

TERMS OF REFERENCE

National Consultancy for implementing a sampling strategy in census 2022 (for Maldivian Nationals only)
(MDV-ToR/2021/27 Dated:23/9/2021)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>Maldives has been conducting population census since 1911. Due to the difficulties faced in getting a good coverage of Maldivians residing abroad, and with the increasing number of foreign migrant workers residing in the country, the most recent Population and Housing Census of 2014 covered the population living in the country or resident population (Resident Maldivians & Resident Foreigners).</p> <p>Due to increasing demand from data users to include more areas in the census questionnaire, especially at the level of islands, and the high costs in conducting nationally representative surveys and more so to get representative results at the level of islands, Maldives Bureau of Statistics (MBS) decided to introduce a sampling strategy to tackle this issue. For the first time MBS plans to introduce a long form in census for a sample population, in addition to the standard census questionnaire that will be implemented to the whole population. The long form aims to collect more detailed information from selected households and population in thematic areas such as migration, education and employment. Data collection for the long form will be done simultaneously with that of the short form.</p> <p>The importance for statistics on businesses and economic activities, at the national as well sub-national level increased, especially with the huge impact of Covid-19 pandemic on the economy. Together with the “Population and Housing Census” MBS is conducting an “Economic Census” in 2022 to address these data requirements. MBS plans to administer a long form for sample of selected businesses and economic activities to gather detailed information required by sectors, in addition to the standard economic census questionnaire with full coverage.</p> <p>The introduction of a long form requires a well-developed sampling frame and a strategy to ensure the census results are representative at island level as well as industry level. This includes developing the sample frame based on existing information (administrative data and listing frames from census and surveys) and improving the frame based on the listing that is planned to be conducted a few months prior to the main census and revised during the actual census 2022 in September.</p> <p>Hence, UNFPA Maldives is seeking a local expert to develop these sampling strategies and frames and propose the methodology for sample selection and deliver hands-on training to MBS staff. As census data collection is planned using Computer Assisted Personal Interview (CAPI) method, first time CAPI and tablets are used for census.</p> <p>This consultancy will result in the availability of better statistics and at more granular level for planning and monitoring purposes; enable the introduction of small area estimation techniques, support geospatial and statistical data integration and visualisation, for greater local impact.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Scope and diversity of assignment: The assignment will require the local sampling consultant to work closely with MBS team and CAPI consultant in achieving the following deliverables:</p> <p>Specific milestones:</p> <ol style="list-style-type: none"> 1. Brief work plan on how the consultant envisage undertaking the task (2021)

	<ol style="list-style-type: none"> 2. Recommend the appropriate sample framework, the analytic domains of study, the characteristics of the sample, the method of sampling (random, stratified, etc) (2021) 3. Recommend the system for selecting the units of the sample and the procedures for the calculation of the expansion factors of the sample to the universe. (2021) 4. Develop the sampling methodology for Population and Housing census (2021) 5. Development sampling methodology to administer long form for Economic Census for selected sectors (2021) 6. Conduct sampling training for MBS staff (2021) <p>The above milestones will contribute to the overall outputs of the 2022 Census as follows:</p> <ol style="list-style-type: none"> 1. Sampling training conducted for MBS staff (2021) 2. Sampling methodology drafted for both population & housing census and Economic Census; (2021) <p>Confidentiality:</p> <ul style="list-style-type: none"> • The consultant will have access to confidential data. Sharing these data with a third party is strictly prohibited.
Duration and working schedule:	Consultant is expected to work 45 days between October - December 2021
Place where services are to be delivered:	The consultant will work remotely and will have to attend meetings if and when required by MBS.
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 Consultant 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 and phone</p> <p>The Consultant will be responsible for the quality and timeliness of the outputs, but will receive support from Maldives Bureau of Statistics.</p>
Supervisory arrangements:	The consultancy will be managed by UNFPA Country Office/ MBS; the output will be assessed by the Maldives Bureau of Statistics and UNFPA APRO.
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<p>Primary expertise required: Well versed in sampling techniques and experience in applying sampling weights in surveys and censuses</p> <p>Educational background: Statistics, Economics or other computer related studies and experience in survey methodology and sampling application. Advantage will there if sampling techniques has been studied and applied in national level surveys.</p> <p>Work experience:</p> <ul style="list-style-type: none"> • Proven experience in the design of samples for household surveys, business surveys • Significant experience in conducting training in sampling and application of sampling and using STATA for the work • Experience in working in census, surveys and applying sampling techniques

	<p>Other competencies:</p> <ul style="list-style-type: none"> ● Project planning, management, implementation and coordination and evaluation ● Good communication skills in English language, both oral and written ● Proficiency in statistical softwares such as STATA, R, Excel, etc. ● Experience in using CAPI for data collection.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Consultant:</p> <ul style="list-style-type: none"> ● Fulfil the stipulated in the contract and the ToR through review of documents, email communications, meetings ● Maintain close contact by email with MBS and UNFPA ● Communicate any complications regarding the assignment as soon as possible ● Provide contact details that allow MBS and UNFPA to get in contact with the Consultant at any time during the consultancy <p>Maldives Bureau of Statistics:</p> <ul style="list-style-type: none"> ● Assign a focal point to work with the Consultant ● Provide the relevant documents as required ● Provide data as required for the assignment ● Review and provide comments to the deliverables in a timely manner <p>UNFPA Maldives:</p> <ul style="list-style-type: none"> ● Monitor and facilitate the progress of the assignment ● Review and provide comments to the deliverables in a timely manner ● Facilitate necessary contacts ● Make payments upon completion and acceptance of each deliverable
<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>Basis of payment: Payments based on acceptance of the deliverables.</p> <p>Format of outputs: Editable electronic form</p> <p>Language of reports/publications and other documentation and working language in country of assignment: English</p> <p>Ownership of output: Maldives Bureau of Statistics</p>