

NATIONAL STATISTICS BUREAU

PERFORMANCE AGREEMENT

BETWEEN

DIRECTOR AND OFFICIATING CHIEF STATISTICAL OFFICER

Social Statistics Division

(July 1, 2017 – June 30, 2018)

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Preamble

The Performance Agreement is entered into between the **Director and the Officiating Chief Statistical Officer, Social Statistics Division**, National Statistics Bureau.

The objectives of this Performance Agreement are:

- a) To establish clarity and consensus about annual priorities for the National Statistics Bureau consistent with the 11th Five Year Plan, and Government's other priorities;
- b) To make the **Social Statistics Division** fully responsible for driving implementation and delivering the results against the annual priorities; and
- c) To provide an objective and fair basis for evaluating the **Division's** overall performance at the end of the year.

The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of government.

THEREFORE, the parties hereto agree as follows:

Section 1: Vision, Mission and Objectives

Vision

Quality and timely statistics for evidence-based policy and decision making.

Mission

Provide timely, relevant and reliable statistics consistent with international principles and standards.

Objectives

- 1) To ensure availability of timely, relevant and reliable official statistics;
- 2) To enable effective and efficient public service delivery;
- 3) To streamline and institutionalize standard data collection system;
- 4) To provide effective and efficient direction and operational services;
- 5) To ensure full utilization of budget;
- 6) To enable effective and efficient ICT Service delivery; and
- 7) To implement National Integrity and Anti-Corruption Strategy.

Mandates of the Social Statistics Division:

1. Plan, prepare and conduct Population and Housing Census;
2. Provide technical capacity on social statistics (health, education, women and children, labour, crime, living standards & poverty etc...);
3. Plan and lead the listing and mapping of enumeration areas (PHC);
4. Build and regular update of demographic database;
5. Tabulate Population and census data;
6. Plan, prepare and conduct mid decadal census;
7. Prepare estimates and projections of the population both at national and sub-national level;
8. Publish periodic reports on the fertility levels & trends and migration trends;
9. Publish annual reports on vital statistics – births, deaths and marriages;
10. Prepare, plan and execute Bhutan Living Standard Survey (every 5 years);
11. Prepare and publish BLSS Report;
12. Publish Poverty Analysis Report;
13. Publish Multi-Dimensional Poverty Index Report;
14. Prepare, plan and execute Annual Family Income and Expenditure Survey (FIES); and
15. Prepare and publish annual FIES Report.

Section 2: Objectives, Success Indicators & Target

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To ensure availability of timely, relevant and reliable official statistics	22	Publish and disseminate PHCB results	Timeline by which the PHCB statistical tables are produced	Date	9	Mar. 2018	---	---	---	Later than Jun. 2018
			Timeline by which the PHCB results are published	Date	7	Apr. 2018	---	---	---	Later than Jun. 2018
			Timeline by which the PHCB results' dissemination workshop is conducted and reports launched	Date	6	31 May. 2018	---	---	---	Later than Jun. 2018
To streamline and institutionalize standard data collection system	3.75	Support GPMD to evaluate the Annual Performance Agreements	Timeline by which the evaluation of the APA 2016-17 is supported	Date	2	30 Jan. 2018	30 Mar. 2018	30 May. 2018	30 Jun. 2018	Later than Jun. 2018
		Finalize report on data ecosystem of Bhutan	Timeline by which the report on data ecosystem of Bhutan is finalized	Date	1	30 Nov. 2017	30 Dec. 2017	30 Jan. 2018	28 Feb. 2018	30 Mar. 2018
		Compile and disseminate Gewog level data online through NSB's website	Timeline by which the Gewog level data is disseminated online through NSB's website	Date	0.75	30 Mar. 2018	30 Apr. 2018	30 May. 2018	---	Later than Jun. 2018
To ensure full utilization of budget ¹	5	Ensure full budget utilization	Percentage of budget utilization	Percent	5	100	-	-	-	<100
To enable effective and	3	Enhance basic ICT skills of non ICT staff members	Percentage of non ICT staff trained	Percent	1	50	45	40	35	30

¹ Mandatory objective from the Ministry of Finance for all Divisions. All Divisions are required to ensure the full utilization of the budget.

efficient ICT Service delivery ²		Improve public service delivery through innovative ICT services/improve LAN and internet services	Acceptable downtime of LAN and internet connectivity per incidence	Days	1	1	1.5	2	2.5	>2.5
		Ensure compliance to e-GIF standards	Percentage compliance to e-GIF standards	Percent	1	100	-	-	-	<100
To implement National Integrity and Anti-Corruption Strategy ³	2	Conduct face to face sensitization program on Ethics and Integrity Tools by concerned ToT participants (Gift Rules & its management, Asset Declaration Rules & its management, Conflicts of Interest Declaration & its management, Code of Conduct and Grievance Redress Mechanism)	Percentage of Employees sensitized on: - Gifts, Conflicts of Interest, Code of Conduct, Asset Declaration and Grievance Redress Mechanism	Percent	2	Above 90	89-80	79-70	69-60	59 and below

² Mandatory objective from the Ministry of Information and Communications. While all Divisions are required to facilitate this SIs achievement, the Administration and Finance Services [ICT Section] in collaboration with the Training Section of the Coordination and Information and Research Division [CAIRD] is required to implement the success indicator relating to training of the non-ICT staff. But other two success indicators are to be lead by the Administration and Finance Services.

³ Mandatory objective from the Anti-Corruption Commission. While all Divisions are required to facilitate this SIs achievement, the Administration and Finance Services [HR Section] is the lead to ensure its achievement.

Section 3: Trend values of success indicators

Objective	Action	Success Indicator	Unit	Actual Values [FY 2013-14]	Actual Values [FY 2014-15]	Target Values [FY 2015-16]	Projected Values [FY 2016-17]	Projected Values [FY 2017-18]
To ensure availability of timely, relevant and reliable official statistics	Publish and disseminate PHCB results	Timeline by which the PHCB statistical tables are produced	Date	0	0	0	0	1
		Timeline by which the PHCB results are published	Date	0	0	0	0	1
		Timeline by which the PHCB results' dissemination workshop is conducted and reports launched	Date	0	0	0	0	1
To streamline and institutionalize standard data collection system	Support GPMD to evaluate the Annual Performance Agreements	Timeline by which the evaluation of the APA 2016-17 is supported	Date	0	0	0	1	1
	Finalize report on data ecosystem of Bhutan	Timeline by which the report on data ecosystem of Bhutan is finalized	Date	0	0	0	0	1
	Compile and disseminate Gewog level data online through NSB's website	Timeline by which the Gewog level data is disseminated online through NSB's website	Date	0	0	0	0	1
To ensure full utilization of budget	Ensure full budget utilization	Percentage of budget utilization	Percent	NA	NA	NA	NA	100
To enable effective and efficient ICT	Enhance basic ICT skills of non ICT staff members	Percentage of non ICT staff trained	Percent	NA	NA	NA	NA	50

Service delivery	Improve public service delivery through innovative ICT services/improve LAN and internet services	Acceptable downtime of LAN and internet connectivity per incidence	Days	NA	NA	NA	NA	1
	Ensure compliance to e-GIF standards	Percentage compliance to e-GIF standards	Percent	NA	NA	NA	NA	100
To implement National Integrity and Anti-Corruption Strategy	Conduct face to face sensitization program on Ethics and Integrity Tools by concerned ToT participants (Gift Rules & its management, Asset Declaration Rules & its management, Conflicts of Interest Declaration & its management, Code of Conduct and Grievance Redress Mechanism)	Percentage of Employees sensitized on: - Gifts, Conflicts of Interest, Code of Conduct, Asset Declaration and Grievance Redress Mechanism	Percent	NA	50	70	80	Above 90

Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Timeline by which the PHCB statistical tables are produced	Population and Housing Census of Bhutan	Census	Annually	Decennial PHCB - primary data from the respondents.
Timeline by which the PHCB results are published	---	Census	Annually	Decennial PHCB - primary census data
Timeline by which the evaluation of the APA 2016-17 is supported	APA evaluation [NSB participating in the National Technical Committee] is one of the core mandates of NSB to support GPM	Administrative	Annually	Admin record
Timeline by which the report on data ecosystem of Bhutan is finalized	Report on Data Ecosystem of Bhutan	Administrative data	Annually	Admin record
Timeline by which the Gewog level data is disseminated online through NSB's website	---	Administrative	Annually	Administrative record
Percentage of budget utilization	This Success Indicator measures the amount variation between revised budget and expenditure of an agency for a fiscal year.	Through analysis of annual budget and expenditure	Annually	MYRB
Percentage of non ICT staff trained	This success indicator measures the percentage of staffs other than ICT professional provided with training on basic ICT skills. This will reduce the turn around time of providing basic troubleshooting services. The training will be provided by ICT Division.	Admin records on trainings conducted	Biannually	Ministries/Agencies/Thromdes/Dzongkhags
Acceptable downtime of LAN and internet connectivity per incidence	This success indicator measures the minimum downtime of LAN and internet connectivity in Ministries/Agencies/Thromde/Dzongkhag administration office. If the downtime is caused by incidents which are out of ICT Division's control,	Ministries/Agencies/Thromde/Dzongkhag records	Monthly	Ministries/Agencies/Thromdes/Dzongkhags

	ICT Division should maintain a record of such incidences and provide periodic report to DITT. This downtime does not include the travel time for ICT officers working in Dzongkhag need to travel to gewogs/CC to rectify connectivity issues.			
Percentage compliance to e-GIF standards	This success indicator measures and ensures that Ministries/Agencies/Thromdes/dzongkhags comply to e-GIF standards in all ICT related activities.	records of e-GOV review meetings	Biannually	Ministries/Agencies/Thromdes/Dzongkhags
Percentage of Employees sensitized on: - Gifts, Conflicts of Interest, Code of Conduct, Asset Declaration and Grievance Redress Mechanism	This indicator will measure the proportion of employees sensitized through face to face sensitization program on the above mentioned Ethics and Integrity Management Tools. The indicator will assess both the proportion of employees sensitized and the level of awareness created among the employees on the tools. Of the total weightage (100 percent), 40 percent is assigned on the delivery part and 60 percent on the level of awareness created. Further 40 percent weightage is apportioned as: 1) No. of tools sensitized – 5 tools (10%); 2) Mode of Delivery - face to face sensitization program (10%); 3) Duration - one day or more (10%); and 4) Percent of employees sensitized – 80 & above (10%). The agencies will report on the above weightage (40 percent) using the standard form developed by ACC.	<ul style="list-style-type: none"> Supporting documents from the agencies Questionnaire based desk survey 	Annually	All Public agencies that have signed APA

Section 5: Requirements from other Ministries, Agencies & Dzongkhags

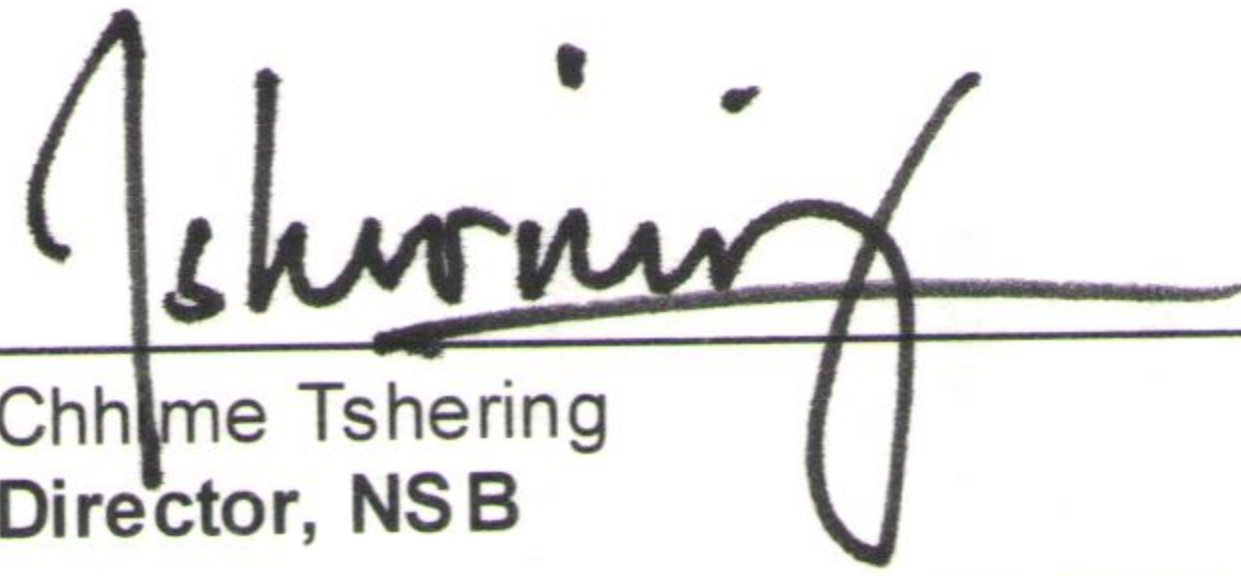
Organisation Name	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
MINISTRY OF INFORMATION & COMMUNICATIONS	Percentage of non ICT staff trained	Need fund/expertise to conduct training for non-ICT staff	NSB did not budget for this training	---	Cannot train the non-ICT staff
All NSB Divisions & Administration and Finance Services	All Success Indicators	Need support and collaboration	Support and cooperation is important	---	Success Indicators may not be fully achieved
All NSB Divisions & Administration and Finance Services	All PHCB related success indicators	Need support and collaboration in publishing the PHCB reports	Support and cooperation is important	---	Success Indicators may not be fully achieved

Whereas,

I, the **Officiating Chief Statistical Officer, Social Statistics Division**, commit to the Director, National Statistics Bureau to deliver the results described in this Annual Performance Agreement.

I, the **Director**, commit to the Officiating Chief Statistical Officer, Social Statistics Division, on behalf of the National Statistics Bureau, Government and the people of Bhutan, to provide the necessary fund and resources for delivery of the results described in this Annual Performance Agreement.

SIGNED:



Chhime Tshering
Director, NSB

07/08/17

Date:



Tashi Dorjee
Officiating Chief Statistical
Officer, SSD

7/08/2017

Date: