



Technical Assistance Report

Project Number: 44301
Regional—Capacity Development Technical Assistance (R-CDTA)
March 2011

Building Capacity for Statistics in the Pacific (Financed by the Japan Fund for Poverty Reduction)

Asian Development Bank

ABBREVIATIONS

ADB	–	Asian Development Bank
DHS	–	demographic and health survey
DMC	–	developing member country
HIES	–	household income and expenditure survey
JFPR	–	Japan Fund for Poverty Reduction
NSO	–	national statistics office
PFTAC	–	Pacific Financial Technical Assistance Centre
PSSC	–	Pacific Statistics Steering Committee
SPC	–	Secretariat of the Pacific Community
TA	–	technical assistance
TYPSS	–	Ten-Year Pacific Statistics Strategy

TECHNICAL ASSISTANCE CLASSIFICATION

Type	–	Regional–Capacity development technical assistance (R–CDTA)
Targeting classification	–	General intervention
Sector (subsectors)	–	Public sector management (economic and public affairs management, public administration)
Themes (subthemes)	–	Economic growth (knowledge, science, and technological capacities); regional cooperation and integration (other regional public goods); capacity development (organizational development)
Location (impact)	–	regional (high), national (high)
Partnerships	–	Japan Fund for Poverty Reduction. The Pacific Regional Statistics Improvement Program is also supported by Australia, New Zealand, World Bank, United Nations Population Fund, Secretariat of the Pacific Community

NOTE

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

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I. INTRODUCTION

1. The proposed technical assistance (TA) supports the implementation of the Pacific Approach 2010–2014 of the Asian Development Bank (ADB)¹ which was endorsed by all Pacific developing member country (DMC) governments in September 2009 and by ADB's Board of Directors in November 2009. The 2009 Pacific Forum Economic Ministers Meeting requested support for strengthening statistics capacity within Pacific DMCs. The TA supports implementation of the Ten-Year Pacific Statistics Strategy (TYPSS), which was endorsed by the heads of planning and statistics in July 2010, and the TYPSS Action Plan Phase 1.² Fact finding was conducted in April 2010 with representatives of the governments of Nauru, Samoa, and Vanuatu. A draft concept paper, under the title *Further Strengthening Statistics and Policy Settings in the Pacific*, was submitted to Pacific DMC governments and to national and regional public policy agencies for comment. Pacific DMC governments concur with the impact, outcome, outputs, implementation arrangements, cost, financing arrangements, and terms of reference. The design and monitoring framework is in Appendix 1.³

II. ISSUES

2. Economies in all 14 Pacific DMCs can reach increased levels of growth and development, accompanied by greater prosperity, if better policies and institutions are put in place and sustained (footnote 1). However, as both ADB and the World Bank record in their annual assessments of policy and institutional settings, policies are commonly not supportive of growth and development in the Pacific DMCs.⁴ Good governance and improved policy and institutional settings are essential for growth but these can only be effectively formulated, implemented, and monitored if supported by accurate and timely statistical information and analysis. There is a growing demand for improved public policy informed by robust statistical information.

3. Many Pacific DMCs are characterized by poor capacity in policy formulation and public sector management, including weak decision making in the public interest. A lack of social and economic data further impedes the ability of governments and development partners to analyze key development issues to inform policy, strengthen organizational systems, and improve service delivery.

4. The governments of the Pacific DMCs have struggled to build, maintain, and update adequate statistical databases, including gender statistics, that inform government leadership of key policy issues and concerns. In the absence of sufficient government capacity to construct statistical databases and to analyze and formulate better policy and institutional settings, it has long been left to development partners to support the governments of the Pacific DMCs with such assessments and build government capacities.

5. The impetus for creating sustained improvements in the capacity of Pacific DMCs to generate and analyze statistical information comes from the demand of Pacific leaders for better information to improve policy formulation and service delivery of government functions. Moreover, regional demand for common statistics infrastructure, common systems and tools, and

¹ ADB. 2009. *ADB's Approach to Assisting the Pacific, 2010–2014*. Manila.

² ADB concerns regarding the TYPSS, as a strategy that can be implemented, have been addressed through a detailed and costed phase 1 action plan for the TYPSS.

³ The TA first appeared in the business opportunities section of ADB's website on 23 April 2010.

⁴ ADB country performance assessments for performance-based allocation for Asian Development Fund countries. World Bank country policy and institutional assessments for performance-based allocation for International Development Association countries.

harmonized standards methods and instruments lends itself to a regional approach to improving capacity.

6. In response, the Pacific heads of planning and statistics developed the TYPSS which was endorsed at the heads of planning and statistics meeting in July 2010. The TYPSS provides a framework and governance structure to improve national capacity through regional coordination and integration. A detailed and costed action plan for phase 1 of the TYPSS has been endorsed by Pacific DMC members, technical agencies, and development partners. The framework and action plan encompasses (i) improving capacity utilizing development partner expertise and through south–south cooperation; (ii) developing common standards, methodologies, and infrastructure; (iii) using a programmatic approach to household surveys; (iv) improving economic and social statistics in the region; (v) developing new instruments to meet Millennium Development Goals reporting and other periodic series in a timely manner; and (vi) improving dissemination of data and analysis.

7. In conjunction with other development partners, the Pacific Financial Technical Assistance Centre (PFTAC),⁵ and the Statistics and Demography Unit of the Secretariat of the Pacific Community (SPC), ADB has been working with the statistics departments of all Pacific DMC governments to strengthen key statistical data sets and domestic capacities to undertake such work.⁶ Previous technical assistance has had mixed results. Numerous valuable statistical products have been developed. These have been used to improve policy formulation and implementation. There has been improvement of Pacific DMC capacity but without continued support this will never be sustained.

8. Lessons learned through previous TA projects have been incorporated. These lessons are the need for (i) greater regional and development partner cooperation, (ii) implementation of a regional plan for technical and financial support, (iii) greater flexibility in timing of activities, and (iv) developing regional capacity and supporting capacity development through regional expertise within national statistics offices (NSOs). Many countries' do NSOs not have the human and financial resources to prepare the number and variety of statistical products demanded of them. This results in competing priorities and inefficient delivery of outputs. Time lags between statistical surveys limit skill retention. Personnel movements have also hampered the creation of a skilled cadre of individuals within the individual NSOs.

9. The TYPSS Phase 1 Action Plan (2011–2014) addresses these problems through a regional approach to strengthening statistics capacity. It brings together all the NSOs and development partners in support of a programmed approach within the region. Its agreed objectives are that (i) countries undertake key statistical collections as scheduled, (ii) countries produce the agreed core set of statistics across key sectors, (iii) countries have their own capacity or are accessing regional capacity to undertake agreed core and some specialist statistical functions, (iv) data accessibility and utilization is improved, (v) new and innovative statistical tools and systems are introduced, and (vi) national and regional statistics governance is functioning effectively.

⁵ PFTAC engagement is coordinated with the International Monetary Fund which provides technical back-up.

⁶ Earlier TAs include: ADB. 2001. *Technical Assistance for Capacity Building and Regional Cooperation for Economic Statistics in Selected Pacific Developing Member Countries*. Manila (TA 6009-REG); ADB. 2004. *Technical Assistance for Strengthening Poverty Based Analysis in the Pacific*. Manila (TA 6157-REG); ADB. 2005. *Technical Assistance for Demographic and Health Survey in Pacific Island Countries*. Manila (TA 6258-REG); and ADB. 2007. *Technical Assistance for Support for Results Based Management in the Pacific*. Manila (TA 6414-REG).

10. The region will work collaboratively through the TYPSS Pacific Statistics Steering Committee (PSSC) to achieve these objectives.⁷ External support and collaboration will be utilized to strengthen capacity and deliver statistical services through sharing resources within the region, developing common tools and approaches, and programming external resources on a regional basis to improve the efficiency and effectiveness of this support. An action plan with cost estimates for phase 1 has been developed, which identifies institutions responsible for actions. A monitoring and evaluation framework, endorsed by the TYPSS PSSC, to facilitate the PSSC's management of the TYPSS is also incorporated into the phase 1 action plan.

11. Nevertheless, the sector remains underfunded. External financing will still be required to meet the high costs of conducting surveys and other activities including capacity building.⁸ While south-south cooperation will extend the skills already in the region to other Pacific DMCs, the costs of this collaboration will need to be supported. Development partners will continue to support very specialized training, although this need is declining.

12. Ongoing support is consistent with ADB's long term support to strengthening statistics in the Pacific. It is consistent with the Pacific Approach 2010–2014. The TA will contribute to these financing gaps and continue to provide technical support to strengthening statistics in the Pacific. The TA will support some of the financing and technical assistance gaps identified in the TYPSS and coordinate this support within the region and with other development partners.⁹ By improving the quality of statistics in the Pacific and by working towards sustained statistical capacity within Pacific DMCs, greater evidence-based policy development is possible. Moreover, timely statistics will improve the quality of service delivery in the region.

III. THE TECHNICAL ASSISTANCE

A. Impact and Outcome

13. The TA impact will be that Pacific DMC governments adopt evidence-based policies in selected areas. These policies will be based on improved social and economic data developed through the TA. The outcome is that NSOs provide accurate and comprehensive social and economic indicators. The TA will build capacity in Pacific DMCs to collect and compile robust social and economic statistics and present these in a timely manner.

B. Methodology and Key Activities

14. The methodology for the TA is to target specific unfunded gaps in the TYPSS which provide direct and immediate benefits to Pacific DMCs. The outputs and activities are also directed towards implementing the TYPSS Phase 1 Action Plan's early and initial activities so that there is a sound basis for further capacity building during the remaining 4 years of phase 1.

15. The TA will therefore support the ongoing regional survey plan by financing the survey costs in two of household income and expenditure surveys (HIES) and two of the demographic and health surveys (DHS). ADB has supported HIES and DHS over the past decade. To place capacity building activities under the TYPSS on firm footing for future support, the TA will also

⁷ The TYPSS PSSC has six members from the Pacific, two members from development partners including ADB, and two members from technical agencies.

⁸ Unfunded survey costs for HIES and DHS alone are \$4 million 2010–2015. Some of these costs are likely to be met through bilateral funding arrangements. ADB support to surveys in the past has leveraged additional finances of 2.1:1. The costing of the core elements of the plan are \$10 million over 5 years which is being met by AusAID.

⁹ Through the TYPSS, the R-CDTA will coordinate and integrate other ADB technical assistance in the regional strategy including R-CDTA 7656 *Promoting Evidence-Based Policy Making for Gender Equity in the Pacific*.

prepare economic statistics development strategies in each Pacific DMC, capacity assessments, and skill audits. These activities will result in: (i) surveys being undertaken and the data being available, (ii) an improvement of economic statistics and the integrity of economic data, and (iii) improved capacity in economic and household statistics. The TA will also include resources to facilitate integration of the TA with the resources and assistance of other development partners and NSOs to implement the TYPSS in a coordinated regional approach.

16. **Delivering household surveys.** Many social and economic statistics are derived, or verified, through household surveys conducted every 5–10 years. The TA will support the Pacific household survey program encompassing HIES and DHS.¹⁰ The TA will contribute to the direct costs of the surveys while technical inputs will be provided by the NSOs, SPC, and United Nations agencies and not be charged to the TA. Supporting the ongoing implementation of the Pacific household survey program will remain a key element of ADB's support for statistics in the region, as it is for other development partners. The TA will meet the cost of selected surveys in 4 countries with others being supported by the DMC and/or other development partners.

17. **Improving national accounts and balance of payments.** National accounts and balance of payments represent the most important annual series of economic statistics in the region. The TA will support the development of explicit plans in each Pacific DMC for improving the production of economic statistical series. This is an area of statistical production, which is particularly poor in the Pacific. These explicit plans for improving economic statistics will be supported by targeted short-term technical support provided by the PFTAC, SPC, and the Australian Bureau of Statistics. In addition, a group of eminent Pacific national accounts practitioners will be seconded to NSOs within the region to assist with preparing national accounts and balance of payments accounts and helping build staff capacity. Their salaries will be met by their originating NSOs, and the TA will support the travel costs of the program.

18. **Building capacity.** Implementation of the TYPSS will include direct capacity building of NSOs by regional organizations, development partners, and regional statisticians. In developing the TYPSS, agreement has been reached on the gap between what statistics should and are being prepared in Pacific DMCs. The TA will support capacity development by undertaking a capacity assessment and needs assessment in each of the Pacific DMCs. In some instances, this will build on the work already completed in some NSOs on compiling the national statistics strategies. The outcomes of the assessments will be utilized by the University of the South Pacific in revising its statistics certificate and diploma programs.

C. Cost and Financing

20. The TA is estimated to cost \$1,150,000. Of the total amount, \$1,000,000 will be financed on a grant basis by the Japan Fund for Poverty Reduction, and administered by ADB. The remainder of the cost (\$150,000) will be through in-kind contributions by participating governments. The cost estimates and financing plan are in Appendix 2.

D. Implementation Arrangements

21. ADB will be the executing agency for the TA. A national consultant (national program coordinator) will (i) maintain the TYPSS monitoring framework, (ii) assist the chair of the PSSC, (iii) review technical papers, and (iv) assist ADB manage and monitor the performance of the TA.

¹⁰ The funds for the household survey program will be pooled by development partners and further supplemented by Pacific DMC funds. External funding from other development partners may be country specific as each survey is being prepared. The TYPSS PSSC will oversee the implementation of the survey program and its funding requirements.

Eight person-months of national consultant input will be required to assist in the program management. The consultant will have expertise in specific areas of statistics, household surveys, and operations in an NSO. The consultant will be hired on an individual basis by ADB.

22. The SPC will be contracted as a firm on the basis of single-source selection to implement outputs 1–3. The SPC is the regional organization responsible for technical support to Pacific DMCs in statistics under the Pacific Plan. SPC will be responsible for coordination of development assistance on statistics in the region against the Phase 1 Action Plan. SPC will: (i) manage the delivery of HIESs, (ii) manage the delivery of the DHSs, (iii) oversee the preparation of regional capacity assessments and training needs analysis, (iv) manage the south–south cooperation program, and (v) assist with the preparation of economic statistics strategies in each country. The SPC will coordinate and support the work of each country's NSO, provide expert advice and management oversight of each activity, and will meet reasonable costs for the delivery of the outputs in accordance with the budget.

23. The development partners supporting statistics in the Pacific have endorsed the TYPSS and the TYPSS Action Plan Phase 1, and are represented in the PSSC. The PSSC coordinates technical support from the PFTAC, United Nations agencies, the Australian Bureau of Statistics, and New Zealand Statistics in alignment with the Action Plan Phase 1. Technical assistance by development partners will be provided and not be charged to the TA. The TA will meet the travel costs where necessary. In particular, the TA will support the travel cost of national statisticians in the region under secondment to other NSOs as a part of the TYPSS strategy to foster south–south cooperation. SPC will act as the Secretariat for the TYPSS and there will be considerable overlap between their role as the region's Secretariat and the services provided under the TA.

24. The consultants will be engaged by ADB in accordance with its Guidelines on the Use of Consultants (2010, as amended from time to time). The project will be carried out over 40 months from January 2011 to August 2014. This aligns with phase 1 of the TYPSS. Financing of any activities funded by this proposed TA will commence in a participating Pacific DMC only after ADB has received a written statement of no-objection from the participating Pacific DMC government. The proceeds of the TA will be disbursed in accordance with ADB's *Technical Assistance Disbursement Handbook* (2010, as amended from time to time). Any procurement will be done in accordance with ADB's Procurement Guidelines (2010, as amended from time to time). If procurement of vehicles or equipment does occur, these will be transferred to the relevant government at the end of the TA.

IV. THE PRESIDENT'S DECISION

25. The President, acting under the authority delegated by the Board, has approved the provision of technical assistance not exceeding the equivalent of \$1,000,000 on a grant basis by the Japan Fund for Poverty Reduction for Building Capacity for Statistics in the Pacific, and hereby reports this action to the Board.

DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
Impact Pacific DMC governments adopt evidence-based policies in selected areas	A half point improvement in CPA rating in each of the selected policy areas in each of the selected Pacific DMCs by 2014	Review of ADB CPA scores	Assumption Adequate support in political economy for use of statistics and improved policy and institutional settings in individual Pacific DMCs
Outcome NSOs provide more accurate and comprehensive social and economic indicators	National minimum data set is compiled for an average of 50% of indicators in all Pacific DMCs by 2014 (baseline is average of 20% of indicators in 2009).	Annual monitoring report to the TYPSS steering committee on minimum data set	Assumptions Adequate assessment of demand by Pacific DMCs for economic and social indicators Pacific DMCs release economic and social indicators Risks Commitment and general intent to utilize improved statistics is not forthcoming. The regional governance structure is not effective at influencing individual countries.
Outputs 1. Four statistical surveys are completed with 100% data entry by 2014 2. NSOs improve the integrity of national accounts and balance of payments accounts	1.1 DHS completed to MACRO International Pty. Ltd. benchmark standards in two Pacific DMCs by 2014 1.2 HIES completed to COICP standards in two Pacific DMCs by 2014 2.1. Four weakly performing Pacific DMCs compile national accounts within 6 months by 2014 (baseline 18 months in 2009) 2.2. Four weakly performing Pacific DMCs compile balance-of-payments accounts within 6 months by 2014 (baseline is 12 months in 2009)	1.1 Pacific regional information system 1.2 Pacific regional information system 2.1 Pacific regional information system 2.2. Pacific regional information system	Assumptions Sufficient donor funds are provided to meet the TYPSS. Regional experts continue to volunteer their expertise. Surveys are not delayed due to exogenous factors (e.g., a tsunami). Risk Surveys are not delayed due to exogenous factors (e.g., a tsunami)

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>3. NSO organizational and technical capacities are improved</p> <p>4. TYPSS PSSC functions efficiently</p>	<p>2.3. National accounts comply with SNA 93 Standards and balance of payments compiled to BPM6 standards</p> <p>3. Supported NSOs meet their annual work plan in 2014</p> <p>4. TYPSS PSSC annual plans are delivered in each year.</p>	<p>3. Annual report of the TYPSS PSSC</p> <p>4.1 Annual report of the steering committee</p>	
<p>Activities with Milestones</p> <p>1.1 HIESs in two DMCs out of Cook Islands, Kiribati, or Nauru by 2014</p> <p>1.2 DHSs in Tonga and Vanuatu by 2014</p> <p>2.1. Develop national economic statistics development strategies by SPC and PFTAC advisors in all Pacific DMCs by 2014.</p> <p>2.2. Support of the south–south technical collaboration program through to 2014.</p> <p>3.1. Conduct a capacity assessment and skills audit in all NSOs by 2012.</p> <p>3.2. Develop a long-term capacity supplementation strategy and technical support program.</p> <p>4.1 Contract support to the TYPSS PSSC.</p> <p>4.2 Prepare and disseminate papers to the quarterly meetings of the steering committee through to 2014.</p> <p>4.3 Support the attendance at the steering committee meeting of Pacific DMC members through to 2014.</p>			<p>Inputs</p> <p>Japan Fund for Poverty Reduction: \$1.00 million</p> <p>Government: \$0.15 million in-kind contributions</p>

ADB = Asian Development Bank, BPM = balance of payments manual, COICP = Classification of Individual Consumption by Purpose, CPA = country performance assessment, DHS = demographic and health survey, DMC = developing member country, HIES = household income and expenditure survey, NSO = national statistics office, PFTAC = Pacific Financial Technical Assistance Centre, PSSC = Pacific Statistics Steering Committee, SNA = System of National Accounts, SPC = Secretariat of the Pacific Community, TYPSS = Ten-Year Pacific Statistics Strategy.

Source: Asian Development Bank.

COST ESTIMATES AND FINANCING PLAN
(\$'000)

Item	Total Cost
A. Japan Fund for Poverty Reduction^a	
1. Consultants	
a. Remuneration and per diem national consultants	50.00
b. International and local travel	30.00
c. Reports and communications	20.00
2. Surveys	
a. Household income and expenditure surveys ^b	300.00
b. Demographic and health surveys ^c	415.00
3. Miscellaneous administration and support costs	105.00
4. Contingencies	80.00
Subtotal (A)	1,000.00
B. Government Financing^d	
1. Office accommodation and transport	10.00
2. Remuneration and per diem of counterpart staff ^e	120.00
3. Others ^f	20.00
Subtotal (B)	150.00
Total	1,150.00

^a Administered by the Asian Development Bank.

^b The household income and expenditure surveys will be conducted in two DMCs out of Cook Islands, Kiribati, or Nauru. Additional parallel financing may also become available enabling further surveys to be conducted.

^c The demographic and health surveys will be conducted in Tonga and Vanuatu. Additional parallel financing may also become available.

^d Participating countries are: Cook Islands, Kiribati, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

^e Includes the salaries and per diems of staff undertaking surveys and the remuneration of staff participating in the south-south technical strengthening program.

^f Others include the costs of supporting surveys including consumable items and holding public meetings.

Source: Asian Development Bank estimates.

OUTLINE TERMS OF REFERENCE FOR CONSULTANTS

A. National Program Coordinator

1. The national program coordinator (8 person-months intermittent) will have a degree in statistics or a related field. He or she will have experience in household surveys and in operations of a national statistics office (NSO). He or she will support the implementation of the technical assistance (TA) and the operations of the Ten-Year Pacific Statistics Strategy (TYPSS) Pacific Statistics Steering Committee (PSSC).
2. The consultant's tasks will include:
 - (i) assisting the Secretariat of the Pacific Community (SPC) maintain the TYPSS monitoring framework,
 - (ii) assisting the chair of the TYPSS PSSC prepare and disseminate material for the biannual TYPSS PSSC meeting,
 - (iii) reviewing technical papers produced by the steering committee and coordinating Asian Development Bank (ADB) and World Bank comments, and
 - (iv) assisting ADB monitor the performance of the TA.

B. Secretariat of the Pacific Community

1. Overview, Team Leadership, and Administration

3. The TA will require the services of a team of national and international consultants managed by the SPC to: (i) manage the delivery of household income and expenditure surveys (HIESs), (ii) manage the delivery of the demographic and health survey (DHS), (iii) oversee the preparation of regional capacity assessments and training needs analysis; (iv) manage the south-south cooperation program, and (v) assist with the preparation of economic statistics strategies in each country. The SPC will coordinate and support the work of each country's NSO, providing expert advice and management oversight of each activity, and will meet reasonable costs for the delivery of the outputs in accordance with the budget.
4. The SPC Statistics for Development Programme will act as the implementing agency and its manager will act as the team leader, who will:
 - (i) direct and supervise the activities of each HIES, ensuring the timely delivery of the final report;
 - (ii) direct and supervise the activities of each DHS, ensuring the timely delivery of the final report;
 - (iii) be responsible for the collective work of the SPC team and for timely preparation of all formal written reports and financial management; and
 - (iv) report to the TYPSS PSSC on the effectiveness and collaboration with other development partners.
5. The financial monitoring specialist will be responsible for:
 - (i) the preparation of all budgets,
 - (ii) all financial and progress monitoring for the TA,
 - (iii) financial processing to ADB in accordance with its requirements, and
 - (iv) maintenance of all progress and financial records to auditable standards.

6. The survey communications specialist will be responsible for:
 - (i) inputs into the preparation of all reports,
 - (ii) editing and production of all reports, and
 - (iii) development and implementation of a communications strategy for each report.

2. Household Income and Expenditure Surveys

7. **Scope of consulting services.** In conducting HIESs, utilize the methodology and approach agreed to by the heads of statistics and planning in Pacific developing member countries will be utilized, as will specialists from within the region (as required).

8. The survey specialist will be responsible for assisting with:
 - (i) preparing HIES survey plans;
 - (ii) compiling HIES questionnaires for specific country requirements, utilizing the Pacific standardized questionnaire as the base;
 - (iii) managing the implementation of a sample survey and testing its veracity;
 - (iv) overseeing the preparations for the HIESs;
 - (v) editing and auditing the survey responses; and
 - (vi) assuring the quality in preparation of the HIES report.
9. The household income and expenditure survey specialist will be responsible for assisting with:
 - (i) overseeing the hiring of supervisors and enumerators;
 - (ii) providing training for supervisors and enumerators; and
 - (iii) managing the implementation of the surveys, data entry, and coding.

3. Demographic and Health Surveys

10. **Scope of consulting services.** The TA will require the services of a team of national and international consultants managed by SPC to prepare and publish DHS reports in selected countries. The SPC Statistics for Development Programme will organize and coordinate all activities to ensure their successful implementation. The expertise of a public health specialist, demographer, and survey specialist will be utilized. Throughout project implementation, the consultants will provide policy guidance to ensure that the outputs can be utilized for formulating an evidence-based basic social policy. All consultants will ensure transfer of skills in the process of supporting the preparation of the reports. All consultants will closely collaborate in extending assistance to staff at the implementing agencies.

11. The survey specialist will be responsible for assisting with:
 - (i) preparing a DHS survey plan;
 - (ii) compiling a DHS questionnaire for specific country requirements, utilizing the Pacific standardized questionnaire as the base;
 - (iii) managing the implementation of a sample survey and testing its veracity;
 - (iv) overseeing the preparations for the DHS survey;
 - (v) editing and auditing the survey responses;
 - (vi) overseeing the hiring of supervisors and enumerators;
 - (vii) providing training for supervisors and enumerators;
 - (viii) managing the implementation of the survey, data entry, and coding; and
 - (ix) assuring the quality in preparation of the DHS report.

12. The public health specialist will be responsible for assisting with:
 - (i) assessing of DHS data and analysis activities carried out in the region;
 - (ii) writing relevant chapters of the DHS report for each country; and
 - (iii) the overall production of the DHS report in each of the countries, with other team members.
13. The demographer will be responsible for assisting with:
 - (i) assessing the policy implications of the DHS data utilizing experience across the region, and
 - (ii) preparing the whole report.
14. **Detailed tasks.** In consultation with the governments and utilizing a collaborative writing approach with each government, SPC will prepare detailed DHS reports. At a minimum, this will include:
 - (i) compilation and ratification of all DHS tables;
 - (ii) analysis of data, written for nondemographers and public health specialists;
 - (iii) policy implications of the analysis for government consideration;
 - (iv) peer review of the draft report;
 - (v) preparation of a final report; and
 - (vi) preparation of briefing materials to standards of the Marshall Islands briefing material.