

ASSESSMENT PANEL TERMS OF REFERENCE

▶ 1. Background

The Namibia Statistics Agency (NSA), established under the Statistics Act No. 9 of 2011 (Statistics Act or The Act), serves as the central statistical authority in Namibia. Its mandate includes the collection, production, analysis, and dissemination of official and other statistics, as well as the coordination of the National Statistics System (NSS) to ensure quality data. The Act further empowers the Statistician-General (SG) to designate statistics as Official Statistics.

Against this background, the NSA developed and gazetted the Namibia Quality Assurance Framework for Statistics (NQAFS), providing a framework for assuring the quality of statistics as well as the designation of statistics as Official Statistics. Furthermore, the NSA has also issued the Guideline for Statistical Assessment, providing a structured procedure for assessing statistics. Central to this process is the constitution by the SG of the Assessment Panel, mandated to independently and objectively assess statistical undertakings against the defined quality dimensions and principles and make recommendations for their potential designation as Official Statistics.

▶ 2. Purpose

The Panel is established to assess statistics submitted for designation as Official Statistics. It further ensures that the assessment is impartial, professional, and based on evidence linked to the measurable elements of the NQAFS.

▶ 3. Functions and Responsibilities

- 3.1. Conduct quality assessments of statistical undertakings using the official Assessment Guidelines and Tools.
- 3.2. Verify compliance with the set dimensions of Official Statistics.
- 3.3. Evaluate evidence against the measurable Quality Elements as outlined in the NQAFS.
- 3.4. Issue an independent assessment report and make a recommendation to the SG in a timely manner.
- 3.5. Maintain strict confidentiality and impartiality in assessments.
- 3.6. Participate in training sessions related to NQAFS and assessment methodology as needed.
- 3.7. Attend the media conference either as the Panel, or as the Chairperson of the Panel, or his delegate.
- 3.8. Be on stand-by for a period of one (1) month after the completion of the assessment process, to attend to any issues/queries related to the assessment outcome.

▶ 4. Composition

The Panel shall comprise:

- 4.1. Three (3) experts in the area of Statistics, being assessed, appointed by the SG
- 4.2. The Head of Statistics, being assessed
- 4.3. NSA Executive responsible for Data Quality Assurance and NSS Coordination

Definition: An expert is a professional who has acquired comprehensive or authoritative knowledge and skills through study and practice in a particular field or subject area over time, to the extent that his or her opinion may be helpful in fact-finding, problem solving, or understanding of a situation.

NB: The SG shall appoint from among the experts the Chairperson of the Panel.

▶ 5. Education Background and Experience

An expert must have:

- 5.1. A master's degree or higher in Statistics, Demography, Economics, or any labour-related fields.
- 5.2. A minimum of 8 years' experience in labour statistics production.
- 5.3. Must not have been in the employment of the NSA for a period of 3 years.

▶ 6. Meeting Procedures

- 1.1. The meetings of the Panel shall be scheduled according to an assessment calendar.
- 1.2. The experts must observe and sign the Oath of Secrecy in line with the Statistics Act.
- 1.3. The experts must declare their interest at the beginning of the assessment.
- 1.4. The NSA shall provide a conducive environment for the Panel to conduct assessment meetings.
- 1.5. The quorum for the assessment meetings is 100 percent.

▶ 7. Reporting

The Assessment Panel reports to the Statistician-General via a formal assessment report with clear findings, justifications, and a recommendation (Pass, Provisional Pass, or Fail) for the designation of the assessed Statistics as Official Statistics.

▶ 8. Terms of Appointments

Members are appointed for an assessment phase, based on their expertise and Subject Matter knowledge, in line with the requirements articulated in section 5.

▶ 9. Remuneration

9.1. The expert members of the Panel will be paid as follows:

Item	Cost per day (N\$)	Total Cost for 5 days (N\$)
Chairperson of the Panel	7,000.00	35,000.00
Ordinary members of the Panel (2 experts)	6,500.00	65,000.00
Sub-total		100,000.00
Daily Subsistence Allowance for 6 nights (Assuming experts are coming out of town)	1,200.00	21,600.00
Grand Total		121,600.00

9.2. Experts on stand-by for one (1) month after the completion of the assessment process, to attend to any issues related to the assessment outcome, are required to do so on a pro-bono basis.