Terms of Reference (ToR) for a Data Analyst on Public Infrastructure Procurement

1. Introduction

In the pursuit of enhancing transparency and accountability in public infrastructure projects, CoST – the Infrastructure Transparency Initiative seeks to engage a consultant expert in data analysis in Latin America. This consultant will provide expertise collecting and analyzing data related to procurement of public infrastructure projects to support an open discussion with the private sector in Latin America.

2. Countries

The data analysis will cover the following countries: Mexico, Guatemala, El Salvador, Honduras, Costa Rica, Panama, Dominican Republic, Colombia and Ecuador

3. Objectives

The primary objective of this consultancy is:

- To provide a comprehensive data-based analysis refered to challenges and opportunities for the private sector in the procurement of public infrastructure projects in Latin America.

4. Scope of Work

The consultant will be responsible for:

Data Collection and Review:
- o Collect and review existing data in public procurement systems related to private sector participation in public infrastructure projects, using the market opportunity indicators in the Open Contracting for Infrastructure Data Standard (OC4IDS) https://docs.google.com/spreadsheets/d/1Vo6-Jis-J61PB_33QQx1YKnmQnI7M4rTq6CTMckAFsE/edit?gid=2023307133#gid=2023307133
- o Identify gaps in the data and review additional data sources if necessary, collecting more data to complete the assessment of the Market Opportunity Indicators https://docs.google.com/spreadsheets/d/1Vo6-Jis-J61PB_33QQx1YKnmQnI7M4rTq6CTMckAFsE/edit?gid=2023307133#gid=2023307133

Data Analysis:
- o Conduct a comprehensive data analysis to asses the Market Opportunity Indicators and design graphics illustrating the results per country.
- o Analyze patterns, trends, and anomalies in the data to identify areas of improvement in each country and the region.
- o Use statistical tools and software to generate meaningful insights from the data.

Reporting and validation:
- o Prepare detailed reports on the findings of the data analysis, including visualizations and summaries (per country and region).

- o Present findings to main stakeholders, including private sector representatives, and project managers for validation purposes.
- o Based on the feedback from the private sector representatives and project managers complete the analysis with additional data sources if needed, to support evidence based decision making.

Support the facilitation of a regional workshop:
- o Review the pre workshop survey and recommend forms for data collection.
- o Process the results of the survey ahead of the workshop. The workshop will to be held by early November 2024.
- o Review the post workshop survey and recommend forms for data collection.
- o Process the results of the survey ahead of the workshop. This should be completed by late November 2024.

5. Deliverables

The consultant is expected to deliver:

- **Workplan:** this is the plan and details schedule for collecting and analysing data and completion of all expected activities and outputs.
- **A draft of a data analysis report:** A comprehensive report detailing the findings from the data analysis, including visualizations and trends, by country (Mexico, Guatemala, El Salvador, Honduras, Costa Rica, Panama, Dominican Republic, Colombia and Ecuador) and region.
- **A final data analysis report:** A document with additional data collected after its validation meeting, during the workshop.
- **Pre and post workshop surveys report:** these are two differente reports. The pre-worskhop survey is about perceptions and the post workshop survey is about participant experience and levels of satisfaction.

6. Key delivery dates

Tasks	Delivery Dates
Initiation of work	1st October 2024
Workplan	3th October 2024
Feedback on workplan	4th October 2024
Pre-worskhop survey results	23rd October 2024
Feedback on draft	25th October 2024
Draft of the data analysis report	31st October 2024
Power Point presentation of results	8th November 2024
Feedback on both drafts	9th November 2024
Presentation to stakeholders	14th November 2024
Final Report	30th November 2024

7. Duration and Timeline

- **Duration:** 2 months Oct 1st – November 30th

- **Timeline:** The consultancy should start on Oct 1st and be completed by November 30th. Specific milestones and deadlines will be agreed upon during the initial phase of the consultancy.

8. Qualifications

The consultant should possess the following qualifications:
- **Education:** Advanced degree in Data Science, Statistics, Public Administration, Economics, or a related field.
- **Experience:** At least 5 years of experience in data analysis, with a focus on public sector transparency or infrastructure projects.
- **Skills:** Expertise in statistical software (e.g., R, Python, SPSS), data visualization tools, and experience in analyzing large datasets.
- **Knowledge:** Strong understanding of public procurement processes, transparency frameworks, and infrastructure project management in Latin America.
- **Communication:** Excellent written and verbal communication skills, with the ability to present complex data in an understandable manner.

9. Reporting and Supervision

The consultant will report to the Programme Manager and the Senior Regional Manager for Latin America. Regular progress meetings will be held to review the consultancy's progress and address any issues.

10. Budget and Payment

- **Budget:** USD 8,000.00
- **Payment Schedule:** Payments will be made based on the achievement of agreed milestones or deliverables.

Payment will be made in instalments, according to the following schedule:
- 20% on approval of the workplan
- 30% on presentation of results to stakeholders
- 40% on approval of final report

11. Application Process

Interested consultants should submit:
1. **A Technical Proposal:** Detailing their approach, methodology, and timeline.
2. **A Financial Proposal:** Including the cost breakdown for the consultancy.
3. **A CV/Resume:** Highlighting relevant experience and qualifications.

12. Submission Deadline: September 23rd 2024

Please send your application to the following contacts Manuel Gonzalez Caballero, Senior Regional Manager for Latin America
m.gonzalez@infrastructuretransparency.org / and
panama@infrastructuretransparency.org