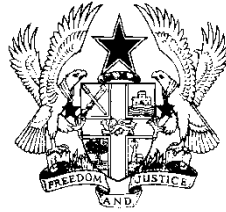


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REPUBLIC OF GHANA
STATISTICAL SERVICE
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Terms of reference for a consultant to draft Regulations for the Statistics Bill

1. Background

Efforts to institutionalize the collection and dissemination of statistical information began in 1891 when the first population census in the Gold Coast was conducted. In 1948, the Office of the Government Statistician was established and in 1961, the Office of the Government Statistician was expanded and renamed the Central Bureau of Statistics. In 1985, the current law, the Statistical Service Act (PNDCL 135) was promulgated. It established the Ghana Statistical Service (GSS) as part of the public service. The Civil Service Act (PNDCL 327) requires each Ministry to have four line directorates, one of which is the Research, Statistical, Information and Public Relations Division.

The Ghana Statistical Service was established as an autonomous body with a Board of Directors that reports directly to the Office of the President. The core functions of the Ghana Statistical Service are to advise the government and other stakeholders on matters related to statistical information; collect, compile, analyse and publish statistical information and conduct statistical surveys and censuses. The Service also organises a co-ordinated scheme of economic and social statistics pertaining to the country.

Although the Ghana Statistical Service has been consistent in performing its legal functions to serve the needs of individuals, organisations, development partners and the government, national statistical organisations worldwide are undergoing reviews to change not only the way their institutions are organised but also the way they operate. This is because the demand for statistics has systematically increased and the way and manner statistical information is handled needs to

be dynamic. Under the circumstances a development plan was developed and an institutional review and reform conducted. This has resulted in a new law on statistics to take account of the weaknesses in the current law, clarify the grey areas and strengthen the positive aspects of PNDCL 135.

The Statistics Bill establishes the Statistical Service as the central statistics production and coordinating institution for the National Statistical System (NSS). The Service is provided for in articles 185 and 186 of the Constitution and takes account of recommendations in the Constitution Review Commission report.

2. Objectives

The purpose of the terms of reference is to recruit a consultant to support the Statistical Service to draft Regulations for the implementation of the Statistics Bill when enacted. Regulations under the Statistics Bill will enable the Board, the governing body of the Statistical Service, by Legislative Instrument to:

- amend the Schedules to the Act
- provide for dissemination methods for data and statistics including pre-release access to official statistics
- stipulate the designation of entities to submit returns to the Government Statistician
- regulate the particulars and information to be furnished in a census or concerning any matter in respect of which statistics may be collected
- provide for the manner, form, times, places and the persons to submit information
- provide for the designation of official statistics
- provide for the terms and conditions of service and the disciplinary procedure for members of the Service
- provide the fees and charges to be paid to the Government Statistician for special information
- provide for the Statistics Fund, and
- provide generally for the effective implementation of the Statistics Act.

3. Scope of work

The consultant will perform the tasks in the table within the consultancy period.

Activity	Task
Development of draft Legislative Instrument for the Statistics Bill	Review and analyse the regulatory power under the Bill
	Conduct in house consultations with the Statistical Service to obtain legislative drafting instructions
	Participate in dissemination meetings to understand the context and dynamics of the proposed Regulations from the

	stakeholder’s perspective
	Produce zero draft legislative Instrument
	Submit the draft LI to a stakeholder analysis technical Focus Group Discussion
	Revise the LI and submit to the Government Statistician
	Attend follow up meetings and facilitate informal meeting of the Subsidiary Legislation Committee of Parliament to validate the draft Regulations before legislative drafting instructions are sent to the Ministry of Justice
	Produce end of assignment report

4. Expected deliverables

1. Draft Legislative Instrument for the implementation of the Statistics Bill in anticipation of enactment of the Bill as legislative drafting instructions for the Ministry of Justice.
2. Consultant’s end of assignment report to guide development of complementary mechanisms.

Input to be provided by the GSS

The GSS will provide at least a team of two staff to work with the consultant and will also coordinate meetings as requested by the consultant.

6. Implementation arrangements

The consultant will report to the Government Statistician for sector direction in fulfilment of the agreed assignment.

Assignment period

The work is expected to be done in 45 man-days.

5. Qualifications and experience

The consultant will have at least ten years’ experience in legislature drafting. The consultant must provide information to indicate qualification to perform the task, description of similar assignments, relevant experience and general qualifications. The Consultant is expected to have ability to co-ordinate and moderate the relevant deliberations on the proposed legislation and facilitate multi stakeholder groups on the subject matter.