

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA LAC/SRO
Purpose of consultancy:	Provide integrated technical support in the area of population and development, within the framework of the United Nations 2020 Round of Population and Housing Censuses.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the overall guidance of the UNFPA Regional Advisor on Population and Development, and the shared direct supervision of the UNFPA Policy/Program Analyst for the Caribbean, the consultant will contribute to the technical and programmatic assistance in the thematic area of censuses and household surveys, and will carry out the duties and responsibilities outlined hereunder:</p> <ul style="list-style-type: none"> ● Assists the Regional Census Team in the provision of technical assistance in the implementation of modern population and housing census. ● Participates in the development of procedures to ensure the collection of disaggregated data, quality control, analysis and dissemination of results. ● Contributes with UNFPA Country Offices and national counterparts to technical and political dialogue during the census preparation, implementation and dissemination phases. ● Supports countries and regional initiatives in undertaking demographic analysis of censuses and household surveys, by preparing reports on the levels and trends of ICPD-related indicators, and by elaborating population projections.
Duration and working schedule:	The contract will be for 11 months starting from the signing of the contract.
Place where services are to be delivered:	The products will be delivered to the Regional Office of the United Nations Population Fund and the Sub regional Office of the United Nations Population Fund.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The reports will be delivered on a monthly basis in word or doc format
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>For the evaluation work of the consultant, the following indicators will be used:</p> <ol style="list-style-type: none"> 1) Punctuality in the delivery of the products; 2) Quality of the developed products. <p>The products will be reviewed by the Regional Advisor on Population and Development UNFPA-LACRO and the Policy/Program Analyst for the Caribbean.</p>
Supervisory arrangements:	The supervision will be shared between the Regional Advisor on Population and Development, UNFPA LACRO and the Policy/Program Analyst for the Caribbean
Expected travel:	
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> ● Post-graduate University Degree in Demography or Statistics. <p><u>Corporate Competencies</u></p> <p>Valuing Diversity Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context. Continually examines his/her own biases and behaviors to avoid stereotypical responses.</p> <p>Working in Teams Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to</p>

	<p>team problems and asks for help when needed. Pursues achievement of common goals.</p> <p>Integrity/ Commitment to the mandate Acts in accordance with UN/UNFPA values. Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.</p> <p>Self and conflict management Make effective use of oneself – managing moods. Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism.</p> <p>Communicating information and ideas Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others.</p> <p>Experience:</p> <ul style="list-style-type: none"> ● At least eight years of increasingly responsible professional experience in work related to international development ● Specialist in census cartography and methods with proven experience of more than 5 years in supporting national censuses and in the development of Geographic and Demographic Information Systems ● Knowledge and experience with CSPRO ● Knowledge and experience in the conduct of Census Post Enumeration Surveys ● Experience with Modelled Population estimates (population projections) ● Experience in data collection in small island states is an asset. ● Strong research and analytical skills. ● Ability to write clearly and concisely. ● Familiarity with UN procedures and working methods, particularly with UNFPA’s agenda, policies and procedures, is highly desirable. <p>Languages:</p> <ul style="list-style-type: none"> ● Fluency in Spanish, French and English is required.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> • Eisbeth García: Human Resources: eigarcia@unfpa.org (HR Contractual aspects). • Elizabeth Springer: Program Assistant: espringer@unfpa.org (Payments, product delivery and documentation).
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>