

TERMS OF REFERENCE	
Preparation of Montevideo Consensus Report - Trinidad and Tobago	
Hiring Office:	United Nations Population Fund, Sub-regional Office for the Caribbean (SROC), Trinidad & Tobago Liaison Office.
Purpose of consultancy:	The purpose of this consultancy is to support the Government of Trinidad and Tobago in the preparation of its national report on the Montevideo Consensus on Population and Development (MCPD).
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Consulting Firm or Organization will be responsible for delivering the following tasks:</p> <ol style="list-style-type: none"> 1) Submit an inception report outlining the proposed methodology and documentation to be reviewed utilizing the guidance documents for the preparation of the reports. 2) Conduct desk review of all reports related to Montevideo Consensus thematic areas . 3) Collate and analyze the data on the Montevideo Consensus related set of indicators relevant to the country, which have been collected by the relevant government ministries, departments or agencies along with any other related references and present it in a draft report using the format for reporting on the MCPD. 4) Support the Ministry of Planning and Development in the convening of national consultations in Trinidad and in Tobago where the national report is to be reviewed and make adjustments based on feedback by stakeholders. 5) Finalize national report. <p>These tasks will result in the following outputs:</p> <ol style="list-style-type: none"> 1. Raw data and minutes from the data collection activities. 2. A draft national report on the Montevideo Consensus on Population and Development, reflecting the relevant country indicators. 3. A report (or minutes) from the national consultation. 4. A final report on the Montevideo Consensus on Population and Development, inclusive of indicators and an executive summary.

<p>Duration and working schedule:</p>	<p>The consulting organization/firm will be engaged for 25 days over the period of 8 weeks in accordance with the following schedule:</p> <table border="1" data-bbox="486 367 1437 878"> <thead> <tr> <th data-bbox="486 367 536 472"></th> <th data-bbox="536 367 1150 472">Activity</th> <th data-bbox="1150 367 1437 472">Implementation Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="486 472 536 577">1</td> <td data-bbox="536 472 1150 577">Desk Review and preparation of inception report</td> <td data-bbox="1150 472 1437 577">Week 1</td> </tr> <tr> <td data-bbox="486 577 536 645">2</td> <td data-bbox="536 577 1150 645">Data gathering</td> <td data-bbox="1150 577 1437 645">Week 1 - 2</td> </tr> <tr> <td data-bbox="486 645 536 712">3</td> <td data-bbox="536 645 1150 712">Preparation of draft report</td> <td data-bbox="1150 645 1437 712">Weeks 2-3</td> </tr> <tr> <td data-bbox="486 712 536 817">4</td> <td data-bbox="536 712 1150 817">Support the convening of the national consultation</td> <td data-bbox="1150 712 1437 817">Weeks 3-4</td> </tr> <tr> <td data-bbox="486 817 536 878">5</td> <td data-bbox="536 817 1150 878">Finalization of the national report</td> <td data-bbox="1150 817 1437 878">Weeks 5-6</td> </tr> </tbody> </table>		Activity	Implementation Period	1	Desk Review and preparation of inception report	Week 1	2	Data gathering	Week 1 - 2	3	Preparation of draft report	Weeks 2-3	4	Support the convening of the national consultation	Weeks 3-4	5	Finalization of the national report	Weeks 5-6
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5	Finalization of the national report	Weeks 5-6																	
<p>Place where services are to be delivered:</p>	<p>The consulting organization/firm is expected to work in Trinidad and Tobago, utilizing their own office space, computer, internet, telephone, and other equipment, as needed, to undertake the assignment.</p>																		
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc.):</p>	<p>The consulting organization/firm is expected to submit the following deliverables in accordance with the time frame listed.</p> <table border="1" data-bbox="486 1290 1437 1630"> <thead> <tr> <th data-bbox="486 1290 549 1395"></th> <th data-bbox="549 1290 1145 1395">Deliverable</th> <th data-bbox="1145 1290 1437 1395">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="486 1395 549 1462">1</td> <td data-bbox="549 1395 1145 1462">Inception Report</td> <td data-bbox="1145 1395 1437 1462">End of Week 1</td> </tr> <tr> <td data-bbox="486 1462 549 1529">2</td> <td data-bbox="549 1462 1145 1529">Draft Report</td> <td data-bbox="1145 1462 1437 1529">End of Week 3</td> </tr> <tr> <td data-bbox="486 1529 549 1630">3</td> <td data-bbox="549 1529 1145 1630">Final Report (including report/minutes of the national consultation)</td> <td data-bbox="1145 1529 1437 1630">End of Week 6</td> </tr> </tbody> </table> <p>The draft and final reports are expected to be delivered electronically and should be properly formatted and referenced in accordance with the national report format provided by UNFPA.</p>		Deliverable	Due Date	1	Inception Report	End of Week 1	2	Draft Report	End of Week 3	3	Final Report (including report/minutes of the national consultation)	End of Week 6						
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<p>Monitoring and progress control, including</p>	<p>The Liaison Office, UNFPA SROC, Trinidad and Tobago, will directly contract the consulting organization/firm. The engagement will be monitored by the Liaison Office with support from UNFPA's Population and Development Advisor and UNFPA SROC's Deputy Director with</p>																		

<p>reporting requirements, periodicity format, and deadline:</p>	<p>ongoing feedback from the Ministry of Planning and Development, Population Unit, which is the direct recipient of this technical support.</p> <p>The above-mentioned deliverables will be submitted to UNFPA's SROC Liaison Office, which will obtain feedback from national partners and UNFPA's technical advisors in accordance with the schedule above.</p>
<p>Supervisory arrangements:</p>	<p>The consulting organization/firm will work under the direct supervision of the Liaison Officer, UNFPA Sub-regional Office for the Caribbean (SROC), Trinidad and Tobago.</p>
<p>Expected travel:</p>	<p>Travel may be required to Tobago. If such, UNFPA will cover the travel costs.</p> <p>Communication is expected to be conducted through face-to-face meetings as well as electronically and/or via the telephone.</p>
<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>The consulting organization/firm should have a team that comprises specialists who possess at minimum a postgraduate degree in Social/Health Sciences (including demography/social statistics). They should be familiar with research methodologies and have had prior experience drafting research reports. Preference would be given to those who have had to draft similar national reports on behalf of the Government.</p> <p>Applicants should possess evidence of working on similar assignments with minimal supervision. Knowledge of Gender, SRH, and other population-related issues in the Caribbean is preferred.</p>
<p>Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>The Ministry of Planning and Development will make available a venue for the national consultation. The guidance document for the preparation of the Montevideo Consensus National Reports as well as other key documents (Montevideo Consensus on Population and Development, indicators, etc.).</p>

Other relevant information or special conditions, if any:	Payments will be made as follows:			
		%	Deliverable	Due Date
	1	30%	Upon submission of the draft report to the satisfaction of UNFPA	End of Week 4
	2	70%	Upon submission of the final report to the satisfaction of UNFPA	End of Week 7