IDB-Statistical Capacity Building (IDB-STATCAP) Initiative

Guidelines and Procedures

Dhul Qa‘ada 1428H (December 2007)

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IDB Statistical Capacity Building (IDB-STATCAP) Initiative: Guidelines and Procedures

I. BACKGROUND

1. On 29th April 2007, the IDB organized the Expert Group Meeting (EGM) on Statistical Capacity Building at its headquarters, Jeddah, Saudi Arabia.

2. The discussions at the EGM revealed that national statistical systems in many member countries cannot provide the basic information needed to monitor progress towards implementation of various national, regional, and international initiatives such as poverty reduction and sector strategies, Millennium Development Goals (MDGs), IDB 1440H Vision, OIC Ten-Year Programme of Action etc.

3. Responding to the recommendations of the EGM, the Chairman, IDB Group, issued an Administrative Instruction No. 113 dated 23 Sha’aban 1428H (5 September 2007) to launch an IDB Statistical Capacity Building (STATCAP) Initiative for member countries.

4. The IDB-STATCAP is a multi-pronged approach, providing technical assistance facility to support development of institutional frameworks, finance physical and statistical infrastructure, improve human resources, and support regular statistical operations.

5. The IDB-STATCAP is unique for a number of reasons: First, the initiative is the first of its kind in the domain of statistics since inception of IDB. Second, it draws resources from existing Fund/Programmes of IDB Group (Technical Assistance-T.A, Investment Technical Assistance Program-ITAP, Technical Cooperation Program-TCP, and Scholarship Program). Third, it is comprehensive involving the use of combined tools/facilities of IDB Group to support and strengthen statistical capacity of member countries. Fourth, it provides resources for member countries to break the vicious cycle of under-performance and under-funding of national statistical agencies. Fifth, it fosters close cooperation between data producers and users through establishment of statistical working group which meets regularly.

II. OBJECTIVE

6. The IDB-STATCAP is aimed at assisting member countries to build and strengthen their statistical capacities to enable them produce reliable, timely, consistent and accurate economic, financial, socio-demographic and other data (in accordance with international good practice and frameworks) for policy formulation and decision making, and for monitoring development and poverty reduction which is the cornerstone of IDB’s strategic objective.
III. SCOPE

The IDB-STATCAP will support improvements in the following four components of statistical capacity building.

7. **Physical infrastructure and equipment** to facilitate production and dissemination of data by member countries’ statistical agencies. This may include hardware & software, equipment-related to statistical production and dissemination, training facilities, statistical office (including renovation etc) etc.

8. **Statistical infrastructure** to support collection and processing of data and leveraging best practices. This may include design of databases, metadata, statistical registers, sampling frames, classifications, statistical information systems, website maintenance, office maintenance, etc.

9. **Statistical operations** to upgrade and develop core sets of tools, manpower, and methods required for collecting, compiling and disseminating data. This may include human resource development (such as upgrading of analytical capacity of staff, on-the-job training etc), mastering new methods for data collection and analysis, development of manuals, design and conduct of household surveys and censuses, field work, consultancy services, developing sector-specific statistical systems (e.g trade, investment, poverty), statistical publications, strengthening capacity for poverty analysis, best practices etc.

10. **Institutional framework for national statistics** to support policy, legal and regulatory framework for statistics. This may include improvement in legal and regulatory mechanisms to enable national statistical agencies to maintain integrity, independence and confidentiality, especially in the management and coordination systems for national statistics and in maintaining dialogue with users. Activities to be covered may include review of statistical legislation, users needs assessment, development of National Strategy for Development of Statistics (NSDS), statistical policy and strategy seminars, institutional restructuring, awareness workshops, directory of statistical outputs, human resource management etc.

IV. PILLARS OF IDB-STATCAP

IDB-STATCAP is based on four pillars as follows:

11. Mainstreaming statistical capacity projects in the Technical Assistance Program of the Bank: Member countries can apply for technical assistance to support their statistical capacity activities.

12. Providing financial support for statistical trainings, workshops, seminars, exchange of statistical experts, and study visits through Technical Cooperation Program.
13. Supporting the development of investment information system and statistical data
   collection activities through Investment Technical Assistance Program.


V. USES OF IDB-STATCAP

15. It shall strictly be used to finance country- or regional-based statistical
   activities/programs.

16. In the case of regional statistical activities, the beneficiaries shall involve two or
   more member countries' national statistical agencies.

17. It shall be used to address specific capacity weaknesses in member countries' statistical projects.

18. Scholarships are only for statisticians who are already working in national or
   regional statistical institutions located in member countries. Such statisticians
   must have worked for at least a year and be a confirmed staff in their institutions
   and be committed to return to their institutions upon completing their studies.

VI. ROLE OF FOCAL POINT FOR IDB-STATCAP

19. The focal point for all activities concerning the IDB-STATCAP shall be the Economic
   Research and Policy Department (ERPD).

20. The ERPD shall liaise with different entities involved in the IDB-STATCAP to either
   individually or collectively identify suitable projects/programs.

21. It shall coordinate/collaborate, to the extent possible, with regional and
   international institutions to identify statistical projects/programs within the IDB-
   STATCAP components which may be co-sponsored together.

22. The ERPD shall be responsible, in collaboration with entities concerned, for vetting
   proposals received, reviewing, and recommending statistical projects/programs for financing.

23. It shall arrange with the entities/funds concerned to manage for results by combining
   resources to support different aspects of statistical project/program/activity that may have significant impact on strengthening statistical capacity of member countries.
24. It shall liaise with national statistical agencies in member countries to conduct needs assessment of their statistical capacity requirements and coordinate in identifying suitable projects/programs for IDB-STATCAP.

25. Maintain cooperation with international institutions to identify joint activities for STATCAP.

VII. POLICIES

26. All applicants shall fill the standard form attached as Annex 1 for review of the ERPD.

27. Each fund/program administrator shall use its existing guidelines/procedure to finance projects for IDB-STATCAP. In addition, each Fund/Program administrator shall ask the beneficiary to fill the standard form in Annex-1.

28. All member countries of the IDB Group are eligible for funding under the IDB-STATCAP, but member countries with least developed statistical capacity (especially LDMCs) will have priority. In other words, priority shall be given to countries lagging seriously behind in statistical capacity.

29. All projects/programs to be financed shall fall into one or more of the components identified above. Exception may be granted on a case-by-case basis, provided that the projects/programs can be demonstrated to contribute to strengthening the statistical capacity of the beneficiary.

30. The proposed activities/projects/programs should have objectives that are, in one way or the other, connected to achieving goals or targets set out in national, regional or international initiatives (e.g. MDGs, PRSP, IDB 1440H Vision, OIC 10-Year Programme of Action, etc.)

31. All IDB-STATCAP funded projects should be demand driven (demonstrated through an official request letter from beneficiaries and filling of standard form) and must contribute to the development of the statistical system of the beneficiary member country or region.

32. To the extent possible, the IDB-STATCAP funded projects should promote coordination and collaboration at national level among various data producers and users as well as between national, regional and international agencies. Such coordination should not in any way aimed at undermining government policy and strategy for statistical systems.

33. Projects deemed abandoned by other donors may not qualify for IDB-STATCAP unless there is strong evidence to demonstrate that the underlying reason has nothing to do with ineptitude, embezzlement, corruption etc.
34. Priority shall be given to innovative statistical projects that are unlikely to be financed from other sources, provided the projects are assessed to be technically feasible and could accelerate strengthening statistical capacity.

35. Priority shall be given to statistical projects/programs that could have significant impact on more than one country or region in which member countries are located.

36. Countries may utilize IDB-STATCAP as part of ordinary loans to strengthen statistical capacity. This may include support for data collection activities under specific sectors (such as education, health, trade, investment, etc)

37. All funding provided under IDB-STATCAP shall be in the form of grants and every effort shall be made to cover as many countries and regions as possible.

38. Priority to finance statistical projects shall be given to proposal received from first-time beneficiary.

39. Regional statistical projects may be co-financed or co-organized by IDB with national statistical agencies or/and regional/international institutions, provided the regional or international institution have at least 5 common member countries.

40. Proposals for projects/programs funding or co-funding may originate from different sources, including statistical agencies of member countries, regional and international institutions, and development partners.

VIII. HOW TO APPLY

41. All applications should be prepared using the standard format in Annex 1 taking into account all the criteria outlined in this document.

42. Institutions or agencies interested in submitting proposals are encouraged to contact IDB-STATCAP administrator by email at abello@isdb.org or fax: +966-2-6467478 at an early stage to discuss feasibility and modalities.

43. Proposals for country-specific projects/programs shall first be endorsed from or cleared by the relevant IDB Governor.

44. Proposal for co-sponsoring of statistical capacity projects/programs, especially from regional institutions shall be directed to ERPD.

45. Except for regional institutions, all national statistical offices in member countries shall follow the standard practice of seeking clearance from relevant IDB
Governors. Thereafter, the completed applications shall be sent to ERPD or country officer concerned.

46. Applications can be submitted at any time during the year, but it is preferable to do so as early as possible due to limited funds and the need to create list of pipeline projects.

47. All proposals submitted will be reviewed on a first-come, first-served basis, provided all requirements are met at the time of submission.

48. Depending on the availability of funds, the ERPD may co-sponsor the program of institutions that are of strategic importance to IDB in the area of statistical capacity building.

49. All proposals that are considered to meet the selection criteria, but which can not be financed immediately because of the unavailability of funds may be held over for funding in the following year.

IX. APPLICATION CONDITIONS

The following are the requirements for all projects/programs to be financed under IDB-STATCAP1.

50. All IDB-STATCAP funded activities should focus on the most urgently needed statistical capacity components that will make most direct impact on member countries’ ability to respond to data request.

51. All applications for proposals should indicate other funding sources, if any have been approached to finance the project and what the response has been; this is needed for transparency.

52. All proposals for co-sponsored activities should state how activities will be coordinated and what individual institution in the co-financing arrangement will do.

53. Where the beneficiary cannot implement the project/program alone, a competent national, regional or international agency may be hired in line with the procedures of IDB.

54. Implementing agencies for IDB-STATCAP activities are required to follow IDB standard procedures for procurement, disbursement and accounting.

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55. No country or institution is allowed to submit multiple applications.

56. The maximum amount of money for a specific project/program proposal will vary depending on the nature of the activities involved, resource availability and the prevailing procedures of entities concerned with IDB-STATCAP.

57. Beneficiary may be required to submit evaluation report (in the case of trainings, workshops, seminars etc based on the analysis of questionnaire filled by attendees) or progress report or/and post-evaluation report (in the case projects).

X. CRITERIA FOR SELECTION

All project proposals will be reviewed to ensure that they satisfy the above basic conditions.

Projects will be assessed internally based on the following criteria.

58. Completeness of information accompanying the proposal; this should include filled application form, clearance from all relevant authorities (e.g. IDB Governor), and attachment of supportive documents.

59. Strong justification of the relevance of the projects to the priority needs of the beneficiary's statistical capacity, expected outcome, and initiatives (e.g. PRSP, MDGs, national strategy, etc.) to which the projects are being targeted.

60. Unambiguous plans and timetable for implementation of the activities, milestones, deliverables, usability and sustainability mechanism.

61. Economically and financially viable proposals showing high benefits in terms of return.

62. Level of commitment to the proposal as demonstrated by previous implementation of similar project (if any) and level of contribution in cash and in kind, or evidence of resource mobilization from other stakeholders and donor agencies for co-financing arrangement.

63. Impact of the proposal on human capital development, institutional development, and statistical operations.

64. Quality of the proposal, and the extent to which best practices can be derived and leveraged across the beneficiary institutions.

65. Proposal is in line with internationally accepted statistical capacity components and related activities.
66. Mechanisms proposed for project management and supervision are adequate and feasible.

67. Project is in line with the priorities identified in the NSDS (if exists), otherwise the extent to which the project will lead to a more strategic approach to statistical capacity building.

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# APPLICATION FORM FOR IDB-STATCAP FUNDING PROPOSAL

1. **Title of Proposed Activity**

2. **Classification of proposed activity**
   - Physical infrastructure and equipment
   - Statistical infrastructure
   - Statistical operations
   - Institutional framework for national statistics

3. **Name of Country or Institution**
   - Type: National

4. **Date of establishment**

5. **Number of staff**
   - Total
   - No. of Statisticians

6. **Objectives of the Institution**

7. **Membership**
   - No. of countries
   - Region covered

8. **Website address (if any)**

9. **Budget (Annual in US$)**
   - Total
   - Staff Budget

10. **Describe the proposed activity**
    (attach as Annex A if possible)

11. **What are the objectives of the proposed activity?**
    (attach as Annex B if possible)

12. **What are the benefits of the proposed activity?**

13. **What is the expected outcome of the proposed activity?**

14. **Last funding from IDB-STATCAP**
   - Amount:
   - Date:
   - Status: Completed

15. **Last funding from other donors**
    (Pls. specify donor's name, etc.)
    - Amount:
    - Date:
    - Status: Completed

16. **Implementation Agency (ies)**
    - Name:
    - Website:

17. **Grant amount applied for (US$)**

18. **Grant financing plan (US$):**
    - Total cost of the activity/project:
    - Amount:
      - Beneficiary contribution (if any)
      - Other Sources* (pls. state)
      - IDB-STATCAP

19. **What are the implementation plan, milestones, and deliverables?** (attach as Annex C)

20. **Evidence of clearance by IDB Governor or otherwise, as the case may be** (attach as Annex D)

*List other donors and amount of their support (including in-kind contributions)

21. **Contact Person:**
   - Title:
   - Email:
   - Tel:
   - Fax:

22. **Completed Applications should be sent to:**
    - Economic Research & Policy Department, Islamic Development Bank, P.O. Box 5925, Jeddah 21432, Saudi Arabia. Or by Fax: +966-2-6467478 or Email: abello@isdb.org.

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All applicants for IDB-STATCAP must fill this form along with any other forms required.