p>4. Capacity to provide macroeconomic advice and analysis strengthened</p>	<p>analyze statistics independently</p> <p>National accounts include timely and robust business activity survey data</p> <p>NDS processes and store data using computer software and develop databases in formats which permit easy use for national income computations</p> <p>Staff analyze statistics independently</p> <p>National accounts include timely and robust agricultural production survey data</p> <p>Macroeconomic analysis prepared and being utilized</p>	<p>Updated national accounts</p> <p>Survey report</p> <p>Feedback from staff and consultant</p> <p>Updated national accounts</p> <p>Policy documents use the inputs from macroeconomic analysis and advice</p>	
<p><b>Activities with Milestones</b></p> <p>1.1 Twinning arrangement in place June 2010</p> <p>1.2. Arrangements for English language skills training for appropriate NDS staff in place August 2010</p> <p>1.3 Study visit to partner national statistical office for management of NDS November 2010</p> <p>2.1 Statistical business register established December 2010</p> <p>2.2 Business activity survey completed June 2011</p> <p>2.3 Basic statistical skills and computer software course for appropriate NDS staff June 2011</p> <p>3.1 Completed agricultural production survey March 2012</p> <p>3.2 Basic statistical skills and computer software course for appropriate NDS staff March 2012</p> <p>4.1. Enhanced capacity to provide macroeconomic advice and analysis June 2012</p>			<p><b>Inputs</b></p> <p>ADB (Technical Assistance Special Fund-IV) \$560,000. Government in-kind contributions \$70,000</p>

**COST ESTIMATES AND FINANCING PLAN**  
(\$'000)

Item	Total Cost
<b>A. Asian Development Bank Financing<sup>a</sup></b>	
1. Consultants	
a. Remuneration and Per Diem	
i. International Consultants	371.0
b. International and Local Travel	55.0
c. Reports and Communications	1.0
2. Equipment <sup>b</sup>	10.0
3. Training, Seminars, and Conferences <sup>c</sup>	29.0
4. Surveys <sup>d</sup>	40.0
5. Miscellaneous Administration and Support Costs	20.0
6. Contingencies	34.0
<b>Subtotal (A)</b>	<b>560.0</b>
<b>B. Government Financing<sup>e</sup></b>	
1. Office Accommodation and Transport	5.0
2. Remuneration and Per Diem of Counterpart Staff	35.0
3. Contingencies	30.0
<b>Subtotal (B)</b>	<b>70.0</b>
<b>Total</b>	<b>630.0</b>

<sup>a</sup> Financed by the Asian Development Bank's Technical Assistance Special Fund (TASF-IV).

<sup>b</sup> Includes information technology equipment and software acquisition costs.

<sup>c</sup> For inception and concluding workshops, study visits, and English language and other training.

<sup>d</sup> For business activity and agricultural production surveys.

<sup>e</sup> In-kind contributions, such as the provision of office accommodation, counterpart staff, logistical and publishing support for the surveys, and other in-kind contributions.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

1. The work under this technical assistance (TA) will be implemented in a phased manner over the period 2010–2012.

2. All consultants will be briefed by staff from the Government of Timor-Leste and the Asian Development Bank (ADB) prior to commencing work. Consultants will be required to review all relevant literature prior to beginning work, including the *Report on Long-Term Statistical Capacity Building for Timor-Leste*,<sup>1</sup> *A Statistical Work Plan*,<sup>2</sup> and *Review and Action Plan for the Statistical System in Timor-Leste*.<sup>3</sup> When carrying out their assignments, they will report to the appropriate agencies (i.e., the National Directorate of Statistics (NDS) or National Directorate of Macro-economy) within the Ministry of Finance and ADB.

### **A. Statistics Expert and Team Leader** (international, 6-person months, intermittent)

3. The statistics expert and team leader should have extensive experience gained from working in a senior management role in a national statistics agency (or equivalent) and extensive knowledge of the capacity of national statistical systems around the region. He or she should have a strong theoretical background, wide expertise, and sufficient practical experience in such areas as national accounts, undertaking of surveys, and dissemination of statistics. Experience in leading a team of consultants in implementing statistical capacity building TA projects will be an advantage.

4. Working under the guidance of ADB and the NDS within the Ministry of Finance, and working closely with NDS staff, the statistics expert will have overall responsibility for developing and implementing the statistical components of the TA by supporting the completion of a business activity survey and agricultural production survey. Integral to this role will be the provision of training, knowledge transfer, and mentoring.

5. In addition, the statistics expert and team leader will:

- (i) set up a twinning arrangement with an appropriate nearby national statistical office,
- (ii) organize at least one study visit to the partner national statistical office,
- (iii) put in place the arrangements to support English language skills training for staff of the NDS by utilizing a local training provider to provide in-house tailored English language classes,
- (iv) provide guidance to the management of NDS on the management of a national statistical office,
- (v) work with ADB and NDS to select the consultants for the various assignments for the statistical component of the TA,
- (vi) help to organize and conduct the inception, concluding and other workshops for the TA, and
- (vii) submit a report detailing the type of assistance to be provided in a follow-up TA to ADB and NDS at a time to be determined by both agencies.

<sup>1</sup> ADB. 2008. *TA-6333 (REG) Statistical Capacity Building in the Asia and Pacific Region. Report on Long Term Statistical Capacity Building for Timor-Leste*. Manila.

<sup>2</sup> Ministry of Finance. 2009. *A Statistical Work Plan (2010–2019)*. Dili.

<sup>3</sup> Pacific Financial Technical Assistance Centre. 2003. *Review and Action Plan for the Statistical System in Timor-Leste*. Suva.

6. The statistics expert will also undertake the role of team leader and in this role will:
- (i) ensure the expectations of the government and ADB for the delivery of the TA are well understood and articulated to other team members;
  - (ii) coordinate the work and inputs of the consultancy team, and consult with relevant members of the government;
  - (iii) act as the primary interface with the government to ensure the appropriate and timely delivery of TA objectives;
  - (iv) provide leadership and guidance to the consultancy team, ensuring the quality and timeliness of all elements of the TA;
  - (v) coordinate with other development partners and advisors in the NDS as required to ensure no duplication of statistical aid;
  - (vi) ensure all consultant inputs are directed by a work plan; and
  - (vii) maintain close contact with the government and the TA project officer.

**B. Business Activity Survey Consultant** (international, 5 person-months, intermittent)

7. The business activity survey consultant should have a strong theoretical background, wide expertise, and sufficient practical experience in survey methodology. Experience in developing statistical business registers and conducting business activity surveys in developing countries around the region will be an asset. He or she should also have a good knowledge of national accounting and its concepts and how to incorporate the results of the survey into estimates of national accounts for Timor-Leste. The international consultant is expected to lead by example, adopt a hands-on approach when carrying out the assignment and work in a cooperative manner with the staff and advisors of NDS and the statistics expert and team leader. He or she should also be willing to provide training to the staff of NDS on the various steps and methodology of conducting the survey, data validation, processing and analysis, and report-writing during the assignment so that they are able to conduct subsequent surveys independently.

8. In particular, the business activity survey consultant will undertake the following tasks:
- (i) develop a statistical business register;
  - (ii) use the statistical business register to determine the survey methodology along with the objectives, scope, and sampling frames of the survey for estimating gross output, intermediate inputs, value added, and other data items;
  - (iii) develop appropriate survey instruments, including the questionnaire for the survey;
  - (iv) prepare a timetable for the survey in consultation with the staff and advisors of NDS and the statistics expert and team leader;
  - (v) if necessary, conduct a pilot survey to test the appropriateness of the questionnaire;
  - (vi) prepare an appropriate tabulation plan;
  - (vii) provide training to NDS staff on the various aspects of conducting the survey, including selection of samples, design of questionnaires, data collection, data validation, processing and analysis, report-writing, dissemination of results, and use of MS Office and specialized statistical software packages for survey purposes;
  - (viii) assist NDS in conducting the survey and preparing the survey report which should include an assessment of the impact on estimates of gross domestic product arising from the incorporation of the survey results;

- (ix) submit the report on the work done in establishing the statistical business register and survey report to ADB and NDS at a time to be determined by both agencies;
- (x) if necessary, help to organize and participate in a workshop to disseminate the survey results; and
- (xi) perform other related tasks as assigned by ADB.

**C. Agricultural Production Survey Consultant** (international, 4 person-months, intermittent)

9. The agricultural production survey consultant should have a strong theoretical background, wide expertise, and sufficient practical experience in survey methodology. Experience in conducting agriculture production surveys in developing countries in the region will be an asset. He or she should also have a good knowledge of national accounting and its concepts and how to incorporate the results of the survey into estimates of national accounts for Timor-Leste. The international consultant is expected to lead by example, adopt a hands-on approach when carrying out the assignment and work in a cooperative manner with the staff and advisors of NDS and the statistics expert and team leader. He or she should also be willing to provide training to the staff of NDS on the various steps and methodology of conducting the survey, data validation, processing and analysis, and report writing during the assignment so that they are able to conduct subsequent surveys independently.

10. In particular, the agricultural production survey consultant will undertake the following tasks:

- (i) determine the survey methodology along with the objectives, scope, and sampling frames of the survey for estimating gross output, intermediate inputs, value added, and other data items;
- (ii) develop appropriate survey instruments, including the questionnaire for the survey;
- (iii) explore the feasibility of conducting the survey at the same time as the agriculture census which may be conducted in 2011 to reduce the burden on respondents;
- (iv) prepare a timetable for the survey in consultation with the staff and advisors of NDS and the statistics expert and team leader;
- (v) if necessary, conduct a pilot survey to test the appropriateness of the questionnaire;
- (vi) prepare an appropriate tabulation plan;
- (vii) provide training to NDS staff on the various aspects of conducting the survey, including selection of samples, design of questionnaires, data collection, data validation, processing and analysis, report-writing and dissemination of results, and use of MS Office and specialized statistical software packages for survey purposes;
- (viii) assist NDS in conducting the survey and preparing the survey report which should include an assessment of the impact on estimates of GDP arising from the incorporation of the survey results;
- (ix) submit the survey report to ADB and NDS at a time to be determined by both agencies;
- (x) if necessary, help to organize and participate in a workshop to disseminate the survey results; and
- (xi) perform other related tasks as assigned by ADB.

**D. Economist** (international, 4-person months, intermittent)

11. The economist will have more than 10 years' experience in undertaking macroeconomic analysis, forecasting, and modeling.

12. Working under the guidance of ADB's Special Office in Timor-Leste and the Ministry of Finance in Timor-Leste, the economist will provide macroeconomic advice and analysis. The economist will be available to provide rapid analysis on key economic issues as they arise and as opportunities for effective engagement present themselves.