



## Terms of Reference

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**Project title: Conducting Labor Force Survey in Syria under-stage1 under the Japanese funded project “Employment-intensive labour market recovery from the earthquakes in Syria”**

**Position Title: Survey Implementation and Tabulation Expert**

**Contract type: External Collaborator**

**Duty Station: Remotely**

**Duration of Consultancy: 15 May 2025 – 31 July 2025 – Survey implementation and Tabulation Expert working for 25 days**

**Organization unit: Regional Office for the Arab States (ROAS) in collaboration with ILO office in Syria**

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### **Background**

The Government of Syria has been conducting national Labour Force Surveys (LFS), though these surveys have not yet fully adhered to international statistical standards set by the 19th and 20th International Conferences of Labour Statisticians (ICLS). To address this gap, the ILO, in collaboration with national partners—including the Ministry of Social Affairs and Labour, the Central Bureau of Statistics (CBS), and with the approval of the Ministry of Foreign Affairs—developed a training programme to enhance the quality and ensure alignment of the LFS with international statistical standards.

The first round of training was conducted from **25 to 28 November 2024**, aiming to build the capacity of CBS staff and collaborators to generate reliable, internationally comparable labour market data. This data is essential for informed humanitarian and development planning, evidence-based policymaking, and social dialogue among stakeholders.

However, following the political transition in Syria on 8 December 2024, a significant delay occurred in implementing the next steps—specifically, the development and pilot testing of the updated LFS questionnaire. Activities resumed only in February 2025, after re-engagement with the newly appointed head of CBS. A second training round was subsequently organized from 17 to 19 March 2025, with 22 CBS staff trained in collaboration with UNDP focusing on questionnaire design and computation of labour market indicators.

A technical committee within CBS has since been established to finalize the update LFS questionnaire and proceed with pilot testing on a sample of 1,000–1,500 households in 4 governorates in Syria by the end of June 2025. The ILO Office in Syria, supported technically by the ROAS Labour Statistician, continues to oversee and guide this process.

### **The upcoming activities of this project include:**

1. Conduct consultation meetings and finalise questionnaire design (updated version)
2. Conduct the first phase testing of the updated questionnaire.
3. Draft a final report based on the results of the testing.
4. Revise the upgraded questionnaire for the full national survey which CBS is expected to conduct in the future after the completion of this cooperation.

To support these upcoming activities, and ensure timely follow-up, this Terms of Reference (TOR) has been developed to recruit a qualified **Survey implementation and tabulation expert** to work remotely in full coordination with the ILO team in Syria.

### **Reporting**

The consultant will work under the direct supervision of the Syria Country Coordinator and the ROAS Labour Statistician.

### **Specific Duties**

The external collaborator will undertake the following tasks:

1. Assist the CBS in survey preparation and implementation (including, review of questionnaire design, testing, planning of field work, and other related tasks).
2. Support CBS in the training of the trainers/interviewers.
3. Assist the CBS in documenting in Arabic or English all operated data cleaning codes and convention made on data collected from the field.
4. Assist the CBS in writing commented syntax of the LFS.
5. Assist the CBS in writing the full indicators list and prepare the tabulation to be used by CBS.
6. Support the CBS in data processing.
7. Prepare and write a full report including all definitions used.

### **Duration of the contract**

The total number of working days 25

Payments will be made as follow:

- First payment: 25% (of the total amount) upon completion of the deliverable task number one and two, (1,2);
- Second payment: 40% (of the total amount) upon completion of the deliverable task number three and four, (3,4);
- Third payment: 35% (of the total amount) upon completion of the deliverable task number five, six, and seven (5,6,7).

### **Required Qualifications:**

**Education:** University degree in statistics, maths, and/or any other related field. A master's Degree in Statistics, Data Science or similar field is an advantage.

**Experience:** At least 5 years of professional experience in working in social surveys implementation and statistics data cleaning and tabulation. Previous experience in working with UN agencies and/or National Statistical Office is an advantage.

**Languages:** Fluency in Arabic is a must. Fluency in English is an advantage.

**Additional Required Competencies:** strong tabulation and syntax skills.

### **Selection criteria:**

- The applicant (external collaborator) should qualify for all the above.
- The applicant should provide a CV with previous experience with at least two references.
- The applicant should provide a letter of motivation and a financial offer for the 25 working days (remote work).
- Applicants will be shortlisted, and an interview may be conducted if needed.

Interested candidates are kindly requested to send the requested documents to [kudmani@ilo.org](mailto:kudmani@ilo.org).

Applications must be received via email no later than **05 May 2025 at 11:59 PM (Damascus time)**.