

**OGUN STATE GOVERNMENT  
MINISTRY OF BUDGET AND PLANNING**

**TERMS OF REFERENCE FOR THE RECRUITMENT OF SHORT-  
TERM INDIVIDUAL EXPERT CONSULTANT  
TO DEVELOP THE OGUN STATE STATISTICAL MASTERPLAN**

**1. Position Information**

**Job Title:** Consultancy for the Development of The Ogun State Statistical Master plan  
**Department:** Ogun State Ministry of Budget and Planning (MBP)  
**Location:** Abeokuta, Ogun State  
**Reports to:** Honourable Commissioner (MBP)  
**Duration of Assignment:** 3 Months (90 Days)

**2. Background**

In an effort to position Ogun State for continued growth within a strengthened institutional framework and more effective planning, the State government has commenced the implementation of the 2013 “Establish the Bureau of Statistics” law in order to strengthen its Statistical capabilities.

Ogun State (OG) has recorded significant progress across various sectors over the past six years of the current administration. The Government has prepared a State Development Plan for 2018-2030, which is underpinned by strategies to achieve sustainable development in five key sectors – also referred to as the five-point cardinal program. This plan recognizes the need for the State to invest in the welfare of its citizens, but also recognizes the importance of economic growth in driving up the pool of resources available for this investment.

There are two main themes to the plan, firstly, a focus on improving the economic base of the State, and secondly a focus on improving the quality of lives through better access to social services (education and healthcare in particular). Ogun State is cognizant of the need for accurate and inclusive planning to drive economic growth. This requires the availability of comprehensive, reliable, consistent and timely statistical data in a form that is intelligible and usable to a variety of users at the State, national and international levels. **Accordingly, the State is seeking to develop a State Statistical Master Plan (SSMP)** to help guide the activities of the State Bureau of Statistics. The SSMP will assure that planning, management, and monitoring in the State are evidence based.

To improve and strengthen the impact of Government interventions upon its citizens Ogun State is in the process of applying for budget support from the World Bank. The State is in the preparation stage of the process and the Statistical Master Plan is an important aspect of the preparation process.

### **3. Objective**

The objective is to set out a medium-term strategy for creating the necessary capacity to produce comprehensive, quality and relevant economic and social data for policy and decision-making. The master plan should set out a work program to generate data for:

- Macro-economic management;
- Monitoring State progress towards the fulfillment of the Millennium Development Goals;
- Preparation, implementation, and monitoring of poverty reduction programs in general;
- Promotion of private sector development and investor engagement;
- Engagement with Development Partners

### **4. Functions and Expectations**

The SSMP is expected to be detailed and will cover the following areas.

#### **PART 1: INTRODUCTION, CURRENT STATUS AND ASSESSMENT**

##### **1. BACKGROUND AND PROCESS**

- Summary of recent related government-led processes such as SDP, MTEF, MDG, and their link to statistics
- Summary of government's statistical development strategy
- Past and ongoing donor assistance in statistics, with an outline of relevant projects and financing, and including lessons learned.
- Description of the Process of preparing the SMP, including consultation with stakeholders.

##### **2. CURRENT STATUS OF NATIONAL STATISTICAL SYSTEM**

- Description of the system: the main data producing agencies and division of responsibilities
- Central Statistical Office
- Ministries of Budget and Planning
- Other line ministries (e.g., Health, Education, Agriculture, Labor)
- Other agencies (e.g. Board of Investments/ Investment Promotion, Customs, External Debt office, etc.)
- Statistical legislation and institutional framework of the State statistical system
- Statistical legislation and degree to which system is independent
- Mechanisms for coordinating statistical activities
- Mechanisms for promoting consultation between users and providers

### 3. ASSESSMENT OF STRENGTHS AND WEAKNESSES OF CURRENT SYSTEM

- System as a whole
- Adequacy of legislation, independence from political interference; safeguards for confidentiality of data
- Coordination and feedback mechanisms and Quality awareness
- Adherence to professional ethics and international standards
- Adequacy of outputs, resources and sustainability
- Adequacy of resources (human, financial, logistics, management, computing)
- Effectiveness of process of consulting and coordinating with providers and users
- Main statistical areas and/or operations
- Methodological soundness
- Balance between State, national and international standards
- Main statistical products
- Dissemination and release policy
- Assessment of relevance, accuracy, and reliability of data
- Views of users – public and private sector

## **PART 2. A CORE PROGRAM**

### 4. OUTLINE OF STATISTICAL MASTER PLAN

- Long-term vision to meet basic data needs
- Identification of Strategic Goals, with time-bound targets
- Proposals for Institutional Strengthening
- Proposed sequencing of activities.
- Rationale
- Intermediate targets and triggers
- Funding and sustainability – both domestic and external sources
- Risks and assumptions
- Assessment against alternative strategic choices

### 5. TIME-BOUND IMPLEMENTATION PROGRAM

- Improving policy, regulatory, and institutional framework: Actions and timeframe, Proposed outputs with targets, Benefits and outcomes
- Statistical infrastructure development: Actions and timeframe, Proposed outputs with targets, Benefits and outcomes
- Upgrading/developing statistical operations: Actions and timeframe, Proposed outputs with targets, Benefits and outcomes
- Investment in physical infrastructure and equipment: Actions and timeframe, Proposed outputs with targets, Benefits and outcomes

### 6. INVESTMENT AND FINANCING PLAN

- Input requirements: Capital expenditure (works and equipment), Recurrent expenditure, Technical assistance, Financing plan, and Government budget, Donors
- Detailed budget
- Cost-effectiveness analysis

## 7. IMPLEMENTATION PLAN

- Mechanisms for implementing the master plan: Executing agencies, Management and coordination
- Implementation alternatives considered and rejected
- Sustainability issues
- Monitoring and evaluation: Mechanisms for monitoring and reporting progress, Summary of targets and indicators.

## 8. Recruitment Qualifications

Education:	Recognized postgraduate degree (preferably PHD level) in Statistics, Economics or other social sciences.
Experience:	<ul style="list-style-type: none"> <li>• At least 10 years of relevant experience post first degree in the academia, research institutions and/or Public reforms with a focus on analysis of socio-economic data, composite indices and well-being assessment.</li> <li>• 5 years work experience on the development of an National/State Statistical Master plan, National/State Strategic or similar experience from a developing country.</li> <li>• Experience with international organisations, and/or a development partner agency will be an added advantage.</li> </ul>
Language Requirements:	Excellent command of oral and written English

## 9. Reports

Report Type	Details	Timeline	Payment Schedule
Inception Report	Analysis of existing situation and work plan	No later than 3 weeks after contract signature.	10%
Mid Term Report	Progress report, detailing achievements, challenges and suggested mitigations plan of work for the next 2 months.	No later than 1.5 months after contract signature	25%
Draft Report	Draft Ogun State Statistical Master plan	No later than 4 months after contract signature.	35%
Final Report	Final Ogun State Statistical Master plan	Within 6 months of contract signature.	30%

<b>10. Facilities to be provided to the Consultant</b>
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The Employer will provide office accommodation, a secretariat and available relevant reports and data.
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<b>11. Organizational Arrangement</b>
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The Honourable Commissioner for Budget and Planning will have overall responsibility for the assignment while P for R Project Manager will be responsible for the day-to-day supervision of the consultant.
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