



# TRAINING AND DIALOGUE PROGRAMS

## GENERAL INFORMATION ON

### IMPROVING CAPABILITY IN PRODUCING OFFICIAL STATISTICS RELATING TO MDGS INDICATORS (JUNIOR – MIDDLE LEVEL)

#### 課題別研修

「MDGs 指標に係る統計の作成能力の向上(初中級レベル)」

*JFY 2015*

NO. J15-04257 / ID. 1584512

From July 2015 to June 2016

Phase in Japan: From August 11, 2015 to December 19, 2015

This information pertains to one of the Training and Dialogue Programs of Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between Governments.

The program will be undertaken in partnership with the United Nations Statistical Institute for Asia and the Pacific (SIAP), a regional institution of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP).

# Preface

The Group Training program on *IMPROVING CAPABILITY IN PRODUCING OFFICIAL STATISTICS RELATING TO MDG INDICATORS (JUNIOR – MIDDLE LEVEL)* will be conducted jointly by the Government of Japan through Japan International Cooperation Agency (JICA)\* and the United Nations Statistical Institute for Asia and the Pacific (SIAP)\*\* to strengthen the capability of national statistical systems to produce statistics for monitoring and assessing progress in achieving sustainable development goals in developing countries.

\* The Japanese Government extends official development assistance (ODA) to developing countries to support their self-help efforts that will lead to economic progress and a better life for the citizens of those countries. Since its foundation in 1974, JICA has implemented Japan's technical cooperation under the ODA program. In October 2003, JICA was transformed into an “Independent Administrative Institution”, a new form of governmental agency. JICA continues to be one of the official agencies responsible for implementing ODA programs, in particular technical cooperation, on behalf of the Government of Japan. JICA's programs include Technical Cooperation Projects, Dispatch of Technical Cooperation Experts, Technical Training of Overseas Participants, Development Studies, Dispatch of Japanese Volunteers, Disaster Relief and Grant Aid, etc.

\*\* The United Nations Statistical Institute for Asia and the Pacific (SIAP), a regional institution of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) established in 1970, is the centre for training on official statistics in the region. Through practically oriented training programs attuned to the needs of national statistical systems, SIAP strengthens the capability of ESCAP member States to collect, analyze, use and disseminate timely and high quality statistics for economic and social development planning and policymaking. The Institute has trained more than 14,000 government statisticians and officials of over 120 countries. As the host country of SIAP, the Government of Japan extends cooperation to the Institute with the Ministry of Internal Affairs and Communications (MIC) as the cooperating agency.

# ***I. Concept***

## **Background**

The Millennium Development Goals (MDGs), forged in 2000, have galvanized development efforts and its measurement framework of targets and corresponding monitoring indicators have assisted countries in strengthening an evidence-based approach to planning and policy-making.

In September 2015, the world will commence to establish a new global development framework to succeed the MDGs. At the United Nations Summit on the post-2015 development agenda countries will review a framework for monitoring and review of implementation, the means of implementation, and the nature of a new Global Partnership based on recommendations of a multi-year, multi-stakeholder deliberations for global sustainable development goals (SDGs) and targets.

Monitoring progress towards SDGs will continue to require the basic data upon which MDG monitoring was based; moreover, SDG data requirements will include more timely availability of existing data and new data such as on the environment, agriculture, disasters and governance. In addition, data for measures of progress on sustainable development that complement GDP are important in this post-2015 development framework. Now, more than ever, the role of official statistics is essential for monitoring and evaluating the progress towards achieving these development goals.

This course is designed to strengthen the capacity of national statistical systems of developing countries in key statistical areas that are relevant for monitoring and evaluation of progress in achieving the SDGs.

## **For what?**

This program aims to strengthen capability of agencies comprising the national statistical system in developing countries to produce and interpret key official statistics (economic, population and social, agriculture, environment, and development indicators) and, hence, provide data and statistics for evidence-based planning, policy formulation and implementation and monitoring and assessment.

## **For whom?**

This program is offered to junior- to middle- level government statisticians who currently and are expected to continue to contribute substantively in producing official statistics.

Participants must have basic knowledge and skills and practical experience in carrying out statistical functions related to the production of official statistics in national statistical organizations, ministries and other government agencies.

## **How?**

The course program consists of a core phase and pre-core (or preliminary) and post-core (or finalization) phases.

**Preliminary phase.** To ensure that participants are equipped with the prerequisite basic knowledge and skills for the training, all selected participants will take a preparatory internet-based e-learning course prior to the start of the core phase of the program. Participants will also prepare a country report that will be presented in sessions of the core phase.

**Core phase.** The core phase consists of face-to-face training sessions over a 4-month period at SIAP training facilities in Chiba, Japan. The training sessions feature a judicious mix of concise lectures, guided discussion workshops, intensive hands-on working-with-data sessions and sessions on communicating statistical results and report writing. Participants will hone their skills in applying knowledge on producing official statistics and indicators to carry out a 'demonstration' survey that simulates the full sample survey process following the generic statistical business process model.

The course program will also include a field trip to prefectural governments to study the local statistical system and the data collection process of the Family Income and Expenditure survey in Japan. Group visits to the Statistics Bureau, other government agencies/ministries responsible for compilation of official statistics will be provide opportunities to participants to study the Japanese national statistical system.

**Finalization phase.** Each participant will develop and commit to implementing an action plan that he/she will carry out during the finalization phase of the program. The action plan will include organizing a seminar to present the 'demonstration' survey and a work improvement plan to be carried out upon returning to his/her country. The work improvement plan identifies specific knowledge-areas and skills-set covered in the course that the participant will utilize to improve his/her job performance and the related outputs.

## **II. Description**

**1. Title (J-No.): IMPROVING CAPABILITY IN PRODUCING OFFICIAL STATISTICS RELATING TO MDGS INDICATORS (JUNIOR – MIDDLE LEVEL) (J1504257)**

**2. Period of program**

- **Duration of whole program:** July 2015 to June 2016
- **Preliminary Phase in participant's home country:** July 2015 to August 2015
- **Core Phase in Japan:** August 11, 2015 to December 19, 2015
- **SIAP Training Program:** August 17, 2015 to December 18, 2015
- **Finalization Phase in participant's home country:** December 2015 to June 2016

**3. Target Countries**

Afghanistan, Bangladesh, Cameroon, Cook Islands, Egypt, Islamic Republic of Iran, Laos, Mexico, Mongolia, Myanmar, Nepal, Papua New Guinea, Peru, Philippines, Solomon Islands, Sudan, Thailand, Timor-Leste, Tonga and Viet Nam

**4. Eligible/ Target Organization**

National statistical offices, statistical research and training institutions and government ministries and agencies that are part of the national statistical system of target countries

**5. Program capacity**

30 participants

**6. Language to be used in this program:** English

**7. Program Objective**

To strengthen capacity of organizations belonging to national statistical systems by providing training to statistical staff that increases their knowledge and develops their skills to produce data, apply statistical methods to produce official statistics and indicators and interpret and use these for monitoring progress in achieving national development goals, including the sustainable development goals.

**8. Overall Goal**

Participating organizations can take measures to improve reliability and increase availability of data and to provide and correctly interpret evidence-based information from statistics and indicators to their government as well as to their people.

## 9. Expected Outputs and Contents

This program consists of three phases. The expected outputs, activities and main contents of the phases are described below:

<p><b>(1) Preliminary Phase in a participant's home country</b>          (July 2015 to August 2015)  <i>Participant undertakes preparatory activities and prepare outputs for the Program in their respective country.</i></p>	
Expected Output	Activities to be Undertaken by Participants
<p>(1) Country Report          (Deadline: 10 August 2015)</p> <p>(2) Preparatory e-learning course          (27 July – 9 August 2015)</p>	<p>Preparation and submission of Country Report          Detailed information is provided in section III-5 and ANNEX1.</p> <p>Completion of SIAP preparatory internet-based e-learning course.          (Detailed information is provided in section III-6)</p>

<p><b>(2) Core Phase in Japan</b>          (August 11, 2015 to December 19, 2015)          (SIAP Training program: August 17, 2015 to December 18, 2015)  <i>Participant attends the face-to-face training in Japan.</i></p>		
Expected Outputs: As a result of the training, participants have:	Topics	Training Methods
<p>(1a) increased their knowledge on theory and methods for production and understanding of official statistics, and          (1b) developed and improved professional skills of official statisticians.</p>	<p>Refer to Main Topics Part I (A-G): basic statistical methods; measures for comparisons; sampling methodology; statistical computing; economic theory; sustainable development; professional development for statisticians</p>	<ul style="list-style-type: none"> <li>• Lectures and discussions</li> <li>• Working-with-data sessions</li> <li>• Practical sessions</li> </ul>

<b>(2) Core Phase in Japan</b> (August 11, 2015 to December 19, 2015) (SIAP Training program: August 17, 2015 to December 18, 2015) <i>Participant attends the face-to-face training in Japan.</i>		
Expected Outputs: As a result of the training, participants have:	Topics	Training Methods
(2) Increased knowledge and improved understanding of foundations of official statistics (3) Increased knowledge and improved skills on methods applied at various stages of the statistical business process.	Refer to subjects under Main Topics Part II (A-C): overview of official statistics; international statistical standards & classifications; GSPBM and data collection methodologies	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Participant presentations</li> <li>• Case studies</li> </ul>
(4) Improved skills in production and interpretation of core sets of official statistics	Refer to subjects under Main Topics Part II (D-J): economic, agricultural and rural, environment, population and social statistics	<ul style="list-style-type: none"> <li>• Lectures and group discussions</li> <li>• Working-with-data sessions</li> </ul>
(5) Increased knowledge and improved understanding on data & statistics for monitoring progress in achieving sustainable development goals	Refer to subjects under Main Topics Part II (K-L): SDG monitoring architecture; tracking progress	<ul style="list-style-type: none"> <li>• Lectures and group discussions</li> <li>• Working-with-data sessions</li> </ul>
(6) Increased knowledge and improved understanding of official statistics in Japan	Refer to subjects under Main Topics Part III (A-C): data collection methodologies; key statistics; field operations	<ul style="list-style-type: none"> <li>• Lectures and discussions</li> <li>• Group visits and field visits to Statistics Bureau, other government ministries and local government statistical offices</li> </ul>

<p><b>(2) Core Phase in Japan</b>          (August 11, 2015 to December 19, 2015)          (SIAP Training program: August 17, 2015 to December 18, 2015)  <i>Participant attends the face-to-face training in Japan.</i></p>		
Expected Outputs: As a result of the training, participants have:	Topics	Training Methods
(7) Demonstrated ability to apply the knowledge and skills acquired during the course to the management and implementation of a sample survey process	Managing and implementing a group project (demonstration survey) to apply the knowledge and skills acquired in the course	<ul style="list-style-type: none"> <li>• Guided sessions</li> <li>• Group work – managing and implementing a demonstration survey</li> <li>• Report writing and presentation</li> </ul>
(8) Prepared an Action Plan	Developing a results-based Action Plan that includes: <ul style="list-style-type: none"> <li>• Disseminating the results of the demonstration survey</li> <li>• Work-improvement-plan</li> </ul>	<ul style="list-style-type: none"> <li>• Working sessions on preparing an Action Plan</li> </ul>

<p><b>(3) Finalization Phase in a participant's home country</b>          (December 2015 to June 2016)  <i>Participating implement Action Plan. This phase marks the end of the Program.</i></p>	
Expected Output	Activities
(1) Participant's proposed Action Plan is finalized and implemented. (Deadline: 15 June 2016)	<ul style="list-style-type: none"> <li>• Participant and supervisor finalize Action Plan.</li> <li>• Participant implements Action Plan activities.</li> </ul>
(2) Implementation assessment report is submitted to SIAP. (Deadline: 30 June 2016)	Participant prepares and submits a report certified by the head of her/ his organization to SIAP on the status of implementation of Action Plan within 6 months of the end of the core-phase training.

### **<Structure of the program>**

1. Preliminary phase (activities in home country):
  - 1) Preparation of the country report.
  - 2) Completion of Preliminary e-learning Course
2. Core Phase (activities in Japan):  
(Note) Topics listed below are subject to change.

### **Main Topics**

#### **Part I – Basic theories and skills for official statistics**

##### A) Basic Statistical Methods

- Descriptive statistics: Organizing and graphing data, Types of variables, and measures of location, dispersion and association.
- Inferential statistics: Random variables, Sampling distribution, point and interval estimations, and hypothesis testing.
- Regression Analysis: Correlation analysis, simple linear regression, residual analysis, and multiple regression.

##### B) Measures for Comparisons

- Index numbers
- Other measures of comparison: Standardized measures, relative measures and composite measures
- Measures of inequality

##### C) Sampling Methodology

- Sampling techniques: srs, pps, systematic sampling, stratified and cluster sampling, and multi-stage sampling.
- Sampling statistics: weighting, estimation, and variance estimation.

##### D) Basics of Computing for Statistical Analysis

- Computational algorithms
- Data processing and analysis with Excel + PHstat
- Matrix operations

##### E) Basic Concepts of Economic Theory for Statisticians

- Economic resources
- Circular flow
- Factors of production and factor compensation
- Basic concepts: production, consumption, investment, and fiscal and monetary policy.

##### F) Basic Concepts of Sustainable Development for Statisticians

- Sustainability framework: social, economic and environmental dimensions

- Inclusiveness: gender equality; understanding social and economic disparities
  - Measures of development: beyond GDP
- G) Professional Development for Statisticians
- Ethics for professional statisticians
  - Communicating statistics: visualization techniques; statistical presentation techniques; effective communication

## **Part II - Production of SDG-related Official Statistics**

### **FOUNDATIONS**

- A) Introduction to Official Statistics
- Overview of National Statistical Systems (NSSs) and role of National Statistical Offices (NSOs)
  - The Fundamental Principles of Official Statistics
  - Domains of official statistics: social, economic and environment
  - Core sets of economic statistics, social and population statistics and gender statistics for the Asia-Pacific Region
- B) International Standards and Classifications
- Classifications
  - Methodological and conceptual guidelines
- C) Methodologies for Producing Official Statistics
- Generic Statistical Business Process Model: The model, data sources (surveys, administrative/ business records), quality dimensions and definitions.
  - Statistical surveys: Planning and design (censuses and sample surveys), census and survey frames, data collection methods and field operation, data processing and analysis, data dissemination and documentation, and survey data quality. (with HIES as a case study)

### **ECONOMIC STATISTICS**

- D) An introduction to 2008 System of National Accounts
- SNA framework
  - Constituents of the domestic economy and RoW
  - Stocks and flow
  - Macroeconomic aggregates

- Sequence of accounts
- E) Price Statistics
  - Framework of price statistics
  - Consumer Price Index (CPI)
  - Producer Price Index (PPI)
- F) Industrial and Trade Statistics and Related Key Economic Indicators

## **AGRICULTURAL AND RURAL STATISTICS**

- G) Agricultural and Rural Statistics
  - Conceptual framework for the collection of agricultural and rural statistics
  - Minimum set of core data and data sources for agricultural and rural statistics

## **ENVIRONMENT STATISTICS**

- H) Environment Statistics
  - Scope and coverage of environment statistics
  - SEEA framework: Physical flow accounts, assets accounts, and integrated account.
  - Statistics related to disaster and climate change

## **POPULATION AND SOCIAL STATISTICS**

- I) Population and Social Statistics: Scope and coverage; data sources; key statistics and indicators
  - Population statistics
  - Labor and employment statistics
  - Education statistics
  - Health statistics
  - Civil registration and vital statistics
  - Gender statistics
- J) Poverty statistics
  - Concepts: Poverty line and poverty measures
  - Construction of poverty lines and estimation of poverty measures
  - Measures of inequality

## **DATA & STATISTICS FOR MONITORING PROGRESS IN ACHIEVING SUSTAINABLE DEVELOPMENT GOALS**

### **K) SDG Monitoring Architecture**

- From MDG to SDG: relating goals, targets and indicators
- SDG goals
- SDG targets and illustrative indicators

### **L) Tracking progress**

- Trends and their interpretation
- Methods for measuring change

## **Part III – Official Statistics of Japan**

- A) Selected data collection methodologies of Japan
- B) Selected key statistics of Japan
- C) Field trip and group visits to observe work of statistical organizations

## **Part IV – Managing and Implementing a Sample Survey Process [Group Project]**

### **III. Conditions and Procedures for Application**

#### **1. Expectations from the Participating Organizations**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their statistical operations. Participating organizations are expected to use the program for these specific purposes.
- (2) This program is enriched with contents and facilitation schemes especially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions to their issues, participating organizations are expected to make requisite preparations by carrying out the activities of the Preliminary Phase described in section II-9 before sending their participants to Japan.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

#### **2. Nominee Qualifications**

Applying organizations are expected to select nominees who meet the following qualifications.

- (1) Current duties: be junior- or middle- level statisticians (Level 2 or 3 as described in ANNEX3 “Core skill framework for Statisticians of NSOs in developing countries”) working in a national statistical organization, national statistical research or training institutions or government agency carrying out statistical functions, who design censuses and surveys, and produce statistics and indicators from survey data. Have been working for at least 5 years in the national statistical organization or other government agencies carrying out statistical functions in the abovementioned areas.
- (2) Educational background: be at least university graduates specialized in statistics, mathematics, economics, or other relevant quantitative social science degree or demonstrated equivalent knowledge and skills gained through work experience.
- (3) Knowledge and skills: have solid knowledge of basic mathematics and statistics and possess basic computational skills utilizing standard software.
- (4) Age: be over 25 years and not more than 40 years of age at the beginning of the training course.
- (5) Language: have a sufficient command of English to be able to actively participate in discussions, write simple reports and make short presentations.
- (6) Health: be in good health, both physically and mentally, and able to participate

in all activities of the programme.

- (7) Must not be serving any form of military service.
- (8) Applicants should not have participated in other Training and Dialogue Programs of JICA.

### 3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan).

Note on Pregnancy:

Pregnant participants are required to attach the following documents when submitting the application form

- ① letter of the participant's consent to bear economic and physical risks
- ② letter of consent from the participant's supervisor
- ③ doctor's letter with permission of her training participation

Please ask JICA Staff for the details.

(2) **Nominee's English Score Sheet:** to be submitted with the Application Form. Attach official documentation of English ability (e.g., TOEFL, TOEIC, IELTS)

(3) **Questionnaire:** to be submitted with the Application Form. Each applicant should fill in the attached questionnaire (ANNEX 2) which is to be used for the screening of applicants. The completed questionnaire should be submitted with the Application Form. Applications not accompanied by a completed questionnaire will not be considered for selection.

### 4. Procedure for Application and Selection

#### (1) Submitting the Application Documents

Closing date for applications: Please inquire from the JICA office (or the Embassy of Japan).

**After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Tokyo in Japan by 12 June 2015.**

#### (2) Selection

Selection of participants to the training shall be jointly made by JICA TOKYO and SIAP based on the qualification criteria listed in III-2 and English Score Sheet specified in III-3-2.

#### (3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the Government **no later than 3 July 2015.**

### 5. Document(s) to be submitted by accepted participants

#### Country Report

Accepted participants are required to prepare a Country Report. Detailed information is provided in the ANNEX1 "Recommended Format of Country Report".

Country Report should be submitted to the respective country's JICA office and sent by e-mail to JICA TOKYO (tictip@jica.go.jp) by 10 August 2015.

The Country Report will be printed and distributed to all participants and concerned staff members of SIAP and JICA. Participants should also bring an electronic copy with them to the core phase venue. Each participant is expected to make a presentation of the report during the course.

## **6. Preparatory e-learning course to be completed by accepted participants**

### **Preparatory e-learning course**

Accepted participants are required to take and complete the internet-based preparatory e-learning course to be conducted by SIAP before coming to Japan. Instruction and guidance for taking the e-learning course will be sent by SIAP to the accepted participants by e-mail after the official Notice of Acceptance has been sent by JICA.

## **7. Conditions for Attendance**

- (1)** to strictly adhere to the program schedule;
- (2)** not to extend the period of stay in Japan;
- (3)** not to be accompanied by family members during the program;
- (4)** to return to home countries at the end of the program in accordance with the travel schedule designated by JICA;
- (5)** to refrain from engaging in any political activities, or any form of employment for profit or gain;
- (6)** to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation;
- (7)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA; and
- (8)** to participate in the whole program including the preliminary phase and the finalization phase in participant's home country. After receiving Notice of Acceptance, participating organizations are expected to carry out the activities described in section II-9.

## **IV. Administrative Arrangements**

### **1. Organizers**

#### **(1) JICA Tokyo**

- 1) Contact: Industrial Development and Public Policy Division
- 2) E-MAIL: [tictip@jica.go.jp](mailto:tictip@jica.go.jp)

#### **(2) United Nations Statistical Institute for Asia and the Pacific (SIAP)**

- 1) E-MAIL: [staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)
- 3) URL: <http://www.unsiap.or.jp/>

### **2. Travel to Japan**

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

### **3. Accommodation in Japan**

JICA will arrange accommodations for the participants in Japan at:

#### **JICA Tokyo International Center (JICA TOKYO)**

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA TOKYO at its URL, <http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

### **4. Training Institution in Japan**

#### **United Nations Statistical Institute for Asia and the Pacific (SIAP)**

Address: 2-2, Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787,

Japan TEL: 81-43-299-9782 FAX: 81-43-299-9780

(where "81" is the country code for Japan, and "43" is the local area code)

The commuting time from JICA TOKYO to the Institute is approximately 1 hour 20 minutes each way.

### **5. Expenses**

JICA will cover the expenses for each accepted participant:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see “III ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDEBOOK,” which will be given before departure for Japan.

**6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with detailed information on travel to Japan.

## ***V. Other Information***

It is recommended that participants bring their own computer for preparation of assignments, reports and presentations, use of statistical software, and personal use at their training accommodations in JICA Tokyo, as there is only a limited number of PCs available in JICA TOKYO.

## **VI. ANNEX**

### **ANNEX1**

#### **IMPROVING CAPABILITY IN PRODUCING OFFICIAL STATISTICS RELATING TO MDGS INDICATORS (JUNIOR – MIDDLE LEVEL) (JFY2015)**

#### ***Recommended Format of Country Report***

1. NAME OF PARTICIPANT (S)

2. NAME OF COUNTRY

3. NAME OF ORGANIZATION AND ROLES

Describe the functions of the organization to which the participant belongs and attach an organizational chart.

4. MAIN CONTENTS

(i) Provide key information about your country (main indicators covering demographic, social and economic characteristics, cultural highlights);

(ii) Highlight main features of your country's statistical system. Describe whether it is centralized, decentralized, or a combination of both. Mention main institutions responsible for demographic, economic, social, environmental statistics, and Millennium Development Goals (MDGs);

(iii) Provide a brief description of your organizational chart, and the number of staff working in the system. Highlight your position and the number of staff working with you. Describe the human resource structure, role and responsibilities of the unit that you work in, and explain your responsibilities and specific output of your tasks within the unit;

(iv) Summarize your country's statistical system, its long-term development plan – strategic plan and National Strategies for Development of Statistics.

(v) Provide a brief overview of MDGs indicators in your country. Describe the procedure for compilation of MDG indicators, responsible agency, major data sources, and present the latest data available to picture current situation in your country in terms of MDG targets and indicators. The data should be presented in matrix format using EXCEL worksheet, with a brief textual summary

(vi) Provide information on your areas of work and where you have difficulties in performing your tasks after discussing with your division/unit director.

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Note 1: One combined Country Report from each country should be submitted if more than one participant will be accepted in the same country.

Note 2: Do not provide answers directly on this Annex sheet. This is a format for you to prepare your report.

## ANNEX 2

### IMPROVING CAPABILITY IN PRODUCING OFFICIAL STATISTICS RELATING TO MDGS INDICATORS (JUNIOR – MIDDLE LEVEL) (JFY2015)

#### Questionnaire

Note: Each applicant should submit this Questionnaire with the Application Form.

Name of Applicant: \_\_\_\_\_

Name of Country: \_\_\_\_\_

#### Level of Knowledge

Advanced      Basic      None

#### I) Basic statistical theory and computing skills

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Set theory                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Permutation & combination                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Probability theory                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Descriptive statistics                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Inferential statistics                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Regression analysis                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Excel                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Statistical analysis software (R or Stata) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### II) Official statistics

- |                            |                          |                          |                          |
|----------------------------|--------------------------|--------------------------|--------------------------|
| 1. Survey sampling         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. National accounts       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Price index             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Labour statistics       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Poverty measures        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Agricultural statistics | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Environment statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Gender statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. MDG indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ANNEX 3

### Core Skills Framework for Statisticians of NSOs in Developing Countries (Excerpt)

General principles used in preparing the framework

1. The primary reason for developing this framework is to identify what skills SIAP should provide training for. The framework could be also used to identify which additional skills staff of NSO and other agencies involved in the production of official statistics are needed to improve their organizational performance.
2. There are 5 different levels used in the framework which is designed to cover the work of most of the statistical staff in the NSO and other government agencies.
3. The levels in the framework are:
  1. Clerical (not fully developed as this positions are not thought to come within the scope of training)
  2. Core Skills Level 2
  3. Core Skills Level 3
  4. Core Skills Level 4
  5. Core Skills Level 5
4. Prerequisites – advancement between levels assumes that the skills developed will be carried forward to the next level.

For full details, refer to SIAP website (<http://www.unsiap.or.jp/tnetwork/CSF.pdf>)

LEVEL 2	LEVEL 3
<b>BRIEF DESCRIPTION OF ROLE</b>	
<ul style="list-style-type: none"> <li>- Arranging the collection &amp; capture of data, editing data,</li> <li>- Preparing data for publication,</li> <li>- Answering questions from respondents,</li> <li>- Dealing with routine requests for statistical information.</li> </ul>	<ul style="list-style-type: none"> <li>- Contributing to the development of processes, procedures, methodologies &amp; systems relevant to a work area, including the preparation of documentation.</li> <li>- Undertaking the operational and technical aspects of processing information and data analysis relevant to a work area.</li> <li>- Understanding the requirements of all users of data from the work area and where applicable, liaise, communicate &amp; provide assistance.</li> <li>- Researching conceptual &amp; methodological issues</li> <li>- Recommending implementing improvements.</li> </ul>
<b>PRE-REQUISITES</b>	
<p>ould feel comfortable using numbers</p>	<p>Proven competence and at least 4 years experience at level 2 or a 2 year university exposure in any of the following disciplines: mathematics, statistics, economics, accountancy, computer science, geography, demography, or other social sciences. All appointees to level 3 should have the potential to progress to level 4 (Senior Analyst).</p>

### ***For Your Reference***

#### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in

JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



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