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ECONOMIC COMMISSION FOR AFRICA

Meeting of Representatives of African
Portuguese-speaking countries on
Statistical Training Programme

Addis Ababa, 20 - 22 October 1980

DRAFT MODEL PROJECT DOCUMENT FOR
OPERATIONAL SUPPORT TO EXPANSION OF
THE IN-SERVICE TRAINING OF STATISTICAL PERSONNEL
(National Project)

UNITED NATIONS DEVELOPMENT PROGRAMME

NATIONAL PROJECT

Title : Operational Support to the Training of Statistical Personnel Duration: 5 years (1982-1986)

Number : /82/ /A/01

Primary function : Institution building

Sector : Economic planning . 20

Sub-sector : Economic and Social Policy : 2010

Government co-operating Agency:

Executing Agency : United Nations Department of Technical Co-operation and Development

Estimated starting date : January 1982

UNDP inputs : U.S. Dollars 1,004,411

Government inputs :

Signed: _____ Date: _____
On behalf the Government

_____ Date : _____
For the Executing Agency

_____ Date: _____
On behalf the United Nations
Development Programme

PART I

1. Not applicable.

PART II

A. Development objective

2. The project aims at setting up the necessary arrangements which will enable participating country to train adequate numbers of statistical personnel to ensure the collection, compilation and presentation of data needed for economic and social planning.

B. Immediate objective

3. The immediate objectives include the implementation of an in-service training programme at the Central Bureau of Statistics to bring middle-level students in post to the level necessary for successful entry to a formal training institution such as Lubango centre and to make them able to participate successfully in short-term courses or seminars outside the country. Furthermore, the course aims directly at producing personnel qualified for higher technical and supervisory positions in government.

C. Special Considerations

5. The present project request relates to the implementation of one of the main objectives of the Statistical Training programme for Africa (STPA) which represents the latest development in Africa efforts to provide opportunities for the training of an adequate number of staff required to produce the statistics needed for economic and social development.

6. In this connection it has been pointed out by the Joint Conference of African Planners, Statisticians and Demographers and the Conference of Ministers of ECA member States that the newly independent Portuguese-speaking countries require special help because of their specific problems.

7. The Central Bureau of Statistics is involved in the preparation and monitoring of the development plan. There is clearly a need to launch an intensive programme of training statistical personnel at all levels. The growing demand for statistical expertise is partly met by foreign personnel, but many vacancies remain unfilled especially after the exodus of Portuguese technicians. This situation creates a serious deficiency in development administration. The Governments have therefore decided to introduce statistics as an integral part of the improvement of the existing structures of the planning apparatus.

8. Some professional posts are occupied by local graduates but most of these have received inadequate grounding in statistics. There should be a demand for several years from the country for about (.....) places per annum for those specialising in statistics and may be a comprable number of those intending to become planning economists.

9. Entry requirements to existing statistical training centres and the fact that prospective candidates with the required minimum qualification cannot be released for full time studies at middle and professional levels make it difficult to meet necessary demands at the moment. In view of the urgency for each country to have adequate statistical personnel, emphasis will have to be placed on the training of intermediate level staff. The minimum requirement of such personnel is about (...) * per annum.

10. The sub-professional staff of the Central Bureau of Statistics have not had any training in basic statistical techniques till recently. Most of them have only 4 to 8 years basic educational training with on-the-job experience varying from one year or less to four years or more. It is systematically admitted that the newly recruited personnel, also with 5 to 8 years levels of school education, have to work for at least two years before pursuing further studies.

11. This sub-professional staff generally carries out the instructions of the senior staff as regards the collection, compilation and handling of data. Some work at the supervisory levels while most others serve in junior capacities as statistical clerks. While they carry out their functions according to instructions, they are unable to comprehend the "what", "why" and "how" of the jobs assigned to them. They are neither familiar with the end-product of their own activities, nor the eventual use from a policy or analysis point of view of the end product, nor the need for numerical exactness and the relevance of their own role in the overall set up of the work. This naturally affects the nature and extent of their motivation to learn and benefit by experience so essential for improvement of technical skills and competence.

12. For all these reasons it is therefore highly desirable for the Central Bureau of Statistics to organise and expand regular in-service training on a full-time basis for its statistical assistants and clerks. The in-service training programmes are meant to fill this gap, promote their interest in their own work as well as that of the organisation, enhance their technical competence and provide a sense of participation in the work.

* Varies from country to country.

13. It is to be noted that some efforts are already being made to train staff in the sub-region. An on the job UNDP financed training programme exists in Guinea Bissau. In Angola a middle-level training centre is being run in Lubango.

SPECIAL NEEDS FOR PRACTICAL COURSES

14. The staff of the economic planning department require for their successful functioning accurate, up-to-date and detailed statistics in the fields of demography, agriculture, industry, trade, prices, national accounts, balance of payments and so on. The statistical department has been set up, organised and largely staffed at sub-professional level by nationals without formal training in statistics in order to provide these statistics as well as other social statistics required by government, business or general public. Without these figures it is impossible for day-to-day economic administration to function properly. It is all the more difficult to make reasonable forecasts.

15. It is therefore highly desirable to bring in consultants to teach specialised subjects with emphasis on the branches of statistics enumerated above which constitute the main work of government statistical offices.

16. There is also need to encourage the attendance to short-term courses and seminars for practising statisticians available outside the region.

17. The in-service programme itself will be conducted by a full-time expert assigned to the Central Bureau of Statistics and senior professional staff of the Ministry of Planning.

E. OUTPUTS

18. The outputs which the project has to produce through its activities include the following:

- i) student-flow attending different courses, and distributed according to their grades.
- ii) course material

F. ACTIVITIES

19. The activities of the project will be mainly the running of the course along the following suggested lines.

The programme will be organised at two levels

(This is given as an indicatory programme. Detailed curricula and time-table should be drawn up by the full-time lecturer at the beginning of the project).

- i) Primary level: for staff engaged in collection, compilation and scrutiny of data,
- ii) Intermediate level: for staff engaged in supervisory capacity and assisting professional staff in their work.

PRIMARY LEVEL

duration: six months
time-table: 10 - 12 H
(on weekdays) 16 - 18 H

- Objectives:**
- provide the trainees with the basic mathematics required for handling numerical data with accuracy and to understand basic statistical concepts and relationships,
 - develop an understanding of the rudiments of collection, compilation and presentation of data,
 - introduce the trainees to the basic statistical series compiled and published by the CBS and other statistical units.

Course content: the course will cover the following subject areas:

- background mathematics
- elementary statistical methods
- statistical systems
- current official statistics

Qualifications of participants:

the course is open to officials of the CBS and those engaged in collection, compilation and scrutiny of statistical information in ministries, Government departments and parastatal organisations. They must be of 8th grade experience in a statistical section/office.

INTERMEDIATE LEVEL

duration : one year
time-table : 08 - 10 H
(on weekdays) : 14 - 16 H.

Objectives:

- the programme is designed to;
- provide the trainees with the statistical tools required for handling numerical data with accuracy and to understand basic statistical concepts and relationships,
- train them in the methods of collection, compilation and presentation of statistical data and in the organisation and control of statistical operations,
- develop an understanding and appreciation of the basic statistical series compiled and published by the CBS and other government departments and their use for economic policy making and planning,
- create in the participants interest in the work they are called upon to do, why and how it should be done and thus develop in them a motivation for greater interest in the activities of the office,
- equip the sub-professional staff with the skills necessary to carry on the day-to-day activities of the statistical offices,

Course content:

- the course covers the following subject areas:
 - statistical methods
 - applied statistics
 - background mathematics
 - background economics

Qualifications

They are of level 7-8 years schooling, very often newly recruited persons. They should have some working experience in a statistical section office with some previous training in statistics such as the primary level in-service course conducted by the CBS.

20. In addition these activities will include the assessment of types of curricula likely to benefit the statistical apparatus of the country, taking into account the level of its development and its priorities for economic and social planning. This will enable the development of course material along more practical lines while maintaining the quality of training. It will also be necessary to facilitate the introduction of electronic data processing course in the statistical teaching programmes.

G. INPUTS

21. The United Nations Development Programme is requested to finance the national machinery being established for the training of statistical personnel for a period of five years after which it is hoped that the expenses will be met by the Government budget. The individual components are as follows:

i) Experts:

(a) Full-time lecturer and adviser attached to the CBS (L3/L4).

(b) Limited man/months of consultants for teaching specialised subjects.

These would enable the full-time lecturer to concentrate on basic courses.

ii) Administrative support personnel: (secretariat)

iii) Travel: (for the expert)

iv) Training

- Fellowships

- for further training at formal Statistical Training Institution such as Lubango centre,

- for participation at short-term seminars outside the country.

v) Equipment: office furniture

vi) Miscellaneous: stationery and teaching materials

H. PROPOSED WORK PLAN

22. The work plan is given below in general terms only. One of the first duties of the full-time lecturer will be to draw up a more detailed plan for presentation to the United Nations Development Programme.

	<u>Project activities</u>	<u>Location</u>	<u>Proposed duration and starting date</u>
i)	Appointment of a full-time lecturer	(country)	January 1982
ii)	Drawing up of curricula	"	Two months January 1982
iii)	Organization of the courses	"	Five-year period March 1982

	<u>Project activities</u>	<u>Location</u>	<u>Proposed duration and starting date</u>
iv)	Recruitment of consultants	(country)	Five-year period April 1982
v)	Selection of candidates for further training	"	Two months March 1983

I. PREPARATION OF THE FRAMEWORK FOR EFFECTIVE PARTICIPATION OF NATIONAL AND INTERNATIONAL STAFF IN THE PROJECT

23. The activities necessary to produce the indicated outputs and achieve the project's immediate objective will be carried out jointly by the national and international staff assigned to it. The respective role of the national and international staff will be determined by their leaders by mutual discussion and agreement, at the beginning of the project, and set out in a Framework for Effective Participation of National and International Staff in the Project. The Framework, which will be attached to the Project Document as an annex, will be reviewed from time to time. The respective roles of the national and international staff shall be in accordance with the established concept and specific purposes of technical co-operation.

J. DEVELOPMENT SUPPORT COMMUNICATION

24. Improved and co-ordinated information on the activities of the Statistical Training Programme for Africa (STPA) should have a significant influence on the effective utilization of other statistical training facilities outside and inside the region by nationals of Portuguese-speaking African countries.

K. INSTITUTIONAL FRAMEWORK

25. United Nations Department and Technical Co-operation and Development (DTCO) will be the executing agency for the operational support for the training of statistical personnel for the country.

26. DTCO will cooperate closely with the Ministry of Planning within which the Central Bureau of Statistics will have primary responsibility for the running of the project. However, other Ministries or government agencies interested will be involved.

27. DTCO will cooperate also with the Statistics Division of the Economic Commission for Africa and with the United Nations Statistical Office and specialised agencies as well as with all the agencies with significant responsibilities for statistical training in Africa.

PROJECT BUDGET COVERING UNDP CONTRIBUTION
(in US Dollars)

Country :
 Project No. :/82/...../A/01/.....
 Title : Operation support to the Training
 of Statistical Personnel

	Total	1982		1983		1984/1984		1985		1986		
		m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m	\$	
10. PROJECT PERSONNEL												
11. EXPERTS												
11.00 Lecturer in basic subject areas	60	347,991	12	57,000	12	62,700	12	68,970	12	75,867	12	33,454
11.055 Consultants	25	163,155	5	30,000	5	33,000	5	36,000	5	39,930	5	43,925
11.99 Sub-total	85	531,146	17	87,000	17	95,700	17	105,270	17	115,797	17	127,379
13.00 ADMINISTRATIVE SUPPORT PERSONNEL	60	15,265	12	2,500	12	2,750	12	3,025	12	3,330	12	3,660
15.00 TRAVEL		58,000		10,000		10,000		12,000		12,000		4,000
30.00 TRAINING		245,000										
31.00 FELLOWSHIPS		70,000		25,000		50,000		50,000		60,000		60,000
32.00 Group Training				10,000		10,000		15,000		15,000		20,000
39.00 Component total		315,000		35,000		60,000		65,000		75,000		30,000
40.00 EQUIPMENT		60,000		25,000		25,000		10,000		-		-
50.00 MISCELLANEOUS		25,000		5,000		5,000		5,000		5,000		5,000
99.00 GRAND TOTAL		1,004,411		164,500		198,450		200,295		211,127		230,039