

TERMS OF REFERENCE

National Price Data Collector

Consumer Price Index (CPI) and Food Security Price Collection Programme

Project	Modernizing Public Institutions and Systems in Yemen (MPISY)
Contract modality	National personnel recruited and contracted through Stars Orbit Consultants (SOC) under the applicable LTA, subject to UNDP approvals.
Recruitment requirement	60 selected candidates: 50 active field-based data collectors and 10 reserve data collectors.
Duty station	Assigned markets across 12 governorates and 40 districts in Yemen (see Annex 1); administrative coordination through UNDP / CSO Aden.
Duration	Up to 24 months; indicative period 15 November 2026–14 November 2028, subject to recruitment and contractual approval.
Supervision	Administrative: UNDP / MPISY under agreed engagement arrangements. Technical, methodological and data-quality supervision: CSO Aden.

1. Background

The Central Statistical Organization (CSO), Aden, with support from UNDP and development partners under MPISY, is strengthening the collection of price data used to compile the Consumer Price Index (CPI), a core official measure of inflation. The programme also generates price information relevant to food security indicators used by FAO in collaboration with the General Directorate of Food Security Information Systems at CSO Aden.

The programme covers approximately 341 goods and services, including 25 for FAO purposes, in a network of 64 designated markets across 40 districts in 12 governorates. To ensure reliable and timely collection and sustained statistical capacity, CSO Aden requires 50 active field data collectors supported by a roster of 10 reserve data collectors.

2. Objective of the assignment

To collect accurate, timely, complete and verifiable retail price data from assigned markets and outlets in accordance with CSO CPI methodology, applicable FAO standards and approved data collection protocols, using the Survey Solutions electronic platform.

3. Scope of work

3.1 Price data collection and submission

- Visit assigned market(s) and designated retail outlets listed in Annex 1 and collect prices for specified goods and services, ensuring correct products, units of measurement and outlets.
- Capture and submit all assigned data electronically in Survey Solutions in line with established schedules: 87 products weekly, 249 products and services monthly, and 5 products and services annually.
- Record product substitutions, unavailability, temporary stock shortages, changes in outlet conditions and other relevant observations following approved protocols.
- Complete assigned forms and submit them by the deadlines prescribed by CSO supervisors; address missing or inconsistent entries promptly.

3.2 Data verification, confidentiality and conduct

- Verify completeness, accuracy, consistency and adherence to approved definitions before submitting questionnaires; cooperate with verification, spot checks and corrections.
- Respond to CSO supervisor and quality-assurance queries, document corrections and maintain an auditable record of submissions where required.
- Safeguard electronic devices, platform credentials, retailer information and project records; maintain professional conduct during retailer interactions.
- Immediately inform the assigned CSO supervisor about access barriers, safety concerns, market disruptions or other issues affecting collection schedules.

3.3 Training, deployment and reserve arrangements

- Participate in mandatory induction and practical training organised by CSO Aden and UNDP on CPI methodology, FAO food-security requirements, identification of products and outlets, Survey Solutions, data quality, field protocols and pilot exercises.
- Work within the assigned governorate, preferably district, and visit at least one assigned market according to the allocation and approved collection calendar.
- Reserve collectors will be selected and prepared for potential deployment. The scope, commencement, working days and payment obligations for any reserve collector must be expressly authorised under the applicable engagement arrangement; selection to the reserve roster does not itself establish 24 months of paid deployment.

4. Expected outputs and performance monitoring

Output	Evidence / acceptance basis	Frequency / timing	Performance monitoring
Training and readiness	Attendance and completion of practical exercises, application setup and supervisor confirmation.	Before field deployment	Mandatory induction and satisfactory readiness.
Price data collection	Completed electronic price questionnaires for assigned products/outlets and rounds.	Weekly, monthly and annual, as scheduled	Timeliness; submission completeness; coverage of assigned outlets.
Quality assurance and corrections	Resolution of flagged entries, substitutions and missing information as requested.	During each collection cycle	Accuracy; consistency; response time to supervisor feedback.
Field issue reporting	Documented access, safety, outlet or market issues affecting assigned work.	As issues arise	Prompt notification, reliable field records, adherence to protocols.
End-of-assignment handover	Return or transfer of assigned equipment, credentials and any outstanding work records.	End of deployment / contract	Complete and secure handover to CSO/UNDP as instructed.

Outputs support performance monitoring and certification and are not separate percentage-based fee milestones. The requested monthly remuneration is USD 50 per actively deployed data collector, subject to UNDP/SOC approval under the applicable LTA, certified attendance/working days and satisfactory performance. Reserve data collectors receive payment only for separately authorised deployment. No consultant grade or level is specified.

5. Institutional and reporting arrangements

- UNDP, through the MPISY project and the contracted service provider, oversees contractual administration and coordination under the applicable LTA.
- CSO Aden is responsible for daily technical supervision, price collection methodology, quality assurance, verification, issuance of field permits and official correspondence, and resolution of field-operational issues.
- Collectors shall submit electronic data and provide clarifications to designated CSO technical supervisors; UNDP may use CSO quality feedback for performance certification.
- The programme will coordinate data relevant to FAO food-security indicators with the applicable CSO Food Security Information Systems unit. No employment relationship with CSO is implied by technical supervision.

6. Duty station, coverage and duration

Field assignment locations are the designated markets in Annex 1, distributed across 12 governorates and 40 districts. Applicants should be from the governorate of deployment and preferably the relevant district. Collectors shall travel within their assigned market areas. Any travel outside the agreed work location and related reimbursements require advance approval under applicable UNDP and SOC arrangements.

The proposed engagement spans 24 months beginning approximately mid-November 2026, subject to recruitment, contracting and approval. Continuation and any renewal are subject to available financing, project requirements and satisfactory performance. Actual dates and payment for reserve deployment require individual confirmation.

7. Required qualifications and experience

- Education: Secondary school certificate or higher.

- Essential skills: Ability to operate smartphones or tablets and accurately record and transmit electronic survey data; good communication and interpersonal skills.
- Availability and location: Physical fitness and health requirements applicable to fieldwork; ability to travel within assigned markets; must be from the same governorate, preferably from the same district.
- Language: Ability to communicate and conduct interviews effectively in Arabic.
- Desirable experience: Prior work in surveys, statistics, monitoring or data collection, especially with CSO; prior exposure to digital surveys is an advantage.

8. Key competencies

- Accuracy and attention to detail; integrity and confidentiality.
- Reliability, punctuality and ability to follow instructions and schedules.
- Respectful field communication and responsiveness to CSO supervisor feedback.
- Ability to detect and report inconsistent price quotations, substitutions and outlet-level issues.

9. Proposed evaluation approach (subject to UNDP/SOC clearance)

A technically based assessment is proposed to ensure objectively documented selection, with verification of governorate eligibility and a practical digital data-entry exercise. The following matrix is indicative rather than a preapproved project procurement criterion.

Assessment criterion	Proposed maximum points
Education and minimum eligibility	15
Smartphone / Survey Solutions practical data entry aptitude	25
Previous survey, statistical or market data collection experience	15
Knowledge of assigned market, residence eligibility and field availability	20
Price observation accuracy / data quality scenario test	15
Communication, reliability and interview	10
TOTAL	100

Suggested technical threshold: 70/100, subject to approval. No individual financial proposal should be sought where remuneration is predetermined under the approved contractual arrangement. Vacancy allocation, evaluation methodology, USD 50 monthly rate and use of the reserve roster must be cleared before advertisement.

10. Application requirements

- Updated CV or application form, contact details and available professional references.
- Evidence of education and proof of residence in the relevant governorate/district, subject to appropriate privacy and recruitment rules.
- Availability to attend mandatory training and undertake scheduled field visits; shortlisted candidates may complete a practical smartphone/data-entry test.

Annex 1. Designated markets (64)

Source: bilingual CPI/food security Price Data Collector ToR supplied for this recruitment. The repeated market number in the source annex has been corrected sequentially; market names and locations have been retained.

Governorate	District	Market
1. Abyan	1. Ahwar	1. Ahwar General Market
1. Abyan	2. Khanfir	2. Al Hisn
1. Abyan	2. Khanfir	3. Ja'ar
1. Abyan	3. Mudiayah	4. Mudiya General Market
1. Abyan	4. Zingibar	5. Zingibar Market A
1. Abyan	4. Zingibar	6. Zingibar Market B
2. Aden	5. Al Buraigeh	7. Banafa Market
2. Aden	6. Al Mansura	8. Al Mansura Alsegn market
2. Aden	6. Al Mansura	9. Aldurain market
2. Aden	7. Al Mualla	10. Al Dakka Market
2. Aden	7. Al Mualla	11. Main Street Market
2. Aden	8. Ash Shaikh Outhman	12. Alnoor masjid market

Governorate	District	Market
2. Aden	8. Ash Shaikh Outhman	13. Shamsan Market
2. Aden	8. Ash Shaikh Outhman	14. Sila Market
2. Aden	9. Attawahi	15. Attawahi Market
2. Aden	10. Dar Sad	16. Meat Market
2. Aden	11. Khur Maksar	17. Culture Market
2. Aden	12. Kritar - Sirah	18. Crater food market
2. Aden	12. Kritar - Sirah	19. Municipal market
2. Aden	12. Kritar - Sirah	20. Za'afaran Market
3. Al Dhale'e	13. Al Dhale'e	21. Central market (Al Dhale'e)
3. Al Dhale'e	13. Al Dhale'e	22. Mafarq Ash Shu'ayb
3. Al Dhale'e	14. Alshoaib	23. Al-Awabel Market
3. Al Dhale'e	15. Qatabah	24. Qatabah Market
4. Al Jawf	16. Khabb wa ash Sha'af	25. Al Yatmah Market
5. Al Mahrah	17. Al Ghaydah	26. Al-Jahi Market
5. Al Mahrah	17. Al Ghaydah	27. Bin Hajlah
5. Al Mahrah	17. Al Ghaydah	28. Mohifeef
5. Al Mahrah	18. Sayhut	29. Sayhut Market
6. Hadramaut	19. Al Mukalla City	30. AD Dis
6. Hadramaut	19. Al Mukalla City	31. Al Mukalla Market
6. Hadramaut	19. Al Mukalla City	32. Al Sharig
6. Hadramaut	19. Al Mukalla City	33. Fooah
6. Hadramaut	20. Al Qatn	34. Alqatn general Market
6. Hadramaut	21. Alshehr	35. Shibam market
6. Hadramaut	22. Ghail Bawazir	36. Sadat Alghail
6. Hadramaut	23. Seiyun	37. Al Qaser
6. Hadramaut	23. Seiyun	38. General Market
6. Hadramaut	23. Seiyun	39. Seiyun Market
6. Hadramaut	24. Tarim	40. Bahani Market
7. Hodeidah	25. Al Khawkhah	41. New Market
8. Lahj	26. Al Hawtah	42. Al Hawtah (Central)
8. Lahj	26. Al Hawtah	43. Alkhalfi market
8. Lahj	27. Radfan	44. Al Habilayn Market
8. Lahj	28. Tuban	45. Al Feyoosh
8. Lahj	28. Tuban	46. Al Waht
8. Lahj	29. Yafi'	47. Yafi Market
9. Marib	30. Mareb	48. Bin Maeeli
9. Marib	31. Marib City	49. Airport Market
9. Marib	31. Marib City	50. Al Mujamaa
9. Marib	31. Marib City	51. Al Rawdah Market
10. Shabwah	32. Ataq	52. Al Nasb Market
10. Shabwah	32. Ataq	53. Old (Ataq)
10. Shabwah	33. Bayhan	54. Bayhan Alolya market
10. Shabwah	34. Mayfaah	55. Azzan Market
10. Shabwah	35. Nisab	56. Nisab market
11. Socotra	36. Hidaybu	57. Mosaq Behan
11. Socotra	36. Hidaybu	58. New Market
11. Socotra	36. Hidaybu	59. Old (Soqatra)
12. Taizz	37. Al Mudhaffar	60. Beer Basha
12. Taizz	38. Al Qahirah	61. Altahrir market
12. Taizz	38. Al Qahirah	62. Central (Taizz)
12. Taizz	39. Ash Shamayatayn	63. Al Turbah Market
12. Taizz	40. Salh	64. Al-Shamasi Market
TOTAL	40 districts	64 markets in 12 governorates

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National Project Coordinator

Signed by:

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