



JOB DESCRIPTION

Official Job Title:	Senior Technical Specialist, Population & Housing Census	
Duty Station/Hiring Office:	SROC, Jamaica	
Grade (Classified):	P5	
Post Type:	Individual Consultancy	
Classification Authority:	SROC Director	Date: January 2021

1. Organizational Setting and Location

The Senior Technical Specialist, Population & Housing Census consultant will report both to the Deputy Director of the UNFPA Sub-Regional Office for the Caribbean based in Jamaica and, technically, to the Regional Population and Development Advisor, based in Panama. Additional support will be provided by the UNFPA Programme Analyst based in Jamaica and the census team of UNFPA HQ's Population and Development Branch.

2. Job Purpose

Provision of technical assistance to 22 National Statistics Offices (NSOs) in the English and Dutch speaking Caribbean to implement a high quality modern census, support state-of-the-art scientific and internationally recognized methods and standards throughout the census process and to support national capacities in ensuring high quality data production, analysis, utilization and dissemination.

3. Duties and Responsibilities

The International Consultant is expected to undertake the following tasks:

1. Provide technical support and guidance in all aspects of census operations to ensure quality preparation for the 2021/22 censuses in the English and Dutch speaking Caribbean region, specifically:
 - a. Support the development of the overall plan each of census operation in the region and the preparation of calendars of activities in collaboration with the census organizers: field operations plan, tabulation plan including formats, publication plan, analysis plan, manual and computer data processing plans, and quality control plan;
 - b. Assist on preparation of census documents: administrative guidelines, questionnaire and related forms, training manual, Enumerators and Supervisors manuals, coding and editing instructions, to develop control programme and procedures for pre-enumeration and enumeration activities;
 - c. Assist the census enumeration field organization: structure, staffing, policy, personnel estimates, recruitment/selection/training of census field staff, transport of census documents, material and personnel; and
 - d. Advise on the implementation of a comprehensive procurement plan to facilitate timely acquisition of the required equipment and materials.

2. Collaborate with international development partners on joint capacity strengthening interventions;
3. Seek opportunities for South South Cooperation between Caribbean countries and between the Caribbean region and the Asia & Pacific region;
4. Provide support to the SROC to ensure effective linkages between UNFPA global, regional, sub-regional and national Population & Housing Census interventions with (i) population & development policy dialogues and interventions; and (ii) 2022-2026 UNFPA Country Programme Development processes;
5. Represent UNFPA technically in (sub-)regional and intergovernmental forums and in meetings with international development partners on data and census;
6. Support the drafting process of UNFPA Caribbean strategy on Population and Housing Census support for the 2030 round of Censuses; and
7. Undertake any other tasks as may be required by the UNFPA Senior management.

4. Duration and working schedule

The consultant will work for approximately 205 working days in 2021 from 1 March 2021 to 31 December 2021 (based on 20.5 days/month).

5. Place where services are to be delivered

The consultant is expected to work from home. However, when possible, limited travel to selected countries and territories is expected when COVID-19 measures allow international travel. The services are to be delivered to the 22 National Statistics Offices (NSOs) in the English and Dutch speaking Caribbean, including Anguilla; Antigua and Barbuda; Aruba; Bahamas; Barbados; Belize; Bermuda; British Virgin Islands; Cayman Islands; Curacao; Dominica; Grenada; Guyana; Jamaica; Montserrat; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Saint Maarten; Suriname; Trinidad and Tobago; and Turks and Caicos Islands; as well as to the Organization of Eastern Caribbean States based in Saint Lucia.

6. Monitoring and progress control

At the start of the assignment, a detailed 2021 work plan will be developed that will guide the implementation of UNFPA support interventions. The consultant will be required to produce monthly reports on the implementation of the Census Programme interventions.

7. Delivery dates and how the work will be delivered (e.g. electronic, hard copy etc.)

The Consultant is expected to submit the following deliverables in accordance with the time frame listed:

- Brief progress report with updates on agreed work plan – due monthly
- Final consultancy report as per agreed outline – due December 15, 2021.

8. Job Requirements

Required Degree Level: Master's degree

Required Experience: at least 10 years

- Post-graduate qualification in statistics, economics or geography, with specialization in demographic studies being desirable;
- Minimum 10 years of practical experience in the field of population data collection including population census;
- Experience in conduct and management of large scale demographic surveys, preferably in Caribbean region;
- Experience working in the UN or other international development organization is desirable;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive;
- Ability to work and adapt professionally and effectively in a challenging environment;
- 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;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.