

NATIONAL STATISTICS BUREAU

PERFORMANCE AGREEMENT

BETWEEN

DIRECTOR AND CHIEF STATISTICAL OFFICER

Survey And Data Processing Division

(July 1, 2017 – June 30, 2018)

TABLE OF CONTENTS

Section 1: Vision, Mission and Objectives

Section 2: Objectives, Actions, Success Indicators and Target

Section 3: Trend Values of Success Indicators

Section 4: Description and Measurement of Success Indicators

Section 5: Requirements from other Ministries, Agencies and Dzongkhags

Preamble

The Performance Agreement is entered into between the **Director and the Chief Statistical Officer, Survey and Data Processing 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 **Survey and Data Processing 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 Survey and Data Processing Division:

1. Establish National Statistics Standards (Questionnaire flow, sampling methodology & data analysis);
2. Carry out National Survey and Census;
3. Provide Survey/census clearance to line agencies;
4. Ensure adherence to the National Statistical Standards and products;
5. Technical backstopping to line agencies (planning, questionnaire design & Sampling methodology & data processing);
6. Prepare geographic information (Plan, coordinate, and administer all geographic and cartographic activities needed to facilitate the statistical programs in the country);
7. Store/maintain/digitize boundaries of Enumeration Area;
8. Recruit and train enumerators on the manual of survey/Census;
9. Carry out data processing (data validation, data entry & data cleaning); and
10. Carry out data analysis (tabulation).

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	41	Conduct the quarterly Household Expenditure Survey (HES) and disseminate report ¹	Timeline by which the quarterly Household Expenditure Survey (HES) is conducted and report is disseminated	Date	3	90 days after the end of the quarter	120 days after the end of the quarter	---	---	Not able to produce quarterly
		Conduct the Economic Census of Bhutan (ECoB) ²	Timeline by which the Economic census is conducted; (Listing, questionnaire design and data collection)	Date	5	Jun. 2018	---	---	---	Not able to conduct
		Publish Bhutan Living Standard Survey report ³	Timeline by which the Bhutan Living Standard Survey report is published	Date	5	30 Dec. 2017	30 Jan. 2018	28 Feb. 2018	30 Mar. 2018	Later than Jun. 2018
		Publish and disseminate PHCB results ⁴	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
			Timeline by which PHCB				31 Dec.	30 Jan.	28 Feb.	30 Mar.

¹ The SIs for this action is to be collaboratively achieved in coordination with the Economic and Environmental Statistics Division. SDPD will collect the field data.

² The SIs for this action is to be collaboratively achieved in coordination with the Economic and Environmental Statistics Division.

³ The SIs for this action is to be collaboratively achieved in coordination with the Social Statistics Division & Coordination, Information and Research Divisions.

⁴ The SIs for this action is to be collaboratively achieved in coordination with the Social Statistics Division and other relevant Divisions.

			data processing [File management, data editing, coding, data entry and batch editing]			2017	2018	2018	2018	2018
		Publish the Poverty Analysis Report (PAR) ⁵	Timeline by which the Poverty Analysis Report is published	Date	3	30 Dec. 2017	30 Mar. 2018	30 Apr. 2018	30 May. 2018	30 Jun. 2018
		Publish the Multi-dimensional Poverty Index (MPI) report ⁶	Timeline by which the Multi-dimensional Poverty Index report is published	Date	3	30 Dec. 2017	30 Mar. 2018	30 Apr. 2018	30 May. 2018	30 Jun. 2018
To enable effective and efficient public service delivery	4	Strengthen accountability transparency, efficiency and effectiveness in governance	TAT of surveys/census cleared within 7 working days after fulfillment of conditions	Percent	1	100	90	80	70	60
			TAT to Provide micro-data in the form of public use files to agencies/persons requesting for it after the request received	Percent	1	100	90	80	70	60
		Enhance efficiency and effectiveness of public service delivery	Total statistical technical support rendered from amongst total requested	Percent	1	100	90	80	70	60
		Draft National Statistical Standard and Compliance Guideline	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	Date	1	30 Jun. 2018	---	---	---	Later than Jun. 2018
To streamline and institutionalize standard data	2	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

⁵ The SIs for this action is to be collaboratively achieved in coordination with the Social Statistics Division & Coordination, Information and Research Divisions.

⁶ The SIs for this action is to be collaboratively achieved in coordination with the Social Statistics Division & Coordination, Information and Research Divisions.

collection system										
To ensure full utilization of budget ⁷	5	Ensure full budget utilization	Percentage of budget utilization	Percent	5	100	-	-	-	<100
To enable effective and efficient ICT Service delivery ⁸	3	Enhance basic ICT skills of non ICT staff members	Percentage of non ICT staff trained	Percent	1	50	45	40	35	30
		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 ⁹	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	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

⁷ Mandatory objective from the Ministry of Finance for all Divisions. All Divisions are required to ensure the full utilization of the budget.

⁸ 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.

⁹ 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.

		Mechanism)							
--	--	------------	--	--	--	--	--	--	--

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	Conduct the quarterly Household Expenditure Survey (HES) and disseminate report	Timeline by which the quarterly Household Expenditure Survey (HES) is conducted and report is disseminated	Date	0	0	0	2	4
	Conduct the Economic Census of Bhutan (ECoB)	Timeline by which the Economic census is conducted; (Listing, questionnaire design and data collection)	Date	0	0	0	0	1
	Publish Bhutan Living Standard Survey report	Timeline by which the Bhutan Living Standard Survey report is published	Date	0	0	0	0	1
	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	Date	0	0	0	0	1

		conducted and reports launched						
	Publish the Poverty Analysis Report (PAR)	Timeline by which the Poverty Analysis Report is published	Date	0	0	0	0	1
	Publish the Multi-dimensional Poverty Index (MPI) report	Timeline by which the Multi-dimensional Poverty Index report is published	Date	0	0	0	0	1
To enable effective and efficient public service delivery	Strengthen accountability transparency, efficiency and effectiveness in governance	TAT of surveys/census cleared within 7 working days after fulfillment of conditions	Percent	100	100	100	100	100
		TAT to Provide micro-data in the form of public use files to agencies/persons requesting for it after the request received	Percent	100	100	100	100	100
	Enhance efficiency and effectiveness of public service delivery	Total statistical technical support rendered from amongst total requested	Percent	100	100	100	100	100
	Draft National Statistical Standard and Compliance Guideline	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and	Date	0	0	0	0	1

		definitions is drafted						
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
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 Service delivery	Enhance basic ICT skills of non ICT staff members	Percentage of non ICT staff trained	Percent	NA	NA	NA	NA	50
	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	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

	Redress Mechanism)							
--	--------------------	--	--	--	--	--	--	--

Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Timeline by which the quarterly Household Expenditure Survey (HES) is conducted and report is disseminated	The quarterly HES is a new initiative beginning the third quarter of FY 2016-17.	Quarterly data collection on digital tab	Quarterly	Sample selected households, representative of the country in all the 20 Dzongkhags. HES report at NSB's website.
Timeline by which the Economic Census of Bhutan (ECoB) is coordinated	The ECoB will be the first of its kind to be conducted in Bhutan. The ECoB report is expected to improve the availability and quality of existing basic economic statistics, establishing survey frames and statistical business registers for the organization of economic survey programmes on a more integrated basis at a large stage. National Accounts and Price Division to coordinate this SI.	Census	Annually	Census data - primary data collected from the respondents
Timeline by which the Economic census is conducted; (Listing, questionnaire design and data collection)	Involves listing, questionnaire design and data collection by Survey & Data Processing Division	Census	Annually	Census data - primary data collected from the respondents
Timeline by which the Bhutan Living Standard Survey report is published	The BLSS is conducted every five years by NSB to facilitate the formulation of the effective plans and policies in the country. The report enhances the identification of the critical issues, vulnerable areas and at-risk groups, design interventions and monitor programs and policies.	Sample survey	Annually	Survey - Primary survey data from the sample survey respondents

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 Poverty Analysis Report is published	Poverty Analysis Report as per the Bhutan Living Standard Survey Report 2017	Survey	Annually	Survey
Timeline by which the Multi-dimensional Poverty Index report is published	Multi-dimensional Poverty Index will be based on the Bhutan Living Standard Survey Report	Survey	Annually	Survey
TAT of surveys/census cleared within 7 working days after fulfillment of conditions	---	Admin	Annually	Admin
TAT to Provide micro-data in the form of public use files to agencies/persons requesting for it after the request received	---	Admin	Annually	Admin
Total statistical technical support rendered from amongst total requested	---	Admin	Annually	Admin
No. of trainings to data producers (Govt.) on statistical software (Survey solutions - CAPI, SPSS, Stata) conducted	--	Admin	Annually	Admin
Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	The National Statistical Standard and Compliance Guidelines aligned to accepted international and national standards, methodologies, concepts and definitions to be drafted to ensure data quality in the country. This shall also serve as a Data Quality Control Mechanism in the Statistical System.	Administrative	Annually	Administrative records
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 GPMD	Administrative	Annually	Admin 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, 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.	Ministries/Agencies/Thromde/Dzongkhag records	Monthly	Ministries/Agencies/Thromdes/Dzongkhags
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	<ul style="list-style-type: none"> • Supporting documents from the agencies • Questionnaire based desk survey 	Annually	All Public agencies that have signed APA

	<p>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:</p> <ol style="list-style-type: none">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%); <p>and</p> <ol style="list-style-type: none">4) Percent of employees sensitized – 80 & above (10%). <p>The agencies will report on the above weightage (40 percent) using the standard form developed by ACC.</p>			
--	--	--	--	--

Section 5: Requirements from other Ministries, Agencies, Dzongkhags and Divisions [NSB]

Organisation Name	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
All Dzongkhags	Timeline by which the quarterly Household Expenditure Survey (HES) is conducted and report is disseminated	DSOs to collect, compile, validate and submit the survey data to NSB	Sample households are located in the Dzongkhags.	100% Data submission required to produce quarterly GDP	Quarterly GDP cannot be published on time
All Dzongkhags	Timeline by which the Economic census is conducted; (Listing, questionnaire design and data collection)	DSOs to coordinate the Economic Census data collection at Dzongkhags	DSOs are the overall coordinator at the Dzongkhag level	100% Enumeration	Economic Census may not be conducted
CENTRE FOR BHUTAN STUDIES	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	Inputs for required to draft the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions	Essential to consult the views of the sectors	---	Guideline may not be comprehensive

GROSS NATIONAL HAPPINESS COMMISSION	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	Inputs for required to draft the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions	Essential to consult the views of the sectors	---	Guideline may not be comprehensive
JUDICIARY	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	Inputs for required to draft the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions	Essential to consult the views of the sectors	---	Guideline may not be comprehensive
NATIONAL COMMISSION FOR WOMEN & CHILDREN	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	Inputs for required to draft the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions	Essential to consult the views of the sectors	---	Guideline may not be comprehensive
NATIONAL ENVIRONMENT COMMISSION	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	Inputs for required to draft the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies,	Essential to consult the views of the sectors	---	Guideline may not be comprehensive

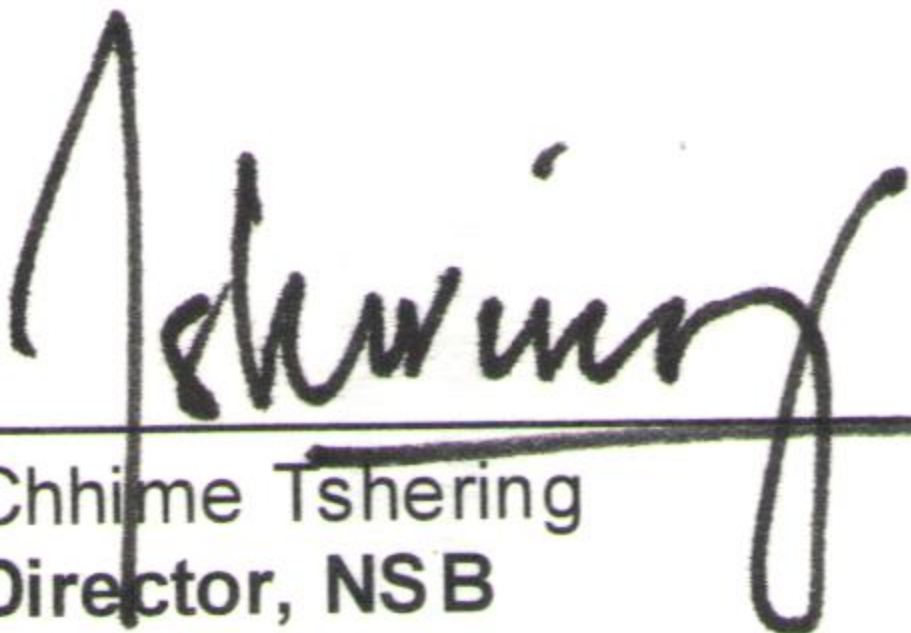
		concepts and definitions			
ROYAL CIVIL SERVICE COMMISSION	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	Inputs for required to draft the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions	Essential to consult the views of the sectors	---	Guideline may not be comprehensive
TOURISM COUNCIL OF BHUTAN	Timeline by which the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions is drafted	Inputs for required to draft the National Statistical Standard and Compliance Guideline aligned to accepted international and national standards, methodologies, concepts and definitions	Essential to consult the views of the sectors	---	Guideline may not be comprehensive
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

Whereas,

I, the **Chief Statistical Officer, Survey and Data Processing Division**, commit to the **Director, National Statistics Bureau** to deliver the results described in this Annual Performance Agreement.

I, the **Director**, commit to the **Chief Statistical Officer, Survey and Data Processing 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.

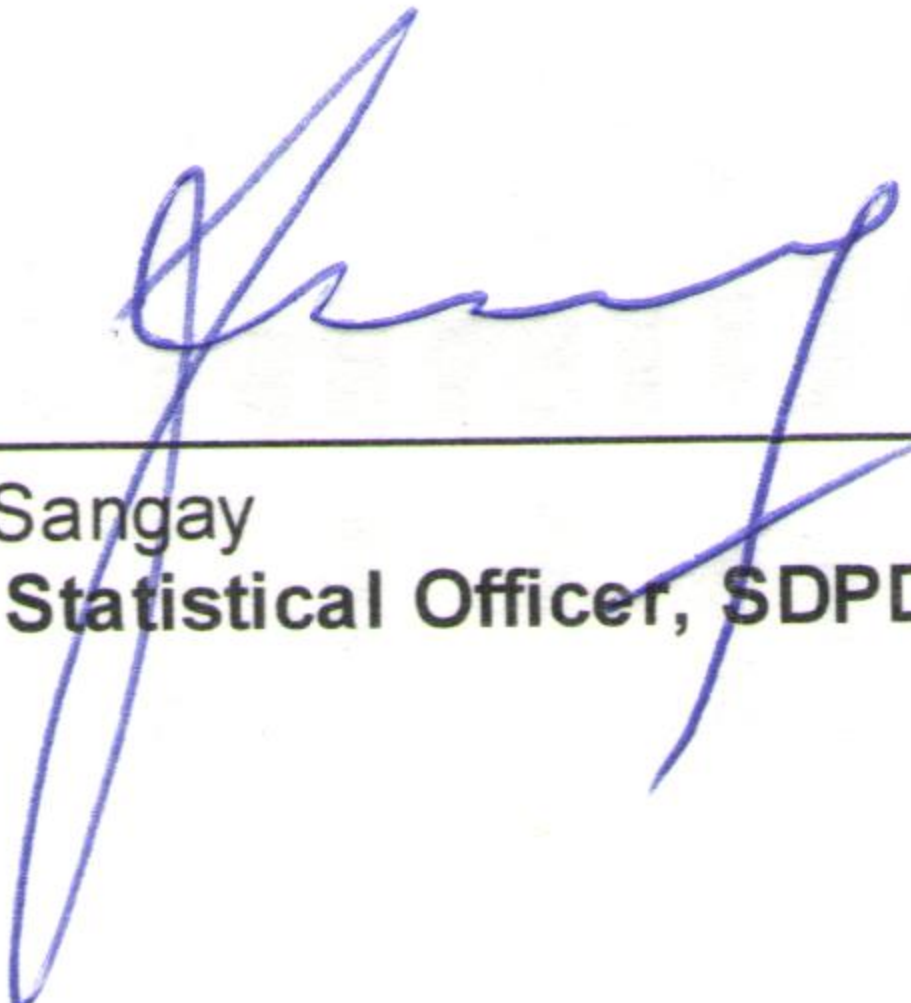
SIGNED:



Chhime Tshering
Director, NSB

07/08/17

Date:



Phub Sangay
Chief Statistical Officer, SDPD

7/8/2017

Date: