

## ► **Terms of Reference**

National consultant for evaluating and making recommendations on the Guidelines concerning Statistics of Cooperatives

**Designation: National consultant for evaluating and making recommendations on the Guidelines concerning Statistics of Cooperatives**

**Location:** The project on the Guidelines concerning Statistics of Cooperatives includes case study in five countries (Tanzania, Turkey, South Korea, Italy and Costa Rica). The national consultant will implement the tasks outlined under the present TOR.

**Duration:** The duration of the contract shall be from the date of the Implementation Agreement to July 31, 2023.

## Background

The ILO, in collaboration with its constituents and a number of national and international partners, has been working towards developing guidelines on the measurement of cooperatives. These efforts have culminated in the adoption of the [Guidelines concerning Statistics on Cooperatives](#) at the 20th ICLS, which were then approved by the Governing Body of the ILO in March 2019. This is first step toward having an international norm on statistics on cooperatives.

The Guidelines cover concepts and definitions, types of cooperatives, statistical units, and other relevant topics, including work in cooperatives. The Guidelines also contains information on ways of collecting, tabulating, and analyzing statistical data on cooperatives. They call for the ILO to conduct further work on the implementation including through undertaking feasibility studies, developing measures to assess the economic contribution of cooperatives, and dealing with issues of cooperative-like and non-registered establishments.

Following the adoption of the Guidelines, ILO COOP has launched [an initiative “Implementing cooperative statistics guidelines.”](#) The objective is to facilitate the development and use of a coherent, harmonized and standardized set of statistics on cooperatives. This initiative is undertaken as part of a larger project on [Strengthening SSE Knowledge Base](#), which began in July 2021, and will last until the end of 2023.

The central objective of the statistics component of the project is to provide practical guidance as needed by member states toward implementing the Guidelines. It consists of two main activities:

- Evaluating and making recommendations on the information specified in the Guidelines concerning Statistics of Cooperatives in five countries (Republic of Korea, Italy, Costa Rica, Turkey, Tanzania) which includes collecting and examining country practices, desk review on cooperatives statistics, etc. and identifying good practices and a core set of statistical variables; and
- Providing national inputs to the global consultant’s report towards the development of the manual on cooperative statistics for presentation and discussion at the ICLS in 2028.

This initiative will require close collaboration of national stakeholders including relevant Ministries/departments, NSOs, cooperative federations and cooperative research institutions, workers’ and employers’ organizations in the five countries to raise awareness on the importance of producing comprehensive data sets cooperative statistics, aligned with the definitions and concepts outlined in the Guidelines.<sup>1</sup>

## Scope of work

At the national level of this initiative, national experts working on statistics of cooperatives will be sought in each of the countries to study the applicability of the Guidelines in the national cooperative statistical context. The consultant will produce a national report and its brief regarding evaluating and making recommendations on the information specified in the Guidelines with the guidance and advice from the national advisory committee (NAC) and the global advisory committee (GAC). The national consultant will be expected to prepare the agenda and (co-)host the NAC with ILO or relevant government bodies’ staff and share the progress of the country case with the national and global advisory committee and

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<sup>1</sup> ILO COOP will produce an orientation note to inform the relevant stakeholders on the Guidelines and how they could be used to facilitate the development of a coherent, harmonized and standardized set of statistics on cooperatives.

reflect their feedback in the case study. The national consultant will also be expected to present the results and implications of the country case in national webinars and other relevant occasions, such as national celebrations around the International Day of Cooperatives in 2023.

The national report and its brief should be written in English in a clear, concise, and accessible format to enable ease in translation. The consultant will also review the brief that will be translated into the national language by a professional translator. The national consultant will also be expected to contribute to the global report providing inputs based on the work conducted at the national level, i.e. in relation with reviewing of current methodologies for statistics of cooperatives, identifying of good practices, list of potential statistical variables and implications for future steps to the international consultant toward the production of a manual concerning statistics of cooperatives.

The national consultant should refer to the Guidelines and the 'Information Guide on the Guidelines' (forthcoming), and reference other relevant materials, such as the [Conceptual Framework for the Purpose of Measurement of Cooperatives and its Operationalization](#) produced for the ILO and used in the preparation of the guidelines, and the recently published ILO/CIRIEC/COPAC report on statistics of cooperatives.<sup>2</sup>

The national report and brief will be published on the ILO COOP webpage and disseminated through international and national webinars, and conferences. The national consultant will work under the overall supervision of the Head of the Cooperatives Unit of the ILO, who will coordinate with Committee for the Promotion and Advancement of Cooperatives (COPAC) Technical Working Group. The consultant will collaborate closely and regularly with the project staff responsible for the implementation of this initiative.

## Activities

In line with the background and scope of work, the national consultant's responsibilities shall consist of undertaking the following activities:

**Activity 1:** This activity consists of carrying out a national study on the statistics of cooperatives. In addition to taking stock of the state of statistics on cooperatives, the national consultant is expected to compare the current national practices against the information specified in the Guidelines concerning Statistics of Cooperatives. The specific tasks under this activity include:

- Examining current administrative register of cooperatives, census or survey of cooperatives, household survey/census, and etc. which can be the source of the information listed in the Guidelines,
- Evaluating the questions of current survey or census and propose new questions to be raised in an upcoming census or survey to improve the measurement of the data and measure items that were not covered; and
- Consulting with, interviewing, and consolidating inputs from multiple stakeholders including national statistics offices, government authorities regulating cooperatives, primary, secondary and tertiary level cooperatives, relevant research organizations to take stock of the scattered statistics on cooperatives.

**Activity 2:** The national report will identify the gap between the current status of statistics regarding cooperatives and the Guidelines and assess the applicability of the Guidelines to the national context. The national report will also include recommendations towards both the improvement of the Guidelines and relevant national policies for statistics concerning cooperatives with tentative questionnaire from Activity 1. The tasks under this activity include:

- Producing a national report that would include the following elements:
  - Document and assess/evaluate what exists (what has been done already on statistics of cooperatives);
  - Make recommendations on what could be done (compared against the Guidelines, to

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<sup>2</sup> Statistics on Cooperatives: Concepts, classification, work and economic contribution measurement / International Labour Office (ILO); Committee for the Promotion and Advancement of Cooperatives (COPAC); International Centre of Research and Information on the Public, Social and Cooperative Economy (CIRIEC) – Geneva: ILO, 2020  
[https://www.ilo.org/wcmsp5/groups/public/---ed\\_emp/---emp\\_ent/---coop/documents/publication/wcms\\_760710.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_ent/---coop/documents/publication/wcms_760710.pdf)

move toward the guidelines and to improve on the Guidelines)

- Provide guidance to the producers of statistics on cooperatives to publish available and latest information on cooperatives (four indicators in the Guidelines below as a minimum) and how trends evolved over time:
  - (i) the number and type of cooperatives;
  - (ii) members of cooperatives;
  - (iii) work generated in cooperatives, including employment and other forms of work defined in the resolution concerning statistics of work, employment and labour underutilization adopted by the 19th International Conference of Labour Statisticians (2013); and
  - (iv) the economic contribution of cooperatives.
- Producing a policy brief based on the national report; and
- Reviewing translated version of brief in the national language to ensure its accuracy.

**Activity 3:** The tasks under this activity are related to the coordination of the national advisory committee and participate in the global advisory committee meetings and include:

- Preparing the agendas of the meetings and coordinate the national advisory committee with relevant government bodies, cooperative organizations at primary, secondary and tertiary levels, research organizations and other relevant national stakeholders;
- Participating in the global advisory committee meetings, report the progress of the project and outline the next steps; and
- Consolidating the comments and suggestions from the national and global advisory committees and reflect them in the project's interim and final reports.

**Activity 4:** The tasks under this activity are associated with communication, knowledge sharing and dissemination at the national and global levels. The consultant along with the relevant ILO field office will be expected to disseminate the country case study and the policy brief to the national partners, e.g. government authorities, cooperative federations, research institutions. The specific tasks include:

- Disseminating the results of the country case study and the policy brief at national, regional and international events such as around the celebrations of the International Day of Cooperatives in 2023 and other relevant webinars, workshops and conferences;
- Contributing to the work of the international consultant toward producing the global report; and
- Promoting national awareness by disseminating the results of the country study through presentations.

## Deliverables

The concrete deliverables are as follows:

1. Reports to the national & global advisory committee:
  - a. An initial report;
  - b. Three progress reports;
  - c. Agendas for meetings of the national advisory committee meetings; and
  - d. Summary proceedings of national advisory committee meetings.
2. A comprehensive country report of 35 to 40 pages that includes:
  - a. An assessment of the current status of national statistics regarding cooperatives;
  - b. Identification of the good practices and data sources;
  - c. Identification of survey or census questionnaires (sequence of questions/ model questionnaires/ modules, etc. which can be applied/added to current survey or census at the national level);
  - d. Development of proposed research questions, and key statistical variables;
  - e. Identification of gaps with respect to fulfilling the information in the Guidelines concerning statistics of cooperatives;
  - f. Recommendations towards the improvement of the Guidelines
  - g. Recommendations as to national policies for improving national statistics concerning cooperatives; and
  - h. References and annexes including a list of interviewees, and a list of relevant national stakeholder institutions consulted.
3. A policy brief of 6 to 8 pages that summarizes the key findings from the country study. The brief

will be translated into the national language by a translator and reviewed by the national consultant for its accuracy.

4. Presentation of final results and implications of the national case study at national events such as around the celebrations of the International Day of Cooperatives in 2023 and other relevant webinars, workshops and conferences.

## Timeline

The main milestones and tentative timelines of the country case are:

- Selection of the national consultant and establishing the national advisory committee members (NAC): March - April 2022
- Orientation session: May 2022
- Launch of the country case (1st NAC, Kick-off): June 2022
- Intermediate check 1 (2<sup>nd</sup> NAC): September 2022
- 1<sup>st</sup> joint conference of NACs + GAC: October 2022
- Intermediate check 2 (the 3<sup>rd</sup> NAC): December 2022
- Draft of final report (the 4th NAC): February 2023
- **Final country report & brief: March 2023**
- 2<sup>nd</sup> joint conference of NACs + GAC: May 2023 (global report by May 2023)
- Presentation of the results and implications of the country case: July 2023

According to the key milestones, the envisaged tasks and timelines are as follows:

Milestones	The National Consultant's role	Timeline
Contract signing	<ul style="list-style-type: none"> <li>• Communications on ToR</li> <li>• Singing of the contract</li> </ul>	Apr 2022
Orientation session	<ul style="list-style-type: none"> <li>• Participate and discuss the scope of works, etc.</li> <li>• Reflect results of the discussion in the national work plan</li> </ul>	May 2022
1 <sup>st</sup> NAC (Kick-off)	<ul style="list-style-type: none"> <li>• Draft situation analysis report on the current status of cooperatives statistics and national work plan including a preliminary outline of the final national report (2 week before NAC)</li> <li>• Participate in NAC meeting and present the report and work plan</li> <li>• Share the result of NAC and revised national work plan to NAC members and ILO HQ &amp; the relevant ILO field office (in 2 weeks after NAC)</li> <li>• Participate in GAC meeting and present the results of NAC</li> </ul>	<p>Early Jun 2022</p> <p><b>Mid- Jun 2022</b></p> <p>Late Jun 2022</p> <p>Jul - Sep 2022</p>
2 <sup>nd</sup> NAC	<ul style="list-style-type: none"> <li>• Share the progress brief and meeting agenda including the gap between the Guidelines and cooperative status at the national level, applicability of the Guidelines, its implication and the plan for producing the final national report, strategies for the country study (2 weeks before NAC)</li> <li>• Participate in NAC meeting and report the progress brief and agenda</li> <li>• Share meeting summary of the 2<sup>nd</sup> NAC and revised progress brief, organization plan of the national report, etc. to NAC members and ILO HQ &amp; relevant ILO field office (in 2 weeks after NAC)</li> <li>• Present the result of NAC meeting to the GAC members at the 1<sup>st</sup> joint conference (2<sup>nd</sup> GAC)</li> </ul>	<p>Mid- Sep 2022</p> <p><b>Late Sep 2022</b></p> <p>Early Oct 2022</p> <p>Mid- Oct 2022</p>
1st joint conference of NACs + GAC	<ul style="list-style-type: none"> <li>• Present the progress of the national case</li> <li>• Exchange feedback with NCs and NAC members from other target countries, and GAC members</li> </ul>	<b>Mid- Oct 2022</b>
3 <sup>rd</sup> NAC	<ul style="list-style-type: none"> <li>• Share the progress brief and the 1<sup>st</sup> draft of final report (2 weeks before NAC)</li> <li>• Participate in the NAC meeting and report on the progress brief and the 1<sup>st</sup> draft of final report</li> </ul>	<p>Late Nov 2022</p> <p><b>Early 2022</b>      <b>Dec</b></p>

	<ul style="list-style-type: none"> <li>• Share the result of 3<sup>rd</sup> NAC, revised progress brief and revised first draft of the final report to NAC members and ILO HQ &amp; the relevant ILO field office (in 2 weeks after NAC)</li> <li>• Present the result of NAC meeting to the GAC members</li> </ul>	<p>Mid- Dec 2022</p> <p>Late Jan 2023</p>
4 <sup>th</sup> NAC (Final)	<ul style="list-style-type: none"> <li>• Share the progress brief and final draft of the national report and 1<sup>st</sup> draft of national brief (1 month before NAC)</li> <li>• Receive comments from NAC members (2 weeks before NAC)</li> <li>• Share the revised draft of final report and brief (1 week before NAC)</li> <li>• Participate in NAC meeting and report on the progress brief and the revised final draft of country report and brief</li> <li>• Share the result of 4<sup>th</sup> NAC and revised progress brief and the revised final draft of country report and brief to NAC members, and ILO HQ &amp; relevant ILO field office (in two weeks after NAC)</li> <li>• Participate in the 4<sup>th</sup> GAC meeting and present the result of NAC and the final draft of country report and brief</li> </ul>	<p>Mid- Jan 2023</p> <p>Late Jan 2023</p> <p>Early Feb 2023</p> <p><b>Mid- Feb 2023</b></p> <p>Early Mar 2023</p> <p>Mid- Mar 2023</p>
Final country report and brief	<ul style="list-style-type: none"> <li>• Submit the final national report (English) and brief (English)</li> <li>• Review and finalize the national language translation of the brief</li> </ul>	<p><b>Late Mar 2023</b></p> <p>Late April 2023</p>
Follow-up (1)	<ul style="list-style-type: none"> <li>• Participate in producing the global report led by the global consultant</li> </ul>	<p>Mid- May 2023</p>
2 <sup>nd</sup> joint conference of NACs + GAC	<ul style="list-style-type: none"> <li>• Present the results and implications of the national case</li> </ul>	<p><b>Late May 2023</b></p>
Follow-up (2)	<ul style="list-style-type: none"> <li>• Present the results of the national case and its implications at relevant events such as the national celebration of International Day of Cooperatives, webinars, workshops and conferences</li> </ul>	<p><b>Early Jul 2023</b></p>

### Requirements / qualifications

- Advanced university degree in the field of economics, statistics, social sciences or other related disciplines;
- Demonstrated understanding and experience on public policy and the role of statistics concerning cooperatives or social economy and/or labour issues including the ILO standards e.g. 19<sup>th</sup> ICLS resolution concerning statistics of work, employment and labour underutilization, Resolution 193, etc.;
- Experience in conducting international development policy research;
- Excellent research and analytical skills, as well as ability to elaborate high quality research documents with at least five or more year's professional experience in conducting statistical work i.e. implementing surveys, drafting survey questionnaires, computing variables, analyzing results, drafting reports; and
- Fluency in written and spoken English as well as the national language.