

## TERMS OF REFERENCE

*International Contractor to provide support to Maldives Bureau of Statistics in census data analysis*

**MDV-ToR/2023/008 Dated: 4 April 2023**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>Maldives Bureau of Statistics (MBS) conducted Maldives population and housing census in September 2022. Following the census, MBS carried out data processing and cleaning and census data is almost ready for analysis.</p> <p>As MBS is gearing up to release the census data, key activity also includes preparing basic analysis from the census for major sectors such as housing, population dynamics, migration, education, employment, informal employment, fertility, and elderly population among others. To do this MBS will identify chapter writers and data processors who will assist the chapter writers in the analysis. MBS envisages carrying out analysis from April to June 2023.</p> <p>MBS wishes to build capacity within MBS and among line ministries in carrying out these analyses. This includes training chapter writers, doing peer review of the work and finalising the report in time for dissemination. Part of this activity also includes coming up with the content for knowledge products for different target audiences such as policy makers, researchers, public, media, students, etc. Special emphasis will be given to producing knowledge products at island level. A gender perspective will be an aspect incorporated throughout the analysis and comparisons with the 2014 census as well.</p> <p>Hence, UNFPA is seeking an international consultant/firm or a training institution to assist the country team in carrying out an analysis of the census results and build the capacity of the team in disseminating the results.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Scope and diversity of assignment:</b></p> <p>The Contractor is expected to work closely with the country team in achieving the following deliverables:</p> <p><b>Specific milestones:</b></p> <ol style="list-style-type: none"> <li>1. Develop a workplan to implement training and report writing.</li> <li>2. Conduct training in how to carry out basic analysis and report writing.</li> <li>3. Identify key outputs for each analysis: such as reports, summary write up, infographic, policy brief, etc.</li> <li>4. Peer review the work of each chapter writer and ensure that the chapter writers adhere to the given deadline.</li> <li>5. Train data processors on how to support the chapter writers when they need assistance in generating required tables.</li> <li>6. Train participants in using different visualisation tools which can assist them in their report writing.</li> <li>7. Finalise the products: Consultant is expected to work closely with chapter writers to finalise the following products by the given deadline:               <ul style="list-style-type: none"> <li>- Basic report (on the selected topic)</li> <li>- Summary report</li> <li>- Infographic (content for the infographic)</li> <li>- Presentation (where applicable)</li> <li>- Content for island level indicator</li> <li>- Content for video (where applicable)</li> <li>- Use GIS maps for dissemination (where applicable). This work will be coordinated with GIS local consultants.</li> </ul> </li> </ol>

	<p>8. Train participants on how to communicate the results to different target audiences.</p> <p>9. Develop sector-based packages (such as presentation, infographics) for dissemination.</p> <p><b>Output:</b></p> <ul style="list-style-type: none"> <li>- Training on basic analysis and report writing completed- end of May 2023</li> <li>- Key outputs (reports, knowledge products) peer reviewed and finalised for dissemination – end of July 2023</li> <li>- Training on communicating census results completed- 1<sup>st</sup> week of August 2023</li> <li>- Sector based packages for dissemination finalised- mid August 2023</li> </ul>
Duration and working schedule:	<ul style="list-style-type: none"> <li>- Flexible working arrangement between the period May - August 2023 – this includes working closely with the team and providing remote support as well.</li> </ul>
Place where services are to be delivered:	The assignment will be undertaken in close coordination with the Maldives Bureau of Statistics.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Milestones, outputs and deliverable target dates will be finalized upon recruitment.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Contractor will be briefed and debriefed by UNFPA and the Maldives Bureau of Statistics and is expected to keep in close contact with both agencies via email</p> <p>The Contractor will be responsible for the quality and timeliness of the outputs, but will receive support from the Maldives Bureau of Statistics.</p>
Supervisory arrangements:	The assignment will be managed by UNFPA Country Office/ MBS, the output will be assessed by Maldives Bureau of Statistics
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<p><b>Primary expertise required:</b> Conducting analysis training, carrying out census analysing and experience in working with other countries.</p> <p><b>Educational background:</b> Team composition with background in Demography, Economics, Statistics, gender statistics and other related areas related to social science.</p> <p><b>Work experience:</b> The team members collectively must possess significant past experience on the following areas</p> <ul style="list-style-type: none"> <li>● Significant experience in conducting training in census analysis</li> <li>● Significant experience in delivering STATA/R training</li> <li>● Expertise and knowledge in key areas analysed in census</li> <li>● Experience in reporting writing, articles on key social issues</li> <li>● Experience in working on small island nations population</li> <li>● Past experience working with the United Nations, World Bank or similar organisation is desirable</li> </ul> <p><b>Other competencies:</b></p> <ul style="list-style-type: none"> <li>● Project planning, management, implementation and coordination and evaluation</li> <li>● Excellent report writing skills, analytical skills as well as good computer skills</li> <li>● Excellent communication skills in English language, both oral and written</li> <li>● Proficiency in statistical soft wares such as STATA, R, etc</li> </ul>

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p><b>Contractor:</b></p> <ul style="list-style-type: none"> <li>● Assign a focal point to work on this assignment</li> <li>● Fulfil the stipulated in the contract and the ToR through review of documents, email communications, zoom calls and meetings, phone calls</li> <li>● Maintain close contact by email with MBS and UNFPA</li> <li>● Communicate any complications regarding the assignment as soon as possible</li> <li>● Provide contact details that allow MBS and UNFPA to get in contact with the contractor at any time during the period</li> </ul> <p><b>National Bureau of Statistics:</b></p> <ul style="list-style-type: none"> <li>● Assign a focal point to work with the contractor</li> <li>● Provide the relevant documents as required</li> <li>● Provide data as required for the report</li> <li>● Review and provide comments to the deliverables in a timely manner</li> </ul> <p><b>UNFPA Maldives:</b></p> <ul style="list-style-type: none"> <li>● Monitor and facilitate the progress of the assignment</li> <li>● Review and provide comments to the deliverables in a timely manner</li> <li>● Facilitate necessary contacts</li> <li>● Make payments upon completion and acceptance of each deliverable</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p><b>Basis of payment:</b> Payments based on acceptance of the deliverables.</p> <p><b>Format of outputs:</b> Editable electronic form</p> <p><b>Language of reports/publications and other documentation and working language in country of assignment:</b> English</p> <p><b>Ownership of output:</b> Maldives Bureau of Statistics/UNFPA</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	