



**National Population Policy Development for Grenada  
TERMS OF REFERENCE:**

To formulate and develop a comprehensive National Population Policy for Grenada

<b>Hiring Office:</b>	<b>Sub-regional Office for the Caribbean (SROC), Barbados and OECS Liaison Office</b>
<b>Background:</b>	<p>The Government of Grenada has requested support from UNFPA SROC in the development of a National Population Policy in 2024 as it seeks to create a modern, innovative, and productive economy, where Grenadians are fully equipped with the skills to compete in a dynamic, global market. The Government plans to develop a new, high-skilled, high-wage, knowledge-based, globally oriented economy through a social covenant of universal access to free tertiary education and training, quality universal healthcare, access to affordable land and housing, the protection of public spaces and the environment, respect for diversity, fundamental freedoms, rights and responsibilities and equality under the law. The ability of the country to achieve these social and economic goals is partly dependent on the size, growth, distribution and structure of its population. These variables are examined through population processes of fertility (births), mortality (deaths) and migration (immigration and emigration).</p> <p>According to the Montevideo Consensus report of 2023, population growth is slowing in the Caribbean. It is estimated that the Caribbean population will grow by 0.37%, in 2023, down from 0.61%, in 2000. The population of the subregion will start to decline from 2038 and 7 countries and territories are already seeing population declines. By 2050, it is projected that there will be 21 Caribbean countries and territories with declining populations. Latin America is following a similar trajectory although population growth was estimated to be 0.76% for 2023 and is not projected to turn negative until 2057. This slowing of population growth has been projected for some time although fertility rates have fallen further and faster than was previously projected, so population growth has slowed more quickly, and populations will start to decline sooner than was previously thought. In contrast, population growth in North America is expected to remain positive due to net immigration.</p> <p>An increasing number of Caribbean countries are seeing declining populations, but the issue has received relatively little attention. Population declines can have both positive and negative consequences, so should not necessarily be viewed as a problem. A shrinking population can mean more resources can be allocated to the population, increasing per capita wealth and alleviating problems such as land or housing shortages and environmental degradation. However, population declines also hasten the ageing of the population and the shrinking of the workforce which may result in labour or skills shortages and increasing health, social care and pension costs (World Population Review, 2023). Development planners and policymakers, therefore, need to take account of the demographic trends affecting their countries and their implications for public policy and consider the need to adapt to and respond to those trends.</p> <p>It outlines a set of population goals and targeted interventions and strategies to reduce population-related impediments to achieving the Government's medium and long-term economic and social objectives, including recommendations that relate to legislation.</p> <p>The Population Situation Analysis (PSA) or another analysis based on the PSA guide, will provide the evidence base for the formulation of the Population Policy. The PSA is a collaborative effort between the UNFPA and national entities, and a critical tool for understanding and identifying population dynamics, providing data and evidence to support public policy making.</p> <p>As part of its continued support of this critical process, the Ministry of Social and Community Development, Housing and Gender Affairs has requested UNFPA's support through a consultancy to prepare and finalize a Population Policy. The development of the</p>

	<p>Population Policy will encompass the involvement of national actors across Ministries and sectors, and draw on the latest census data.</p> <p>In a region prone to disasters and where climate change poses a threat, the Population Policy would take into consideration how population dynamics intersect with environmental changes. It is also understood that population issues are multidimensional and must take into account how factors like gender, ethnicity, and socioeconomic status interact and impact population trends and policies</p> <p>It is within this context that the consultancy is being defined aiming to develop a Population Policy for Grenada.</p>
<p><b>Purpose</b></p>	<p>The main objective of this consultancy is to lead in the preparation and development of a Population Policy for Grenada composed of targeted interventions and strategies required to shift the Grenada demographic to one better suited to the Government's stated social and economic goals.</p>
<p><b>Scope of work: (Description of services, activities, or outputs)</b></p>	<p>The Population Policy will consist of actions that need to be taken explicitly or implicitly by the authorities who manage imbalances between demographic changes, on the one hand, and social, economic, and environmental objectives. It will also address overall population concerns on issues including urbanization, migration and health and well-being, as well as how to mainstream population dynamics for the benefit of the entire population.</p> <p>To prepare for the drafting of the population policy, the Ministry of Social and Community Development, Housing and Gender Affairs will establish a small Population Policy Review Group, consisting of UNFPA Programme Coordinator and senior specialists from selected governmental institutions, to support the consultant and the Population &amp; Development focal point of the Ministry of Social and Community Development, Housing and Gender Affairs to review and provide timely feedback on the draft policy based on the PSA/Analysis and other available evidence.</p> <p>It is expected that this will be achieved in a three-and-a-half-month period and should include two validation meetings (one for Government institutions only, and another for Government, NGOs and other relevant stakeholders).</p> <p>The consultant will be expected to do a detailed review of the available data and evidence and other relevant international, regional and national documents including but not limited to commitments, policies and strategic action plans. Together with the Focal point person of the Ministry of Social and Community Development, Housing and Gender Affairs, the consultant will conduct meetings with the national stakeholders who will be contributing to each part of the population policy and provide additional guidance. The consultant will also engage with key stakeholders and data sources for additional input and to ensure quality control.</p> <p>The consultant will work closely with and under the overall guidance and supervision of the UNFPA Barbados/OECS Liaison Officer, and Programme Coordinator. UNFPA LACRO Population and Development Advisor and the relevant national and international stakeholders.</p> <p>Based on the above, the consultant will deliver the following tasks:</p> <p>Develop a work plan and timetable for this consultancy with inputs from the Ministry of Social and Community Development, Housing and Gender Affairs, Ministry of Economic Development, Planning, Tourism, Creative Economy, Culture, Agriculture and Lands, Forestry, Marine Resources and Cooperatives, the Central Statistical Office, and UNFPA. The work plan should present a clear activities/task to be completed by the consultant and areas that require support from the Ministry of Social and Community Development, Housing and Gender Affairs, UNFPA and other stakeholders. The timetable must also factor in time for receiving feedback on deliverables from the stakeholders.</p>

	<p>Conduct a desk review, and data analysis, facilitate stakeholder meetings and consultations to identify the gaps, undertake a bottleneck analysis; and register and propose policy interventions to be taken into account for the draft population policy.</p> <p>Undertake regular meetings with the Ministry of Social and Community Development, Housing and Gender Affairs and UNFPA to reach consensus on the content and priorities to be addressed, and to ensure input from key stakeholders within the timeline.</p> <p>Write draft one and draft two of the population policy, make presentations to policymakers and other stakeholders, and complete a final draft for submission as the final population policy to the Government for endorsement.</p> <p>These tasks will result in the following deliverables:</p> <ul style="list-style-type: none"> <li>• An inception report outlining the consultant's work plan.</li> <li>• Desk review and analysis.</li> <li>• 1st and 2nd Draft population policy and Final population policy</li> <li>• End of assignment report including meeting notes and presentations.</li> </ul>																				
<p><b>Duration and working schedule:</b></p>	<p>The consultant fee is <b>USD 27,000</b> and the duration of the consultancy is forty-five (45) working days over a three-and-a-half month period, commencing on September 2<sup>nd</sup> and to be completed no later than December 2<sup>nd</sup> 2024.</p>																				
<p><b>Place where services are to be delivered:</b></p>	<p>The Consultant will utilize his/her own office space, computer, telephone, internet and other necessary services/equipment. Venues for presentations and relevant meetings will be provided by the Ministry of Social and Community Development, Housing and Gender Affairs or UNFPA.</p>																				
<p><b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b></p>	<p>Reports and other written deliverables must be submitted electronically in English (word format to allow for review and input). The final draft population policy must be submitted electronically (in Word and PDF format) as well as in hard copy.</p> <p>The following deadlines will be observed for submission of the deliverables:</p> <ul style="list-style-type: none"> <li>• 5th day consultancy — Inception report.</li> <li>• 15th day consultancy — Further analysis and desk review.</li> <li>• 25th day consultancy – First draft population policy.</li> <li>• 35th day consultancy — Second draft population policy.</li> <li>• 45th day consultancy – Final Draft Ppopulation policy.</li> </ul> <table border="1" data-bbox="560 1346 1513 1962"> <thead> <tr> <th>No.</th> <th>Deliverables</th> <th>Due Date</th> <th>Terms of Payment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Inception Report</td> <td>2-9 September (5 days)</td> <td>20% - 5,400</td> </tr> <tr> <td>2</td> <td>Desk Review and Analysis</td> <td>12-25 September (10 days)</td> <td>20% - 5,400</td> </tr> <tr> <td>3</td> <td> <ul style="list-style-type: none"> <li>• Submission of First Draft Population Policy</li> <li>• In country consultations (proposed dates)</li> <li>• Submission of Second Draft for input and review by Ministry of Social and Community Development, Housing and Gender Affairs in Grenada</li> </ul> </td> <td>30 September - 20 October (20 days)</td> <td>50% - 13,500</td> </tr> <tr> <td>4</td> <td> <ul style="list-style-type: none"> <li>• Final Draft Population Policy</li> <li>• End of assignment report, meeting notes and PPT presentation</li> </ul> </td> <td>18 November - 2 December (10 days)</td> <td>10% - 2,700</td> </tr> </tbody> </table>	No.	Deliverables	Due Date	Terms of Payment	1	Inception Report	2-9 September (5 days)	20% - 5,400	2	Desk Review and Analysis	12-25 September (10 days)	20% - 5,400	3	<ul style="list-style-type: none"> <li>• Submission of First Draft Population Policy</li> <li>• In country consultations (proposed dates)</li> <li>• Submission of Second Draft for input and review by Ministry of Social and Community Development, Housing and Gender Affairs in Grenada</li> </ul>	30 September - 20 October (20 days)	50% - 13,500	4	<ul style="list-style-type: none"> <li>• Final Draft Population Policy</li> <li>• End of assignment report, meeting notes and PPT presentation</li> </ul>	18 November - 2 December (10 days)	10% - 2,700
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<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>The consultant will participate in a briefing session on the nature, scope and methodology at the start of the consultancy, which will be jointly conducted by UNFPA and the Ministry of Social and Community Development, Housing and Gender Affairs of Grenada. The deliverables will be reviewed by UNFPA and the designated national key partners.</p>
<b>Supervisory arrangements:</b>	<p>The consultant will work under the direct supervision of UNFPA's Liaison Officer in Barbados and OECS. In carrying out the assigned tasks, the consultant will further receive support from the UNFPA Programme Coordinator in Barbados and the Regional Population and Development Advisor based in Panama. The consultant will be required to complete the tasks in a structured manner and according to the timeline specified in the working schedule.</p>
<b>Expected travel:</b>	<p>Field missions to Grenada as required, depending on the need. The consultant is responsible for arranging his/her own travel, including bearing the costs of visas and travel insurance. Accommodation, meals and incidentals costs must not exceed the UN daily subsistence allowance rates. The costs for approved travels will be reimbursed by UNFPA upon submission of receipts and based on applicable UN DSA rates. All approved travels to be conducted in accordance with UNFPA travel rules and regulations.</p>
<b>Required expertise, qualifications and competencies including language requirement:</b>	<p>Based on the required skill set to achieve the deliverables requested:</p> <ul style="list-style-type: none"> <li>● Graduate degree in Demography, Sociology, Research Methodology or other</li> <li>● relevant degree with experience in working in demography and population and development,</li> <li>● At least 10 years of experience in writing policy and strategic documents in the field of population and development.</li> <li>● English language proficiency</li> <li>● Strong communication, writing and analytical skills.</li> <li>● Experience in partnership building among diverse groups about data management and analysis, population and development.</li> <li>● Results-oriented.</li> </ul>
<b>Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</b>	<p>The Consultant 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 consultant in making the necessary contacts with relevant partners and will also supply all relevant documents related to this consultancy in collaboration with the key stakeholders.</p>
<b>Chart of Accounts:</b>	<p>UNFPA.S71.FPA90.17100.71305..CAR07DAT-SRODATA03.0.PU0074.0</p>