



Ghana Statistical Service



**TERMS OF REFERENCE FOR ENGAGING A
CONSULTANT TO REVIEW AND FINALISE THE
DRAFT LEGISLATIVE INSTRUMENT FOR THE
2019 STATISTICAL SERVICE ACT, 2019 (ACT
1003)**

MARCH 2024

1.0 Introduction

The Ghana Statistical Service (GSS) intends to apply part of its budgetary allocation under the Harmonising and Improving Statistics in West Africa Project (HISWAP) to engage the services of a consultant to facilitate the review and finalisation of a draft Legislative Instrument for the Statistical Service Act, 2019 (Act 1003).

Efforts to institutionalise the collection and dissemination of statistical information in Ghana began in 1891 when the first population census in the Gold Coast was conducted. The Office of the Government Statistician was established in 1948 and it was expanded and renamed the Central Bureau of Statistics in 1961. Subsequently, the Statistical Service Law, 1985 (PNDCL 135) was promulgated to establish the Ghana Statistical Service (GSS) as an autonomous independent public service with a Governing Board which reports directly to the Office of the President.

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, the need to improve the legal framework to reflect changes in the statistics landscape worldwide has resulted in the promulgation of a new law to replace the Statistical Service Law, 1985. Thus, the Statistical Service Act, 2019 (Act 1003) was enacted to establish the Ghana Statistical Service as the central statistics producing and coordinating institution for the National Statistical System. The Act aims to strengthen the production of quality, relevant, accurate and timely statistical information for the purpose of national development.

The New Act specifically mandates the Service to:

- (a) Provide leadership and direction for the efficient, consistent and comprehensive collection, processing, analysis, documentation and storage of statistical information within the National Statistical System;
- (b) Collect, compile, analyse, abstract, publish and disseminate statistical information related to the commercial, industrial, financial, social, demographic, economic and other activities and conditions of the people or this country through the conduct of surveys and national censuses, including population, housing, economic and agricultural censuses;
- (c) Determine the manner in which the Ministries, Departments, Agencies, District Assemblies and statutory bodies collaborate with the Service in the collection, compilation and publication of statistical information, including statistics derived from the activities of those entities;

- (d) Develop, create awareness and operationalize the code of ethics and practice for the production and use of data to ensure quality of statistics with respect to relevance, accuracy and reliability, coherence and comparability, sustainability, continuity, timeliness, topicality and integrity;
- (e) Manage a centrally organized database of
 - (i) commercial, industrial, financial, social, demographic and economic survey and censuses data sets at the micro and macro levels,
 - (ii) statistical indicators, and
 - (iii) metadata on the statistical processes within the National Statistical System;
- (f) Review, assess, classify and designate as official statistics, data produced by the Service, Ministries, Departments and Agencies, District Assemblies and other institutions within the country and report regularly on the state of official statistics to the Government and the people;
- (g) Promote and build statistical capacity and professional competencies using diverse interventions including the establishment and operation of a National Statistical Training Centre;
- (h) Prescribe and direct the pursuance of scientific independence, impartiality, responsibility and transparency in statistical production; and
- (i) Promote bilateral and multilateral statistics co-operation and partnership to upgrade statistics production systems in the country.

2.0 Objectives

The purpose of the terms of reference is to recruit a consultant to support the Ghana Statistical Service to review and finalise the draft Legislative Instrument for the implementation of the Statistical Service Act, 2019 (Act 1003) passed by Parliament and assented to by the President in September 2019.

Provisions under the Statistical Service Act 2019, (Act 1003) will enable the Minister for Finance in consultation with the Governing Board of the Ghana Statistical Service, make Regulations:

- (a) for the designation of entities to submit returns to the Government Statistician;
- (b) on dissemination methods for data and statistics;

- (c) on the particulars and information to be furnished in a census or concerning any matter in respect of which statistics may be collected;
- (d) on the manner, form, times, places and the persons to submit information;
- (e) on the designation of official statistics;
- (f) for the fees and charges to be paid to the Service to obtain information; and
- (g) generally for the effective implementation of the Statistical Service Act, 2019 (Act 1003)

3.0 Scope of work

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

Activity	Task
Review the existing draft Legislative Instrument for the Statistical Service Act, 2019 (Act 1003)	Review and analyse the regulatory power under the Statistical Service Act, 2019 (Act 1003)
	Conduct in-house consultations with staff of the Ghana Statistical Service to obtain the needed inputs and instructions to review and finalise the draft Legislative Instrument for submission to Parliament for approval
	To facilitate consultative meetings with stakeholders to obtain the needed inputs to revise the draft Legislative Instrument
	Produce a revised legislative Instrument with inputs obtained from the Ghana Statistical Service and first stakeholders' engagement
	Submit the revised Legislative Instrument to a stakeholder analysis technical Focus Group Discussion for the needed feedback to improve the draft Legislative Instrument
	Finalise the revised Legislative Instrument with the needed inputs and comments obtained from the various stakeholders' engagement and submit to the Government Statistician with Cabinet Information Paper on the Legislative Instrument

	Produce end of assignment report
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4.0 Expected deliverables

1. Consultant's inception report.
2. Draft Legislative Instrument for the implementation of the Statistical Service Act, 2019 (Act 1003) for submission to Parliament for approval
3. Cabinet Information Paper on final draft Legislative Instrument
4. Consultant's end of assignment report to guide the next steps of the assignment

5.0 Inputs to be provided by the GSS

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

6.0 Implementation arrangements

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

7.0 Terms of Payment

Payment for the assignment will be structured into three instalments as follows:

1. Twenty (20) percent of the lump-sum (Contract Price) shall be paid on acceptance of the Inception Report.
2. Forty (40) percent of the lump-sum (Contract Price) shall be paid on receipt of the Draft Legislative Instrument for the implementation of the Statistical Service Act, 2019 (Act 1003).
3. Thirty (30) percent of the lump-sum amount (Contract Price) shall be paid on receipt of Cabinet Information Paper on final draft Legislative Instrument and Consultant's end of assignment report.
4. Ten (10) percent of the lump-sum amount (Contract Price) shall be paid on receipt of the Consultant's end of assignment report.

8.0 Assignment period

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

9.0 Qualifications and experience

The consultant will have at least ten years' experience in legislative drafting. He/she must provide information to indicate qualification to perform the task, description of similar assignments, relevant experience and must have general qualifications in Law. 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.