

**Implementation of the UN Joint SDG Fund Programme on “Integrated Population and Policy Solutions to Accelerate SDGs Achievement in Barbados and Montserrat”**

<b>TERMS OF REFERENCE</b>	
<b>Hiring Office:</b>	<b>Sub-regional Office for the Caribbean (SROC), Barbados Liaison Office</b>
<b>Joint Fund Outcome and Outputs</b>	<p><b>Outcome:</b> Strengthened data systems and evidence that take into account population changes and other megatrends (including aging and climate change), in development policies and programmes, especially those related to sexual and reproductive health and reproductive rights and gender equality</p> <ul style="list-style-type: none"> <li>- <b>Output 1.1.</b> Strengthened capacity for the formulation and implementation of rights based population policies and programmes that integrate evidence on population dynamics, sexual and reproductive health and gender equality, and their links to sustainable development</li> <li>- <b>Output 1.2.</b> Improved national population data systems to map and address inequalities are in place to advance the achievement of the Sustainable Development Goals</li> </ul>
<b>Background:</b>	<p>The UN Joint Programme on “Integrated Population Data and Policy Solutions to Accelerate SDGs Achievement in Barbados and Montserrat” is being implemented by the Joint SDG Fund to accelerate achievement of the Sustainable Development Goals in Barbados and Montserrat by 2030. It aims to facilitate increased access and availability of quality, real-time population data for SDG monitoring, development of population policies and to conduct gender analysis with focus on SDG 3 (health) and SDG 5 (gender).</p> <p>SDG 3, target 3.7 aims to ensure universal access to sexual and reproductive health-care services, including for family planning, information and education, and the integration of reproductive health into national strategies and programmes. SDG 5, target 5.4 seeks to recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate.</p> <p>The Programme aligns with the United Nations Multi-Country Sustainable Development Cooperation Framework (2022-2026), particularly Priority Area 2: Equality, Well-being and Leaving No One Behind. This Priority Area commits the United Nations support to Caribbean Governments to a human-centered, gender equality and human rights-based approach, prioritizing most vulnerable groups in order to ensure that no one is left behind in sustainable development efforts. It focuses increasingly on access to quality social and health services for all, underpinned by reliable, disaggregated and timely quality data and evidence.</p> <p>Through this Joint programme, the Governments of Barbados and Montserrat will be assisted towards the attainment of sustainable, healthy and prosperous populations and economies as outlined in the National Strategic Plan of Barbados 2005-2025; and the Montserrat Sustainable Development Plan 2008-2020, which is currently being updated and will maintain key focus on population. Addressing key cross cutting issues of gender, data and the most</p>

	<p>vulnerable populations to ensure that no one is left behind (LNOB) will contribute to the achievement of national commitments to the 2030 Agenda for Sustainable Development.</p> <p>The 2-year Joint Programme (2022-2024) is being led by the United Nations Population Fund (UNFPA) and supported by the United Nations Entity for Gender Equality and Women’s Empowerment (UN Women), and the UN Resident Coordinator’s Office. At the national level, the lead government agencies are the Ministry of Finance, Economic Affairs and Investment in Barbados and the Ministry of Finance and Economic Management in Montserrat.</p> <p>The Joint Programme was launched in November 2022 and Country Coordinating Committees were established to lead national execution. To achieve the objectives of the programme within the required timeline, there is a need to accelerate implementation of the activities.</p> <p>Given the technical nature of the interventions on population and data, this work will provide the requisite technical assistance to the countries to fast-track implementation for the duration of the Joint Programme.</p> <p>A Consulting company is being sought to execute the various activities stated in the scope of work, geared towards the acceleration of the SDGS in Montserrat and Barbados.</p>
<p><b>Purpose</b></p>	<p>To provide technical assistance for the effective implementation of key population and data activities under the UN Joint SDG Fund Programme on “Integrated Population and Policy Solutions to Accelerate SDGs Achievement in Barbados and Montserrat”</p>
<p><b>Scope of work:</b> <i>(Description of services, activities, or outputs)</i></p>	<p>The Consulting company will work closely with and under the overall guidance and supervision of UNFPA, the UN Programme Management Unit and the relevant national and international stakeholders to undertake the following activities:</p> <ol style="list-style-type: none"> <li>1. Develop a Population Situation Analysis of demographic transition and human mobility, based on data previously collected and curated (Montserrat)</li> <li>2. Formulate a sustainable Population Policy and Action Plan (Montserrat).</li> <li>3. Conduct a Population mainstreaming training for Barbados and Montserrat (<i>courses already developed under a previous consultancy</i>)</li> </ol>
<p><b>Duration and working schedule:</b></p>	<p>The duration of the consultancy is from September 4, 2023 – February 9, 2024.</p>
<p><b>Place where services are to be delivered:</b></p>	<p>The team will work remotely and submit the deliverables to UNFPA through the Barbados Liaison Officer and the SROC Population and Development Focal Point who will coordinate technical inputs from the Regional Office for Latin America and the Caribbean, and the Ministry of Finance and</p>

	Economic Management in Montserrat and Ministry of Finance, Economic Affairs and Investment in Barbados as required.															
<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b>	<table border="1"> <thead> <tr> <th>No</th> <th>Deliverables</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Inception report.</td> <td>September 15, 2023</td> </tr> <tr> <td>2</td> <td>Population Situational Analysis report for Montserrat, including consultations with stakeholders, document review and presentations.</td> <td>November 10, 2023</td> </tr> <tr> <td>3</td> <td>National Population Policy and Action Plan for Montserrat, including consultations with stakeholders, document review and presentations.</td> <td>December 29, 2023</td> </tr> <tr> <td>4</td> <td>Conduct a Population mainstreaming training for Barbados and Montserrat [5 days (each) in-situ training with national counterparts in Barbados and Montserrat on population mainstreaming]</td> <td>January 19, 2024</td> </tr> </tbody> </table> <p>The deliverables must be submitted to UNFPA who will coordinate inputs from the Ministry of Finance and Economic Management in Montserrat and the Ministry of Finance, Economic Affairs and Investment in Barbados in soft copy, print-ready and web posting format.</p>	No	Deliverables	Due Date	1	Inception report.	September 15, 2023	2	Population Situational Analysis report for Montserrat, including consultations with stakeholders, document review and presentations.	November 10, 2023	3	National Population Policy and Action Plan for Montserrat, including consultations with stakeholders, document review and presentations.	December 29, 2023	4	Conduct a Population mainstreaming training for Barbados and Montserrat [5 days (each) in-situ training with national counterparts in Barbados and Montserrat on population mainstreaming]	January 19, 2024
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<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>The implementation of this consultancy will be monitored by the UNFPA Liaison Officer/Barbados Liaison Office, with the support of the SROC Population and Development Focal Point and the Regional Population and Development Advisor in LACRO. The team will participate in a briefing session on the scope and methodology at the start of the consultancy.</p> <p>All deliverables must be submitted to UNFPA for review who will share with the Ministry of Finance and Economic Management in Montserrat and the Ministry of Finance, Economic Affairs and Investment in Barbados for their inputs and feedback.</p> <p>Monitoring meetings will be held at agreed intervals to provide guidance, support updates and reviews on the progress of the consultancy and to strategize around addressing challenges.</p>															
<b>Supervisory arrangements:</b>	The consultancy team will work under the supervision of the UNFPA Liaison Officer for Barbados and OECS with the support of the SROC Population and Development Focal Point and the Regional Population and Development Advisor in LACRO.															
<b>Expected travel:</b>	Field missions to Barbados and Montserrat as required.															

<p><b>Required expertise, qualifications and competencies including language requirement:</b></p>	<p>The consultancy team shall consist of members with expertise and skills to conduct the evaluation as per the scope of work above. The desired qualifications and competencies of the team members should include:</p> <p>a) Requirements for the team: The team should be culturally diverse and multidisciplinary in nature and gender balanced. The technical team members should possess key experience and skills in population and development and policy development and implementation in support of national governments.</p> <p>b) Experience:</p> <ul style="list-style-type: none"> <li>● Knowledge and demonstrated experience in the four components of UNFPA’s mandate: Sexual and Reproductive Health and Rights, Adolescents and Youth, Gender Equality and Women’s Empowerment; and Population and Development;</li> <li>● Knowledge of the United Nations Development System and the Caribbean sub-region;</li> <li>● Technical knowledge and demonstrated experience related to information gathering methods, data analysis and reporting;</li> <li>● Demonstrated experience in working successfully as a multidisciplinary team; and</li> <li>● Knowledge of participatory methods.</li> </ul> <p>c) Skills:</p> <ul style="list-style-type: none"> <li>● Excellent English language skills</li> <li>● Interviewing skills, especially in interviewing different target audiences;</li> <li>● Facilitation skills, especially in working with groups of different target stakeholders in population and development related issues (i.e. beneficiaries, including women and men, adolescents, persons belonging to different ethnic groups; central, district and village government officers; non-governmental organizations; civil society).</li> </ul> <p>d) Abilities:</p> <ul style="list-style-type: none"> <li>● Document analysis;</li> <li>● Data analysis taking into consideration different perspectives;</li> <li>● Understanding of diversity, including cultural and gender awareness.</li> </ul> <p>e) Personal ethics</p> <ul style="list-style-type: none"> <li>● Be sensitive to beliefs, manners and customs and act with integrity and honesty in their relationship with all stakeholders, and in accordance with human rights norms; and</li> <li>● Protect the anonymity and confidentiality of institutions and individual informants.</li> </ul> <p>The consultancy will preferably be carried out by an interdisciplinary team of technical experts in Sexual and Reproductive Health and Rights, Adolescents</p>
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and Youth, Data & Population dynamics and Gender Equality and Women Empowerment. The team will comprise a team leader who may also serve as one of the technical focal points.

### **1) Team Leader**

#### **a) Key tasks**

- Lead in undertaking agreed consultancy activities;
- Guide other team members in order to complete the work in accordance with the Terms of Reference in a timely manner;
- Continuously review the work of individual members, provide guidance and ensure a coordination;
- Be the spokesperson of the team vis-à-vis SROC Director and Deputy Director and the Reference Groups in Montserrat and Barbados;
- Ensure that meeting schedules are adequate to fulfill the ToR and conducted without any delay;
- Follow the final TOR provided for the consultancy;

Qualifications, skills and experience:

1. Doctorate in the field of Population and Development, Demography, Statistics or related fields;
2. More than 15 years of relevant experience in the field of Population and Development, Policies, Demography, Data Analysis, Statistical Modelling, Statistical Research or related fields;
3. Expertise in policy and strategy document formulation and conducting social research and analyses;
4. Knowledge of UNFPA's mandate and ICPD, Montevideo Consensus and 2030 Agenda for Sustainable Development;
5. Experience working in the UN or other international development organization is desirable;
6. Excellent oral and written skills; excellent drafting, formulation, reporting skills;
7. Accuracy and professionalism in document production and editing;
8. Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners;
9. Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
10. Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
11. Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; and
12. Working experience in the Caribbean would be a strong asset.
13. Willingness to travel within the region, particularly to Barbados and Montserrat as required;
14. Fluency in spoken and written English is required.

**The team should include one or two other technical experts trained in any of the SDGs Joint Fund Project focus areas to support the overall project.**

<p><b>Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</b></p>	<p>The Consulting team is expected to work remotely, utilizing their own office space, computer, internet, telephone and other equipment, as needed, to undertake the assignment.</p> <p>As meetings will be held virtually, the team is required to have reliable and regular access to the internet and email.</p> <p>UNFPA will support the team to make the necessary contacts with relevant partners and will also supply all relevant documents related to this consultancy in collaboration with the key stakeholders.</p>
<p><b>Other relevant information or special conditions, if any:</b></p>	<p>The consultancy fee will be negotiated before contracting. Payment will be made upon approval of the completed deliverables in the agreed work plan and submission of agreed documents.</p> <p>The Consulting team is required to submit a methodological and technical proposal with the budget, outlining the methodological approach to the Scope of Work (including field missions).</p> <p>The Consulting team should submit along with their application CVs outlining relevant qualifications and experience, as well as the curriculum vitae of team members.</p> <p>All data collected is the property of UNFPA, the Ministry of Finance and Economic Management in Montserrat and the Ministry of Finance, Economic Affairs and Investment in Barbados.</p> <p>The Consulting team is to keep in the strictest confidence any knowledge gained through this exercise.</p>