

**United Nations Development Programme
Country: THAILAND
Project Document**

UNDAF Outcome(s): By 2011, sub-national administrations effectively respond to people's rights in a participatory and transparent manner, based on quality data and evidence-based planning

Expected CP Outcome(s): Quality (quantity/ qualitative) and disaggregated socio-economic data in place for evidence-based policy-making and public dialogue

Expected CPAP Output(s): Enhanced capacity of the National Statistical Office and Provincial Statistics Offices and Department of Local Administration to provide support to policy formulation for national, provincial and local decision makers and to provide technical assistance to line ministries and relevant provincial and local agencies in issues related to data quality and availability

Implementing partner: National Statistical Office (NSO)

Responsible Parties: To be identified.

Brief Description

According to the new Statistics Act 2007, NSO serves as the focal point of the national statistical system. In this new role, the NSO will coordinate with all statistical units to ensure that there are no gaps and redundancies, that the statistics are timely produced and shared, and that they meet the quality standards. The NSO has had limited experience managing multi-agency working system. Therefore, there is a need for NSO to conduct a capacity assessment and embark on capacity development programme on the two unites that will be responsible for statistical management, namely, the statistical management bureau, and human resource development. In addition, a support to NSO management and staff in introducing the quality assurance system to NSO and its statistical network organizations (line agency statistical units) and in developing the Statistical Training Centre in support of the national statistical management system in Thailand.

Programme Period: 2007-2011

CPAP Programme Component:
Decentralization and local governance, including MDG monitoring and statistical strengthening

Project Title:
Strengthening Thailand's Statistical Management System: A Capacity Assessment and Capacity Development Project for NSO and Thailand's Statistical Network


Atlas Award ID: _____

Start date: August 2010

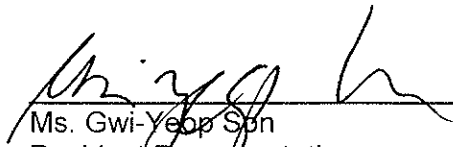
End Date: November 2011

PAC Meeting Date: _____

AWP budget:	\$25,000 (2010)
	\$35,000 (2011)
Total resources required:	\$ 60,000
Total allocated resources:	\$ 60,000
• Regular (TRAC 1&2)	\$ 60,000
• Other:	
o Donor	_____
o Donor	_____
o Donor	_____
o Government	_____
Unfunded budget:	_____
In-kind Contributions	_____



Ms. Jirawan Boonperm
Director-General
National Statistical Office
Date: 20/08/2010



Ms. Gwi-Yeop Sun
Resident Representative
UNDP Thailand
Date: 20/8/10

I. Background

An integrated and reliable statistical system is crucial for national development. At present, statistics are produced by many government agencies in Thailand. Important problems are overlapping responsibilities, inconsistent statistical standards, uneven quality. The National Statistical Office (NSO) of Thailand is now empowered by the new Statistics Act 2007 to serve as the focal point of the national statistical system. In the new role, the NSO will coordinate with all statistical units – many of which are line agencies that are producing statistics largely from administrative records – to ensure that there are no gaps and redundancies, that the statistics are timely produced and shared, and that they meet the quality standards. This also means that the NSO has to provide technical advice and training to the statistical units when needed. (see details of the Statistics Act 2007 is annex 2)

The NSO faces many challenges in expanding from its traditional focus on statistical production to its new role as the manager/ coordinator of the national statistical system. First, the system is new to both the NSO and other agencies. Although the NSO has had several briefings with the agencies concerned, there is still a great deal of confusion and misunderstanding both on the part of NSO staff and other agencies' management and staff. Second, the "new system" has not been designed and outlined in details. The translation from the concept idea to actual implementation represents a real challenge. Third, most NSO management and staff are new to the "coordinating role". NSO has had limited experience managing multi-agency committee/subcommittee and taskforce system. Yet this capacity is key to the success of the statistical management function. It is therefore necessary for the NSO to conduct a capacity assessment and embark on capacity development programme especially on the two (2) units that will be responsible for statistical management, namely, the statistical management bureau, and human resource development bureau.

(The executive summary of Thailand Statistical Master Plan is attached as annex 3.)

II. STRATEGY

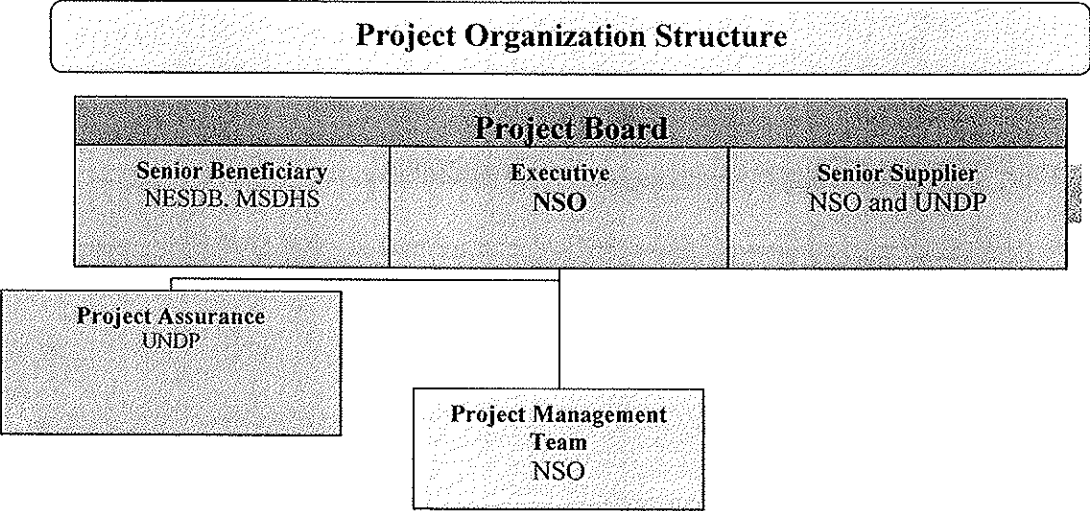
Key strategies of this project are as follows:

- 1) To focus on the statistical management which is the NSO's new function mandated by the Statistics Act 2007.
- 2) To support the NSO to embark on this new responsibility which is crucial for the strengthening of the overall national statistical system, and fundamental for the long-term development of socio-economic statistics at national and sub-national levels.
- 3) To ensure that the project and UNICEF's project on the NSO Capacity Assessment Study complement each other to achieve maximum synergy and impact.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME								RESPONSIBLE PARTY	Funding Source	Budget Description	Amount (USD)	
		2010				2011								
		Q3	Q4	Q1	Q2	Q3	Q4	Q3	Q4					
Baseline: <i>Thailand does not have a comprehensive Statistical Training Centre.</i> Indicators: <i>1. Series of Consultation among the NSO management on the establishment of Thailand National Statistical Centre based on the strategy, management system, training programmes, and work plan for the Statistical Training Centre.</i> Targets: <i>1. A strategy, management system, training programs and work plan for the Thailand Statistical Training Center available in Thai and English.</i>	Result 3: A strategy to develop Thailand Statistical Training Centre									NSO UNDP	TRAC	Contractual Service/ National Consultant Workshops Miscellaneous	11,000 5,000 500	
	Activities: - To assess the statistical network organizations (including need assessment for the Statistical Training Center)		x											
	-To develop a strategy, management system, training programmes, and work plan for the Statistical Training Centre. -To prepare a progress evaluation report on Thailand Statistical Centre				x									x
TOTAL														
												60,000		

Management Arrangements

This project will be implemented through the National Execution modality (NEX) where NSO will be the implementing partner. UNDP will provide the administrative support to the project. Therefore, this project will be administered and managed in accordance with the regulations and rules applicable to UNDP.



The Project Board

By the signature of the Project Document, the NSO will be the executive of the Project Board. The Project Board is responsible for making executive management decisions for the project, including approval the activities under the Project Document, corresponding budget, technical feasibility of the project, and ensure the realization of project benefits to the project beneficiaries. The Project Board consists of UNDP Resident Representative; Director-General of the National Statistical Office (NSO), Secretary General of the Office of the National Economic and Social Development Board (NESDB), Director-General, Thailand International Development Cooperation Agency (TICA)/Ministry of Foreign Affairs, Director-General, Office of Women’s Affairs and Family Development, Ministry of Social Development and Human Security(MSDHS), Director-General, Department of Local Administration under Ministry of Interior, the President of Thailand Development Research Institute (TDRI), and Dr. Maitree Wasuntiwongse. The Project Board meetings shall be held bi-annually or subject to necessity.

By the signature of the Project Document, NSO also agreed to perform the role of Senior Supplier to provide technical and procurement support and ensure the feasibility and delivery of the outputs under the Project Document. The signed Standard Letter of Agreement between UNDP and NSO for the Provision of Support Services will provide a legal basis for UNDP to provide technical and procurement services.

Senior beneficiaries’ role represents the interests of all those who will use or be affected by the project and its activities. The senior beneficiaries’ responsibility is also to monitor what is being produced as per the work plan and ensure that it will meet the needs of the

beneficiaries and that the expected benefits are materialized. The senior beneficiaries include NESDB, and MSDHS.

Project Management Team

As to perform the role of Senior Supplier, NSO will lead the project management team to monitor the project management and coordinate the preparation of semi-progress report which will be submitted to the members of the Project Board. A monthly meeting between the national consultant, UNDP and the NSO will be held to regularly monitor the planned activities and their corresponding budgets in the Project Document.

NSO has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraint laid down by the Project Board. The Project Manager is responsible for day-to-day management. The prime responsibility of the Project Manager is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The Project Assurance

The Project Assurance supports the Project Board by carrying out objective and independent programme oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

In line with the United Nations reform principles, especially simplification and harmonization, the Project Document will be operated with the harmonized common country programming instruments and tools, i.e. the UNPAF results matrix, M & E and the Harmonized Approach to Cash Transfer (HACT).

At the operational level, UNDP Programme Associate will be responsible for project administration using ATLAS system for timely and efficiently delivery of the activities and for effective financial monitoring under the Project Document.

Monitoring Framework and Evaluation

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project

- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Review Meeting and Reporting

The Project will be subject to current UNDP monitoring and evaluation rules and procedures. The Project Board will serve as a major monitoring and evaluation mechanism of the overall project. Project management team should submit financial reports and progress reports of the mid-term review and concluding meetings.

Over the course of the project, the mid-term review and the concluding meetings of the Project will be organized.

1. Mid-term Review meeting: To be organized at the end of quarter 1 in 2011 to review the project work plan and the current situation.
2. Concluding meeting: To be organized at the end of quarter 1 in 2012 to review the final report and discuss any lessons learned.

When necessary, electrical correspondence will be used for the review process and meetings.

Quality Management for Project Activity Results

OUTPUT 1: Thailand's Statistical Management System Strengthened			
Activity Result 1 (Atlas Activity ID)	Strengthening Thailand's Statistical Management System		Start Date: August 2010 End Date: December 2011
Purpose	To help strengthen NSO so that NSO could serve as the focal point of the national statistical system and to ensure that there are no gaps and redundancies, that the statistics are timely produced and shared, and that they meet the quality standards.		
Description	To conduct capacity assessment on the statistical management bureau and the human resources development bureau of the NSO; To provide advice and support NSO management and staff in establishing an effective statistical committee/ sub-committee system, and developing a strong secretariat for the system; To provide advice and support to NSO management and staff in introducing the quality assurance system to NSO and its statistical network organizations (line agency statistical units); and To provide advice and support to NSO management and staff in developing the Statistical Training Centre in support of the national statistical management system		
Quality Criteria	Quality Method	Date of Assessment	
Capacity assessment report	NSO Action plan that includes recommendation from the capacity assessment report	<i>End of 2012 Q2</i>	
Report on the statistical quality assurance system	NSO disseminates the quality assurance guideline to line ministries		
Report on the Statistical Training Center	The Statistical Training Center will be established.		

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IV. Legal Context

The Royal Thai Government and the United Nations Special Funds have entered into the Agreement to govern assistance from the Special Fund to Thailand, which was signed by both parties on 04 June 1960. Pending the finalization of the Standard Basic Assistance Agreement (SBAA) between UNDP and the Government, the Agreement will govern the technical assistance provided by UNDP Thailand under the Country Programme Action Plan (CPAP), which was signed between the Government and UNDP Thailand on 10 January 2007.

Under the UNDP-funded programmes and projects, the responsibility for the safety and security of the implementing partners and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner in accordance with the aforementioned Agreement between the UN Special Fund and the Government of Thailand concerning Assistance from the Special Fund 1960.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the programme is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Programme Document.

ANNEX 1

OFFLINE RISK LOG

Project Title: Strengthening Thailand's Statistical Management System: A Capacity Assessment and Capacity Development Project for NSO and Thailand's Statistical Network	Date:
Award ID:	

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Timeliness of producing results The frequency of the Cabinet Reshuffles may cause a delay in the implementation of the project. This is because the National Statistical Master needs an endorsement from the Cabinet. The timeframe of 16 months is relative tight to complete the planned activities.		Operational	The delayed in the delivery of the project outputs P = 3 I = 3	In addition to the Project Document signed by the Director-General of the NSO, the NSO Director-General has to sign the LOA to delegate UNDP to provide technical and procurement supports to ensure the timely deliverable.	NSO	UNDP Programme Specialist (Development Strategy and Advocacy)	N/A	N/A

Impact and Probability:

Impact: effect on the project if the risk were to occur on a scale of 1 (low) to 5 (high)

Probability: estimate of the likelihood of the risk occurring on a scale of 1 (low) to 5 (high)

ANNEX 2

The Statistics Act , B.E. 2550 (2007)

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Bhumibol Adulyadej , Rex.

Given on the 30th day of August , B.E. 2550;

Being the 62th Year of the Present Reign.

His Majesty King Bhumibol Adulyadej has been graciously pleased to proclaim that:

Whereas it is expedient to revise the law on statistics:

Be it, therefore , enacted by the King , by and with the advice and consent of the National Legislative Assembly , as follows:

Section 1 This act shall be called the "Statistics Act, B.E 2007"

Section 2 This act shall come into force from the day following the date of its publication in the Government Gazette.

Section 3 The Statistics Act BE 2508 shall be repealed.

Section 4 In this Act:

"Statistics" mean statements or figures of collected data

"Survey" means collection of existing data to obtain statistics

"Census" means survey by means of enumeration from all units relevant to such information.

"Sample Survey" means survey by means of enumeration from some selected sample units relevant to such information

"Agency" means government agencies, state enterprises, public organizations, local administration organizations and other state agencies.

"Director" means the Director of the National Statistics Office.

"Competent officer" means a person appointed by the Director to carry out this Act.

Section 5 The National Statistics Office shall be the central state agency in charge of the technical statistics work.

Section 6 The National Statistics Office shall have the following authority and duties:

(1) Preparing the Master Plan for the implementation of the government statistical work.

(2) Preparing statistics standards to present to the cabinet for approval.

(3) Promoting and developing statistical work both for the government and private sector.

(4) Conducting census and surveys or directing the surveys on various statistics of the country.

(5) Coordinating and consulting with agencies to prepare plans that define the responsibilities in implementing the statistical work under the Master Plan as mentioned in (1).

- (6) Providing recommendations, advice or assistance to agencies regarding the preparation of work plans and methodology for data collection as well as processing and analyzing statistical outcomes.
- (7) Coordinating with agencies to create statistical network in order to obtain important and timely statistical database of the country
- (8) Providing statistical service to the general public.
- (9) Disseminating statistics and organizing education and training on statistics.
- (10) Cooperating and coordinating with other countries and international organizations regarding statistical work.
- (11) Performing other acts as prescribed by the law and as assigned by the cabinet.

Section 7 For the preparation of the Master Plan under Section 6 (1), the National Statistics Office shall coordinate with relevant agencies and prepare the plan in such a way that it is consistent with the national policy and development plan. Once it is approved by the cabinet, relevant agencies shall follow the Master Plan.

Section 8 Agencies shall prepare their statistics in accordance with the plan defining the responsibilities under section 6 (5), and shall ensure that they meet statistical standards.

In the event that any agency fails to perform according to paragraph one, the National Statistics Office shall report to the cabinet for instructions as it is deemed appropriate.

Section 9 When a census or sample survey is going to be conducted and specified that individual's duty to provide data. It should be announced in the related Ministerial Regulations .Such announcement shall have at least the following information:

- (1) Objective
- (2) Duration of survey
- (3) Area where survey will be conducted
- (4) Individuals who will provide information and the methods of providing information
- (5) responsible agency

Section 10 When Ministerial Regulations is set under section 9, the Director announces details on the procedures in conducting a census or sample survey regarding the following;

- (1) data collecting methods
- (2) questions for the respondents or details of the questionnaire as well as instructions for filling out the questionnaire.
- (3) The period during which the competent officer shall conduct interviews or send questionnaires.
- (4) The period during which the respondents shall return the completed questionnaire to the competent officer.
- (5) Other information that the public should know.

The notification under paragraph one shall be made in the Government Gazette and on electronic network systems or other media.³

Section 11 When the notification under Section 10 is issued, the individual required to provide information under Section 9(4) shall have the duty to provide information or fill out the questionnaire as described in Section 10(2) correctly and truthfully.

Section 12 When the notification under Section 10 is made, the competent officer be authorized to enter the building or workplace of the person required to provide information or fill out questionnaire between sunrise and sunset or at any other time as notified by the said person in order to make inquiries about the information or fill out the questionnaire, or to check the accuracy of the information. To this end, the said person shall accommodate the competent official as appropriate.

In performing the duty under paragraph one, the competent officer shall present an ID card to relevant parties.

The ID card shall be in the format prescribed in the Ministerial Regulations

Section 13 In the event that the person who will provide information or fill out the questionnaire is unavailable, in accordance with the procedure, method, period of time defined in the Ministerial Regulations should be applied to obtain data.

Section 14 The agency shall coordinate with the National Statistics Office for the benefits in creating statistical network and developing important and timely statistical database of the country.

In the event that the National Statistics Office requires information from the survey or information from records, reports or any other documents that are in the possession of any agency, for conducting important and necessary statistics for country development, such agencies shall send that information to the National Statistics Office within thirty days as of the date notified by the National Statistics Office.

The information that the agency is required to submit under paragraph one or two shall not disclose the name of the person providing the information unless such person has given consent in writing or such information is already disclosed or accessible to the public.

Section 15 Personal information obtained under this act shall be strictly considered confidential. A person who performs his or her duty hereunder or a person who has the duty of maintaining such information cannot disclose it to anyone who doesn't have a duty hereunder except in the case that:

(1) Such disclosure is for the purpose of any investigation or legal proceedings in a case relating to an offense hereunder.

(2) Such disclosure is for the use of agencies in the preparation, analysis or research of statistics provided that such disclosure does not cause damage to the information owner and does not identify or disclose the data owner.

Section 16 By virtue of Sections 14 and 15, anyone performing duties in an agency or the National Statistics Office shall not use the personal information provided by the owner or given in the questionnaire for any purpose other than the statistical analysis or research.4

Section 17 For all the information that can be disclosed, the National Statistics Office may provide such information as a service to the general public. The cost, as appropriate as for statistical service, may be charged according to the criteria and rates prescribed by the National Statistics Office.

Section 18 Any person who fails to provide information or fill out the questionnaire in accordance with the method prescribed in the notification under Section 10, or fails to return the completed questionnaires to the competent officer or an agency within the period specified in the notification under Section 10 (4) , or fails to accommodate the competent officer performing his/her duty under Section 12 shall be liable for a fine of not exceeding three thousand Baht.

Section 19 Any person with the duty to provide information under Section 11 who provides false information shall be liable for imprisonment of not exceeding three months or a fine of not exceeding five thousand Baht, or both.

Section 20 Any person who violates Section 15 or Section 16 shall be liable for imprisonment of not exceeding one year or a fine of not exceeding twenty thousand Baht, or both.

Section 21 All Ministerial Regulations, notifications or regulations issued by virtue of the Statistics Act B.E. 2508 and are in force on the date this Act is published in the Government Gazette shall continue to take effect so long as they are not in conflict with or in contrary to the provisions of this Act, until the Ministerial Regulations, notifications or regulations hereunder are issued.

Section 22 The ICT Minister shall be in charge of the enforcement of this Act and shall have the power to issue Ministerial Regulations to carry out this Act.

Such Ministerial Regulations shall come into force when published in the Government Gazette.

Countersigned
General Surayud Chulanont
Prime Minister

ANNEX 3

Executive Summary

Thailand Statistical Master Plan (2011-2015)

Thailand has developed a national statistical system for over a century. The National Statistical Office (NSO), the central statistical organization, produces basic statistics from surveys in almost all sectors. A number of government agencies also produce statistics, largely administrative data from their reporting, registration system. At present, a large number of government agencies are involved in producing statistics. Over time, this system has become rather fragmented, without a shared vision and direction. Each agency produces statistics largely to meet the agency's demand, and each has different human resource and financial constraints. This has resulted in inconsistencies in terms of statistical standards and quality, and in some cases, overlapping and redundancy.

The Statistics Act 2007 states that it is the obligation of NSO to develop a statistical master plan for all government agencies to ensure that Thailand's statistical development supports national policies and development plans. The NSO, in collaboration with all line ministries, has therefore developed Thailand's first Statistical Master Plan (TSMP) 2011-2015. The drafting process was based on participation of line ministries and consultation with other stakeholders.

A SWOT analysis of Thailand's statistical system provides a set of guidelines for TSMP (2011-2015) as follow:

- Use the Statistics Act 2007 to establish clear policies on statistical development,
- Make effective use of technology in statistical production, dissemination and services,
- Improve quality by upgrading the standard and quality of statistics, and enhance efficiency by minimizing redundancy and workload,
- Network and expand collaboration with all sectors/parties.
- Promote the use of statistics, and
- Develop the capacity of statistical teams and units.

The TSMP 2011-2015 is based on the following vision and strategies.

Vision

"Thailand's statistics represent a joint effort of all government agencies that are driven by a shared goal to develop Office Statistics to guide and support national development".

The three strategies under the TSMP are as follows:

Strategy #1 Efficient management of the statistical system

Goals:

1. Thailand has Official Statistics.
2. Thailand has a statistical system of high standard and efficiency.
3. Thailand has a system to develop statistical teams and units.

Strategy #2 Standardized statistical production

Goals:

1. Thailand has good statistical practices.
2. Thailand produces statistical data in accordance with the quality standards.

Strategy #3 Equal access to statistical data

Goals:

1. People have equal access to statistical data.
2. Official Statistics are widely used.

Critical success factor for the TSMP 2011-2015 is collaboration from line ministries which depends largely on the perception of the high-level executives on the significance and usefulness of statistical data in national development as well as in the development of their agencies. Budget constraint and shortage of personnel constitute other risks that may delay or hinder the implementation of the TSMP. A clear work plan, budget plan, and human resource development plan, and the monitoring and review of the TSMP after two years of implementation should help minimizing these risks.

Key approaches:

1. NSO serves as national focal point.
2. Introduce the concept of "Official Statistics" (OS) - which refers to key statistical items in each sector. Some are produced by NSO, others by other Statistical Units (SU) in 20 line ministries. The NSO will coordinate with SU to ensure that OS are produced and disseminated periodically, timely, and will use good statistical practices and statistical assurance to ensure that they are of good quality.
3. Some OS are survey data, a large part of which are produced by NSO. Some OS are administrative data. The NSO will work with SU to upgrade the quality of administrative data, with an aim to replace some survey data with administrative data.
