

## **TERMS OF REFERENCE – [C3-305]**

### **Statistical Analyst**

For the National Poverty Targeting Program (NPTP) Central Management Unit (CMU)

#### **I. Introduction:**

The Government of Lebanon (GOL) has received a US\$6 million Grant from the World Bank (the Bank), to finance the Second Emergency Social Protection Implementation Support Project (ESPISP II). The overall objective of the project is to improve the administration, delivery, financial sustainability, and targeting of social services through implementation of new systems and the adoption of new policies in the National Social Security Fund (NSSF), Ministry of Labor (MOL), Ministry of Public Health (MOPH), Ministry of Social Affairs (MOSA), and the Ministry of Education and Higher Education (MEHE). ESPISP II will consist of four components.

The third component will support the establishment of a new targeting mechanism for social transfers by implementing the roll-out of the National Poverty Targeting Program for Social Safety Nets.

Fiduciary operations coordination (procurement processing and financial management) will be undertaken by a Fiduciary Operations Team (FOT) hosted at the Presidency of the Council of Ministers (PCM). The FOT will be responsible for managing the procurement process to include: (i) developing and updating the project procurement plan; (ii) advertising; (iii) contract preparation; and (iv) contract payment. Each beneficiary agency will itself be responsible for: (i) identifying needs; (ii) developing activity terms of reference; (iii) short-listing and technical evaluation; (iv) contract signature; (v) contract execution; and (vi) authorization for contract payment.

Overall implementation, monitoring, and evaluation for each component will be undertaken by a designated project implementation team within each beneficiary agency. In the case of Component 3, both MOSA and PCM will be responsible for implementation. To facilitate implementation of the project activities, each agency will designate an experienced Implementation Coordinator (IC) to plan, manage, and monitor implementation for that agency.

#### **II. Objectives of the Assignment**

The objective of the assignment is to support the design and the implementation of the National Poverty Targeting Program and to reinforce the NPTP Technical Group that is in charge of the development of the scoring index.

### **III. Scope of Work**

The statistician will report to NPTP CMU Director. The main duties & responsibilities entail: (i) support the design of monitoring surveys (ii) undertake statistical analysis of the NPTP data base on poor and vulnerable population. The data base will be generated from the proxy-means testing questionnaire that will be implemented nation-wide. Specific responsibilities include:

- Overlook the overall design of the roll out
- Contributes in the evaluation of the indices to be used in the proxy-means testing.
- Support the review of the scoring index and provide the data necessary to allow policy makers to make adjustments, if required the scoring index
- Follow up on the data collection, undertaken by the Field Work Coordinators and provide technical input to make this data as efficient as possible.
- Participate in the planning & implementation with the Central Administration of Statistics, of the national surveys that would monitor the performance of the programs in terms of poverty reduction, reach & impact.
- Design and implement small scale surveys to evaluate the effectiveness of the program at SDC level. These may include focus groups among the interviewers in SDC, small scale surveys of program participants, etc.
- Coordinate with the IT personnel at the NPTP CMU to ensure data consistency and adequacy for statistical analysis.
- Participate in the planning and implementation of a method for identifying and controlling fraud in the program. This will include various econometric techniques that would highlight unusual and peculiar patterns in applications, SDC and interviewers (for example, if it is observed by the statistician that the profile of applicants and their scores in a particular SDC is different from the typical profile and scores, then the statistician should flag the issue for further investigation).
- Provide forecasts throughout the application process on the number of new applications by SDC and for the country as a whole. There will be changes in the number of applicants over time depending on the re-evaluation period. When the majority of recipients reach the re-evaluation period, there will be a spike in the number of new applications. The statistician will provide estimates forecasting the number of applications.
- Provide monthly progress reports on number of applications in each SDC and the profiles of applicants in each SDC. This includes producing statistics on socio-demographic characteristics of applicants and the changes of these profiles by SDC, regions and for the country as a whole.

#### **IV. Qualifications**

##### ***Education:***

Advanced University Degree (Masters or equivalent) in Statistics, Econometrics, mathematics or other related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

##### ***Knowledge & Experience:***

- At least 4 years of experience in working with large datasets and statistical analysis, preferably with demographic and socio-economic data.
- Strong research capabilities with emphasis on social scoring criteria.
- Strong qualitative & quantitative measurements skills
- Experience in survey design and implementation is a plus.
- Excellent knowledge and practical experience using computer software (MS Office, STATA, SPSS, SAS).

#### **V. Reporting and Conditions**

The Statistical Analyst will report to the NPTP CMU director. He/she will submit quarterly progress report on main accomplishments and results. Performance appraisals will take place annually.

This is a full-time assignment, beginning on or about July 1, 2010, for a period of one year, renewable annually.

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