

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)**

Republic of Marshall Islands

Project to Strengthen Budget Execution and Financial Reporting Systems (BEFR)

Grant No.: D322-MH

Assignment Title: HOUSEHOLD INCOME AND EXPENDITURE SURVEY (HIES) ADVISER

Reference No.: MH-DIDA-72819-CS-INDV

The Government of Republic of the Marshall Islands has received financing from the World Bank toward the cost of Project to Strengthen Budget Execution and Financial Reporting Systems (BEFR), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the Household Income and Expenditure Survey (HIES) – Resident Adviser who will support the preparation and implementation of the Project. The assignment is expected to start in February 2019. The detailed scope of services is indicated in the attached TOR.

The Ministry of Finance through the Division of International Development Assistance (DIDA) now invites eligible individuals (“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 (to attach cover letter and curriculum vitae with description of experience in similar assignments, similar conditions, etc.). The criteria for selecting the Consultant are:

- Master’s degree or equivalent work experience in economics, statistics, international development, or other related field;
- A minimum of 3 years relevant professional experience, including aspects of planning, implementing, and managing a national household survey;
- Experience with microdata analysis using statistical software (STATA or R);
- Experience with Household Income and Expenditure Surveys is desirable;
- Experience with Computer-Assisted Personal Interviewing (CAPI), and particularly the Survey Solutions software, is desirable;
- Excellent verbal and written communication skills in English;
- Strong management skills in a diverse (cultural and technical) work environment;
- Experience working with development partners such as WB, ADB, DFAT would be an advantage.

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers, July 2016 (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office hours 0900 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by 21 December 2018. The email subject line should state: " Household Income and Expenditure Survey (HIES) – Resident Adviser - full name of the candidate".

Procurement Adviser

Email: proc_advice_rmi@yahoo.com

Phone No. +6926255968

And cc the following:

Director of DIDA

mtarbwilin@gmail.com

Phone No. +6926255968

Republic of the Marshall Islands
Ministry of Finance
Terms of Reference
Individual Consultant

Title:	Household Income and Expenditure Survey (HIES) – Resident Adviser
Location:	Ministry of Finance, Republic of the Marshall Islands
Duration:	18 months
Tentative Start Date:	February 1, 2019

I. Background

The Republic of Marshall Islands (RMI) – one of the world’s smallest, most isolated, and vulnerable nations – faces many development challenges. Small size and remoteness increase the costs and complexities of economic activity, public service delivery, and data collection. The geographical characteristics of the country also lead to a high vulnerability to natural disasters. These factors have led to an undiversified economy that is vulnerable to external shocks and dependent on financial transfers.

To support in addressing these issues, particularly through the channel of strengthening public financial management, the World Bank initiated an IDA project to “Strengthen Budget Execution and Financial Reporting Systems”. The objective of this project is to improve the completeness, reliability and timeliness of the Government’s annual financial statements, and the availability of reliable socioeconomic statistics.

One component of this IDA Project is the implementation of the 2019 Household Income and Expenditure Survey (HIES). This component supports the introduction of better methods for gathering information within the RMI context, such as the inclusion of a “food consumed outside the household” module and the use of computer-assisted personal interviewing (CAPI) using tablet computers and electronic data transmission.

II. Objective of Role

Economic Policy Planning and Statistical Office (EPPSO) is looking to recruit a Resident Adviser to support the “2019 HIES Implementation” project (“the Project”). The Resident Adviser is expected to provide technical and administrative guidance to the Project team during the survey design, data collection, data cleaning, and data analysis phases. The Resident Adviser will also provide advice on managing the administrative aspects of a survey, such as finances and procurement, as well as any other activities necessary to support the survey and the functioning of EPPSO generally. The Resident Adviser will be based in the EPPSO offices in Majuro, and report to and work closely with the HIES Manager on a day-to-day basis.

III. Scope of Services

To achieve the above-mentioned objective, the Resident Adviser will support EPPSO in undertaking the following activities on a full-time basis:

End-to-end support on the HIES implementation

- Developing the HIES questionnaire, which includes interacting with appropriate line Ministries, World Bank, and other stakeholders to identify topics for inclusion in the HIES;
- Programming questionnaires into Survey Solutions software, including consistency checks;
- Conducting training for enumerators and supervisors, including preparing training presentation and field manuals;
- Coordinating the field supervision of data collection activities, including field monitoring trips to oversee quality of data collection and provide feedback to field teams;

- Conducting consistency and quality checks on raw data in Stata or R statistical analysis software as data is received from the field;
- Coordinating analytical activities with key technical counterparts, such as the World Bank, SPC, and other development partners, to meet the objectives of the HIES;

Supporting EPPSO and building capacity

- Training EPPSO staff in survey administration processes;
- Training EPPSO staff in data analysis using statistical packages;
- Performing any assignment assigned by the EPPSO Director when time is available;

Communications and reporting

- Serving as a liaison between EPPSO and the regional organization (Statistics for Development Division at the Pacific Community) and between EPPSO and development partners;
- Preparing presentations, briefing notes, agenda and minutes for meetings between the HIES stakeholders, and assisting in the coordination of such meetings;
- Preparing regular status update reports on the HIES activities;
- Preparing and submitting mission reports as required;
- Supporting the preparation and dissemination of the final HIES report.

IV. Desired Skills, Qualifications and Experience

The following expertise and level of experience is required of the Resident Adviser:

- Masters degree or equivalent work experience in economics, statistics, international development, or other related field;
- A minimum of 3 years relevant professional experience, including aspects of planning, implementing, and managing a national household survey;
- Experience with microdata analysis using statistical software (STATA or R);
- Experience with Household Income and Expenditure Surveys is desirable;
- Experience with Computer-Assisted Personal Interviewing (CAPI), and particularly the Survey Solutions software, is desirable;
- Excellent verbal and written communication skills in English;
- Strong management skills in a diverse (cultural and technical) work environment;
- Experience working with development partners such as WB, ADB, DFAT would be an advantage.

V. Duration and Location of the Assignment

This is an 18-month assignment starting early in 2019. The Resident Adviser is expected to reside in Majuro. Some flexibility to accommodate previous or ongoing commitments may be provided to the successful candidate.