



NATIONAL STATISTICS BUREAU

PERFORMANCE AGREEMENT

BETWEEN

DIRECTOR AND CHIEF STATISTICAL OFFICER

Survey and Data Processing 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, Survey and Data Processing Division**, National Statistics Bureau.

The objectives of this Performance Agreement are:

1. To establish clarity and consensus about annual priorities for the National Statistics Bureau consistent with the 12th Five Year Plan, and Government's other priorities;
2. To make the **Survey and Data Processing Division** fully responsible for driving implementation and delivering the results against the annual priorities; and
3. 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, professional ethics and international standards.

Objectives

1. To ensure availability of timely, relevant and reliable official statistics;
2. To streamline and institutionalize standard data collection system; and
3. To enable effective and efficient public service delivery.

Mandates of the Survey and Data Processing Division:

1. Establish National Statistics Standards (Questionnaire flow, sampling methodology & data analysis);
2. Carry out National Surveys and Censuses;
3. Provide Survey/census clearance to line agencies;
4. Ensure adherence to the National Statistical Standards and products;
5. Provide 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 surveys/Censuses;
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	35	Labor Force Survey: Pre survey activities (interface design and sampling design)	Timeline by which LFS pre survey activities are completed	Date	5	15th November 2021	15th Dec. 2021	31st Jan 2022	28th Feb. 2022	30 th March 2022
		Labor Force Survey: Field data collection and dashboard monitoring	Timeline by which LFS field data collection is completed	Date	10	31st December 2021	15th Jan 2022	30th Jan 2022	28th Feb. 2022	30th March 2022
		Labor Force Survey: Data analysis	Timeline by which LFS data analysis is completed	Date	5	26th March 2022	10th April 2022	25th April 2022	30th May 2022	30 th June 2022
		Bhutan Living Standard Survey (BLSS): Pre survey activities (interface design and sampling design)	Timeline by which BLSS pre survey activities are completed	Date	5	28th February 2022	15th March 2022	31st March 2022	15th April 2022	30 th May 2022
		Bhutan Living Standard Survey: Field data collection and dashboard monitoring	Timeline by which BLSS field data collection is completed	Date	10	31st May 2022	10th June 2022	20th June 2022	31st June 2022	30 th June 2022

To enable effective and efficient public service delivery	30	Strengthen accountability transparency, efficiency and effectiveness in governance	TAT of surveys/census cleared within 7 working days after fulfillment of conditions	Percent	10	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	10	100	90	80	70	60
		Enhance efficiency and effectiveness of public service delivery	Total statistical technical support rendered from amongst total requested	Percent	10	100	90	80	70	60
To streamline and institutionalize standard data collection system	35	Develop metadata for PHCB 2017	Timeline by which metadata for PHCB 2017 is completed	Date	5	31st Oct. 2021	30 th Nov. 2021	31 st Dec. 2021	31 st Jan. 2022	28 th February 2022
		Listing and mapping update for chiwogs	Timeline by which the listing and mapping update is completed	Date	10	31st January 2022	28th February 2022	31st March 2022	30th April 2022	30th June 2022

		Develop Bhutan Standard Classification of Occupations (BSCO)	Timeline by which Bhutan Standard Classification of Occupations (BSCO) is developed	Date	5	31st May 2022	10th June 2022	20th June 2022	25th June 2022	30th June 2022
		Develop National Statistical Database System	Timeline by which the assessment of data gaps, improvement of data collection methods/format and development of data flow plan from Gewogs to Dzongkhags and from Dzongkhags to National Statistics Bureau is completed	Date	5	30th September 2021	31st October, 2021	15th November, 2021	30th November, 2021	Not able to complete
		Develop National Statistical Database System	Timeline by which the pilot test of the improved data collection method and formats in Gewogs and Thromdes in two Dzongkhags is conducted	Date	8	31st December, 2021	31st January, 2022	15th February, 2022	28th Feb. 2022	Not able to complete

		Develop National Statistical Database System	Timeline by which the NSDS rollout plan in 20 Dzongkhags and four Thromdes for execution in third quarter 2022 is developed		2	30th June, 2022				Not able to complete	
				Total	100						

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 official statistics	Labor Force Survey: Pre survey activities (interface design and sampling design)	Timeline by which LFS pre survey activities are completed	Date	1 (15th November 2019)	1 (15th November 2020)	1 (15th November 2021)	1 (15th November 2022)	1 (15th November 2023)
	Labor Force Survey: Field data collection and dashboard monitoring	Timeline by which LFS field data collection is completed	Date	1 (31st December 2018)	1 (31st December 2019)	1 (31st December 2020)	1 (31st December 2021)	1 (31st December 2022)
	Labor Force Survey: Data analysis	Timeline by which LFS data analysis is completed	Date	1 (26th March 2019)	1 (26th March 2020)	1 (26th March 2021)	1 (26th March 2022)	1 (26th March 2023)
	Bhutan Living Standard Survey (BLSS): Pre survey activities (interface design and sampling design)	Timeline by which BLSS pre survey activities are completed	Date	0	0	0	1 (28th February 2022)	0
	Bhutan Living Standard Survey: Field data collection and dashboard monitoring	Timeline by which BLSS field data collection is completed	Date	0	0	0	1 (31st May 2022)	0
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
To streamline and institutionalize standard data collection system	Listing and mapping update for chiwogs	Timeline by which the listing and mapping update is completed	Number	0	0	0	1	0
	Develop Bhutan Standard Classification of Occupations (BSCO)	Timeline by which Bhutan Standard Classification of Occupations (BSCO) is developed	Number	0	0	0	1	0
	Assessment of data gaps, improvement of data collection methods/format and development of data flow plan from Gewogs to Dzongkhags and from Dzongkhags to National Statistics Bureau is completed	Timeline by which the assessment of data gaps, improvement of data collection methods/format and development of data flow plan from Gewogs to Dzongkhags and from Dzongkhags to National Statistics Bureau is completed	Number	0	0	0	1	0
	Pilot test of the improved data collection method and formats in Gewogs and Thromdes in two Dzongkhags is conducted	Timeline by which the pilot test of the improved data collection method and formats in Gewogs and Thromdes in two Dzongkhags is conducted	Number	0	0	0	1	0
	NSDS rollout plan in 20 Dzongkhags and four Thromdes for execution in third quarter 2022 is developed	Timeline by which the NSDS rollout plan in 20 Dzongkhags and four Thromdes for execution in third quarter 2022 is developed	Number	0	0	0	1	0

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 completed	Questionnaire, Sampling design and Design of data entry template as well as training of field enumerators and supervisors	Administrative	Annually	Administrative
Timeline by which LFS field data collection is completed	Face to face interview using tablet	Administrative	Annually	Administrative
Timeline by which LFS data analysis is completed	LFS data analysis and report writing	Administrative	Annually	Administrative
Timeline by which BLSS pre survey activities are completed	Questionnaire, Sampling design and Design of data entry template as well as training of field enumerators and supervisors	Administrative	Annually	Administrative
Timeline by which BLSS field data collection is completed	Face to face interview using tablet	Administrative	Annually	Administrative
TAT of surveys/census cleared within 7 working days after fulfillment of conditions	-	Administrative	Annually	Administrative
TAT to Provide micro-data in the form of public use files to agencies/persons requesting for it after the request received	-	Administrative	Annually	Administrative
Total statistical technical support rendered from amongst total requested	-	Administrative	Annually	Administrative
Advocacy for Bhutan Statistics Quality Assurance Framework (BSQAF) and other standards for official statistics.	Advocate on Bhutan Statistics Quality Assurance Framework (BSQAF) and use of other standards through workshops.	Administrative	Adhoc	Administrative

Listing and mapping update for chiwogs	Listing and mapping update for chiwogs (demarcation of Enumeration Areas in rural areas) to facilitate the updating of the frame for easy listing during surveys.	Administrative	Adhoc	Administrative
Develop Bhutan Standard Classification of Occupations (BSCO)	Conduct consultative workshop on the classification of occupations is to ensure consistency and comparability of data to facilitate relevant and meaningful analysis	Administrative	Adhoc	Administrative
Assessment of data gaps, improvement of data collection methods/format and development of data flow plan from Gewogs to Dzongkhags and from Dzongkhags to National Statistics Bureau is completed	Assessment of data gaps to improve data collection methods/format and develop data flow plan from Gewogs to Dzongkhags and from Dzongkhags to National Statistics Bureau is completed	Administrative	Adhoc	Administrative
Pilot test of the improved data collection method and formats in Gewogs and Thromdes in two Dzongkhags is conducted	Pilot test of the improved data collection method and formats in Gewogs and Thromdes in two Dzongkhags	Administrative	Adhoc	Administrative
NSDS rollout plan in 20 Dzongkhags and four Thromdes for execution in third quarter 2022 is developed	NSDS rollout plan in 20 Dzongkhags and four Thromdes is developed	Administrative	Adhoc	Administrative

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)
All Dzongkhags and Relevant Sectors	Timeline by which the Labour Force Survey (LFS); (Listing, questionnaire design and data collection) is conducted.	DSOs & Officials from NSB as well as relevant sectors to design, collect, compile, validate and submit the survey data to NSB.	Sample households are located in the Dzongkhags. Inputs from NSB divisions as well as relevant sectors needed for designing an inclusive survey and data collection.	Participation in Survey design as well as data collection.	Labour Force Survey may not be conducted.
All Dzongkhags and Relevant Sectors	Timeline by which the Bhutan Living Standard Survey (BLSS); (Listing, questionnaire design and data collection) is conducted.	DSOs & Officials from NSB as well as relevant sectors to design, collect, compile, validate and submit the survey data to NSB.	Sample households are located in the Dzongkhags. Inputs from NSB divisions as well as relevant sectors needed for designing an inclusive survey and data collection.	Participation in Survey design as well as data collection.	Bhutan Living Standard Survey may not be conducted.
BSS Stakeholders	Develop Bhutan Standard Classification of Occupations (BSCO)	Officials from NSB as well as relevant sectors to participate in consultative workshop.	To contribute in the finalization of BSCO	Participation in consultative workshop.	BSCO may not be finalized.
All Dzongkhags and Relevant Sectors	Timeline by which the listing and mapping update is completed	DSOs and officials from NSB participate in the listing and mapping update.	DSOs to contribute in the listing and mapping update in their respective dzongkhag.	Participation in listing and mapping update.	Listing and mapping not updated.
All Dzongkhags and Relevant Sectors	Assessment of data gaps to improve data collection methods/format and develop data flow plan from Gewogs to Dzongkhags and from Dzongkhags to National Statistics Bureau is completed	Officials from NSB with relevant sectors to assess data gaps to improve the data collection methods.	Provide the existing data collection methods/format.	Discussion/consultation on the current data collection methods and data flow plan.	Assessment may not be completed

All Dzongkhags and Relevant Sectors	Pilot test of the improved data collection method and formats in Gewogs and Thromdes in two Dzongkhags	DSOs & Officials from NSB to pilot test the improved data collection method/format in two dzonkhags.	Coordinate and administer the pilot test of improved data collection format/questions in the two dzongkhags.	Pre-test the improved data collection format/questions in two dzongkhags.	Pilot test may not be conducted.
All Dzongkhags and Relevant Sectors	NSDS rollout plan in 20 Dzongkhags and four Thromdes is developed	Officials from NSB to develop rollout plan for NSDS in 20 dzongkhags and four thromdes.	Develop rollout plan for NSDS in 20 dzongkhags and four thromdes.	Develop rollout plan for NSDS in 20 dzongkhags and four thromdes.	NSDS may not be rollout

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, Agricultural 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 Namgay
Chief Statistical Officer, SDPD

Date: