Proposal for Capacity Building in Central Statistics Office

Background

The Central Statistics Office (CSO) created in 1973 is the principal statistical agency of the government of Afghanistan charged with the overall responsibility of coordinating all statistical activity in the country. This office like every other ministry, department or agency in the country has gone through great difficulties during the past few decades resulting in the loss of its ability to perform its very important function for its government and people. The CSO presently has more than 500 staff members nationwide with 166 in the provinces and the rest at the head office in Kabul. At the request of the government, the Asian Development Bank (ADB) together with some other donors funded the development of a Statistical Master Plan (SMP) recently which amongst other things reviewed the present state of affairs in the CSO – statute, structure, resources, functioning and products vis-à-vis current and up-coming data needs. This document highlighted the urgent need for support in various areas amongst which capacity building was foremost!

Objective:

This proposal has the principal objective of enhancing the capacity of the CSO for information management. In particular, the exercise will focus on the following:

1. Training of 45 staff members in Basic English over a six-month period in three (3) groups.
2. Training of 15 staff members at the managerial/supervisory level (who already have knowledge in Basic English) at an intermediate level for a period of four months in one (1) groups.
3. Training of 56 staff members in Basic Computing over a six-month period in two (4) groups. This would include courses in Fundamental of Computer Concept (FCC), MS Windows, MS Word, MS Excel, and MS Power Point.
4. Training of 48 staff members (who already know Basic Computing) in four (4) groups over a six-moth period each class period six-weeks in Introduction to MS Access.
5. Training of 40 staff members (who have gone through introductory MS Access) on Database Development Principles Level I for a four-month period (in four (4) groups).
6. Training of 4 staff members for the AIMS Certified Geographic Information Systems Assistant course for each training at AIMS.
7. Establishing a GIS mapping lab in CSO

Strategy

This proposal would be executed within the framework of the Statistical Master Plan for Afghanistan. The SMP document recognizes the immediate and urgent need for capacity building support within the institution if the CSO has to play its vital role of providing requisite statistical data and information for the overall reconstruction efforts of Afghanistan. According to the SMP, "…in the CSO, there is an all round shortage of

skills." As such, the document sets out "…a framework for technical assistance and a basis for better coordination… within the context of the priorities established by the government." To this end, the following strategy will be adopted:

1. The UNFPA is presently collaborating with the CSO's Department of Census and Surveys to do household pre-listing in preparation for the coming national census. This project has a capacity building component to it for which already fourteen (14) Personal Computers have been provided for training. This proposal seeks to build on this effort.

2. The Afghanistan Information Management Services (AIMS) has identified the CSO as one of its principal partners for the development of information management capacity in Afghanistan. CSO has been in close discussions with AIMS on collaborative projects such as technical support for the development of databases and use of GIS technology for mapping of key datasets (like pre-census household listings). This calls for initially the building of capacity within the CSO for database conceptualization and their development, data processing and formatting and eventually their mapping using appropriate software technologies.

3. Use of existing training facilities in language tutoring and basic computing within Afghanistan as service delivery contractors. This would involve identification of established training centers with the appropriate resources (desired course modules and teaching staff).

4. CSO has over 500 of its staff in its headquarter offices in Kabul. Thus the training will be focused initially in the Kabul office later to be extended to the provincial offices as resources are made available.

5. CSO already has adequate rooms for training in their Kabul facilities, which can be made available for this venture.

6. Presently, the Cartography Section of CSO uses traditional methods and outdated equipment for mapping work. Establishing a modern mapping lab with adequate equipment and tools would enable the CSO to support on-going national pre-census and at a later stage the first ever complete national census on Afghanistan.

Training Summary

Course	No of Trainees	No of Groups
Basic English	45	3
Intermediate English	15	1
Basic Computing	56	4
Introductory MS Access	48	4
Database Development Principles Level I	40	4
AIMS Certified Geographic Information Systems Assistant	30	10

Assumptions:

1. CSO will identify trainees and release them for training on the agreed times.
2. CSO will make available rooms for training.
3. AIMS will provide facilities for training in Database Development Principles Level 1, GIS and Mapping.

Time Frame

This proposal is designed for a six-month period (July 1 to December 31, 2004).

Next Phase

At the end of this project, another proposal will be developed which will still put emphasis on capacity building but move more into collaborative projects. More efforts will be put into analysis of all existing data and development of map products and resources.

Budget Outlay

S No	Item Description		(US $)	(No)	ation (Months)	Total Cost (US $)	Contribution	Training Site

Item Description	Unit	Unit Cost (US $)	Quantity (No)	Duration (Months)	Total Cost (US $)	Contribution		Training Site
						UNFPA (US $)	AIMS (US $)	
Basic English								CSO
Learning Materials	Units	10	45	6	450	450		
Teaching Materials	Units	75	1	6	75	75		
Teacher Salary*	Man-Month	300	1	6	1,800	1,800		
Intermeadiate English								CSO
Learning Materials	Units	10	15	4	150	150		
Teaching Materials	Units	75	1	4	75	75		
Teacher Salary*	Man-Month	300	1	4	1200	1200		
Basic Computing								CSO
Learning Materials	Units	15	56	6	840	840		
Teaching Materials	Units	10	1	6	10	10		
Teacher Salary	Man-Month	350	1	6	1,050	1,050		
Multimedia Projector System	Unit	2000	1	6	2000	2000		
5 Stabilizers 3 KVA	Unit	90	5	6	450	450		
Introduction to MS Access								CSO
Learning Materials	Units	10	48	6 weeks	480	480		
Teaching Materials	Units	10	1	6 Weeks	10	10		
Teacher Salary	Man-Six-weeks	300	1	6 Weeks	1200	1200		
Database Development Principles Level I								AIMS
Learning Materials	Units	10	40	4	400		400	
Teaching Materials	Units	50	1	4	50		50	
Teacher Salary	Man-Month	400	1	4	800		800	

							UNFPA (US $)	AIMS (US $)	
	Introduction to GIS & Mapping								AIMS
	Learning Materials	Units	10	10	1	100		100	
	Teaching materials	Units	50	1	1	50		50	
	Teacher Salary	Man-Month	500	1	1	500		500	
	Coordination & Monitoring								
	International Staff	Man-Month	500	2	6	6,000		6,000	
	National Staff	Mant-Month	300	1	6	1,800		1,800	
	Totals					**19,490**	**9,790**	**9,700**	

Key

Learning Materials:

1 Reading Materials:
- Basic English New InterCom Text Book + Workbook (Level 1 – 4) + Cassettes
- Intermediate New InterComText Book + Workbook (1 – 2) + Cassettes
- Let's Speak English (Books 1 & 2) + Workbooks
- Floppy Disks

2 Stationery:
- At most six (6) exercise books and pens for each student over the course period
- At most three (3) pens for each student over the course period

Teaching Materials:

1 Audio visual teaching aids:
- English teaching audio cassettes
- 3 Cassette tape record player (Preferably a small-sized one)
- White board and markers
- Multi Media Projector for Computer Room
- 5 Unit Stabilizer 3 KVA
- UPS

*