



**NATIONAL STATISTICS BUREAU**

**PERFORMANCE AGREEMENT**

**BETWEEN**

**DIRECTOR AND CHIEF STATISTICAL OFFICER**

**Social Statistics Division**

**(July 1, 2021 – June 30, 2022)**

## 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, 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 12<sup>th</sup> 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**

To provide high quality statistical products and services to support social and economic development of the country.

### **Mission**

1. To provide relevant, reliable, and timely statistics to facilitate planning and evidence-based decision making; and
2. To ensure that the compilation and dissemination of statistics are in accordance with scientific principles, professionals ethics and international standards.

### **Objectives**

- 1) To ensure availability of timely, relevant, and reliable official statistics; and
- 2) To streamline and institutionalize standard data collection system.

### **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; and
13. Publish Multi-Dimensional Poverty Index 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 statistics		Conduct the Labor Force Survey (LFS)	Timeline by which LFS pre-survey activities are conducted	Date	7	15 <sup>th</sup> November 2021	15 <sup>th</sup> December 2021	30 <sup>th</sup> January 2022	28 <sup>th</sup> February 2022	30 <sup>th</sup> March 2022
			Timeline by which LFS field data collection is conducted	Date	10	15 <sup>th</sup> January 2022	31 <sup>st</sup> January 2022	28 <sup>th</sup> February 2022	30 <sup>th</sup> March 2022	30 <sup>th</sup> April 2022
			Timeline by which LFS report is published	Date	8	30 <sup>th</sup> April 2022	15 <sup>th</sup> May 2022	30 <sup>th</sup> May 2022	15 <sup>th</sup> June 2022	30 <sup>th</sup> June 2022
		Collect, compile, analyze and publish Vital Statistics (VS) Reports	Timeline by which Vital Statistics Report (VSR) is published	Date	10	30 <sup>th</sup> April 2022	31 <sup>st</sup> May 2022	--	--	30 <sup>th</sup> June 2022
		Conduct Bhutan Living Standard Survey	Timeline by which BLSS pre-survey activities are completed	Date	10	31 <sup>st</sup> December 2021	31 <sup>st</sup> January 2022	30 <sup>th</sup> March 2022	30 <sup>th</sup> April 2022	30 <sup>th</sup> June 2022
			Timeline by which BLSS field enumeration is completed	Date	20	31 <sup>st</sup> May 2022	--	--	--	30 <sup>th</sup> June 2022
		Prepare and publish Thematic Reports	Timeline by which report on determinants of low fertility rate is published	Date	5	31 <sup>st</sup> May 2022	---	---	---	30 <sup>th</sup> June 2024
			Timeline by which report on Ageing is published	Date	5	31 <sup>st</sup> May 2022	---	---	---	30 <sup>th</sup> June 2022
To streamline and strengthen the Bhutan Statistical System		Establish data sharing mechanism and enhance data dissemination through diverse platforms	Number of policy briefs/infographics published (Preparation of infographics for LFS)	Number	5	1	1	1	1	0

### Section 3: Trend values of success indicators

Objective	Action	Success Indicator	Unit	Actual Values [FY 2018-19]	Target Values [FY 2019-20]	Projected Values [FY 2020-21]	Projected Values [FY 2021-22]	Projected Values [FY 2022-23]
To ensure availability of timely, relevant, and reliable statistics	Conduct the Labor Force Survey (LFS)	Timeline by which LFS pre-survey activities are conducted	Date	15 <sup>th</sup> Nov. 2018	15 <sup>th</sup> Nov. 2019	15 <sup>th</sup> Nov. 2020	15 <sup>th</sup> Nov. 2021	15 <sup>th</sup> Nov. 2022
		Timeline by which LFS field data collection is conducted	Date	15 <sup>th</sup> January 2019	15 <sup>th</sup> January 2020	15 <sup>th</sup> January 2021	15 <sup>th</sup> January 2022	15 <sup>th</sup> January 2023
		Timeline by which LFS report is published	Date	30 <sup>th</sup> April 2019	30 <sup>th</sup> April 2020	30 <sup>th</sup> April 2021	30 <sup>th</sup> April 2022	30 <sup>th</sup> April 2023
	Collect, compile, analyze and publish Vital Statistics Reports	Timeline by which Vital Statistics Report (VSR) is published	Date	NA	NA	31 <sup>st</sup> March 2021	31 <sup>st</sup> March 2022	31 <sup>st</sup> March 2023
	Conduct Bhutan Living Standard Survey	Timeline by which BLSS pre-survey activities are completed	Date	--	--	31 <sup>st</sup> December 2021	--	--
		Timeline by which BLSS field enumeration is completed	Date	--	--	31 <sup>st</sup> May 2022	--	--
	Prepare and publish Thematic Reports	Timeline by which report on determinants of low fertility rate is published	Date	--	--	31 <sup>st</sup> May 2022	--	--
		Timeline by which report on Ageing is published	Date	--	--	31 <sup>st</sup> May 2022	--	--
To streamline and strengthen the Bhutan Statistical System	Establish data sharing mechanism and enhance data dissemination through diverse platforms	Number of policy briefs/infographics published (Preparation of infographics for LFS)	Number	NA	NA	1	1	1

#### Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Timeline by which LFS pre-survey activities are conducted	Review and update questionnaire, update interviewer's manual, Sampling design and design/develop program in CAPI (survey solution) for online data collection. Train field enumerators (data collectors) and supervisors for the field data collection.	Household Sample Survey	Annually	NA
Timeline by which LFS field data collection is conducted.	Supervisors and enumerators will be deputed to twenty Dzongkhags for data collection. Face to face interview would be conducted with selected households.	Household Sample Survey	Annually	NA
Timeline by which LFS report is published	LFS raw data (uncleaned data) will be cleaned. The cleaned data will be analyzed and publish LFS report.	Household Sample Survey	Annually	Primary data/ Household Sample Survey
Timeline by which Vital Statistics Report (VSR) is published	Vital Statistics (VS) report will be the composition of analysis of vital events. The report is expected to tabulate/visualize information on number of births and deaths, which take place in Bhutan.	Desk review/collect secondary data from relevant Agencies and Ministries	Annually	Admin data from Ministry of Home and Cultural Affairs and Ministry of Health
Timeline by which BLSS pre-survey activities are completed	Review and update questionnaire, update interviewer's manual, Sampling design and design/develop program in CAPI (survey solution) for online data collection. Train field enumerators (data collectors) and supervisors for the field data collection.	Household Sample Survey	Five years	NA
Timeline by which BLSS field enumeration is completed	Supervisors and enumerators will be deputed to twenty Dzongkhags for data collection. Face to face interview would be conducted with selected households. This is subject to the pandemic situation as the enumerators and supervisors needs to attend to every household for the data collection.	Household Sample Survey	Five years	NA
Timeline by which report on determinants of low fertility rate is published	This analytical report will explore the factors determining the low total fertility rates in the country as well as its consequences and impacts on demographic structure of Bhutan. This report will be produced with the technical assistance from the UNFPA.	Desk review/Compile data from PHCB	NA	PHCB

Timeline by which report on Ageing is published	The rapid growth in the number of older persons and increasing share that they represent of the total population is perhaps attributable to decline in fertility and improved life expectancy. It is critical that there are policies that will take care of them by creating conducive environment so that they remain economically active and contribute to their own support. This report will be produced with the technical assistance from the UNFPA.	Desk review/Compile data from PHCB	NA	PHCB
Number of policy briefs/infographics published (Preparation of infographics for LFS)	Graphic or visual presentation of key indicators of available report	NA	Annually	Administrative data

#### Section 5: Requirements from other Ministries, Agencies & Dzongkhags

Organization Name	Relevant Success Indicator	Requirement from the Organization	Justification for the Requirement	Requirement detail	Impact (If Not Met)
Ministry of Home and Cultural Affairs and Ministry of Health	Timeline by which Vital Statistics Report (VSR) is published	Data sharing	Vital events	Administrative data related to number of births and deaths	Cannot publish Vital Statistics Report (VSR)
20 Dzongkhags, RBA, RBP and RBG	Timeline by which BLSS field enumeration is completed	Approvals and cooperation	complete coverage of sample within the time frame	complete coverage of sample within the time frame	Cannot carry BLSS field data collection in the chosen/selected area
20 Dzongkhags, RBA, RBP and RBG	Timeline by which LFS field data collection is conducted.	Approvals and cooperation	complete coverage of sample within the time frame	complete coverage of sample within the time frame	Cannot carry LFS field data collection in the chosen/selected area



**Whereas,**

I, the **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 **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**

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Tashi Dorjee  
**Chief Statistical Officer, SSD**

\_\_\_\_\_  
Date: