

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
For strengthening Civil Registration and Vital Statistics (CRVS) data system

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Jordan Country Office
Purpose of consultancy:	<p>Digital information, i.e. data and statistics, are necessary tools for diagnosing and understanding population situations, trends and changes, and informing decisions and policies, following them, evaluating their outputs, performance and reform. Within this context comes this proposed project/activity. The United Nation Population Fund, Jordan office has a long history of supporting the capacity of Jordanian institutions in order to enhance their performance in responding to the needs of administrative data related to population and development issues, including the fact that the UNFPA has previously provided technical support to the Civil Status and Passport Department, CSPD, to enhance the completeness and quality of civil registration data and vital statistics in order to support the decision making process and evaluation.</p> <p>Years ago, UNFPA supported activities to build the capacity of a number of Civil Status and Passports Department (<u>CSPD</u>) cadres in the analysis and dissemination of data related to the management, advocacy and follow-up of population and reproductive health programmes in Jordan, but the need to continue these efforts remains to enhance the skills of the new cadres who have newly joined the Department in assessing the data available in the Department's databases, as well as subjecting them to statistical analysis and demographic analysis to come up with statistics that can measure a number of indicators that serve decision makers and policy makers and that will enhance the process of monitoring the implementation of the Sustainable Development Goals and the Global Agenda 2030.</p> <p>Previously, the Fund has organized and/or supported meetings and workshops for all parties producing and using data related to administrative civil records and vital statistics in Jordan, in order to discuss ways to increase the completion of this data and raise its quality, reliability and issuance at specified times to be used by all parties that need it. Data experts currently recommend special attention to all data sources, not only population censuses</p>

	<p>and family surveys, but, in particular, administrative data sources, particularly civil and vital records, health service records, open data and big data. This proposal is part of this trend.</p> <p>The purpose of this consultancy is to strengthen the role of the Civil Status and Passports Service(CSPD) in the national statistical system to increase its ability to carry out the tasks assigned to it in the National Statistics Strategy along with other national institutions partnering in this strategy, ensuring that decision makers, policy makers, various programme managers and researchers at national and local levels have access to reliable demographic and vital information.</p> <p>To undertake this work, UNFPA Jordan is looking for an individual expert or team of experts led by a main consultant to deliver the required tasks under this consultancy.</p> <p>A detailed and concise CV should be provided for each proposed consultant/expert.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The expected outputs for this consultancy are:</p> <p>This will achieved through implementing the following activities:</p> <ul style="list-style-type: none"> ✓ Assist relevant service personnel in using globally recognized concepts, methodologies and tools to assess, analyze, detail and periodically disseminate the data available in the service to address the needs of the parties using them. ✓ Assess and analyse real-life registration ratios, including analysis of time gaps between the date of the event and the date of registration of the case on models. ✓ Update on circuit models in order to ensure the completion of data. ✓ Evaluate the quality of the Civil Status and Passport department’s data and the completion of the registration. ✓ Development of administrative records in the Department designing and extracting tables to be included in the annual service reports ✓ Ensure that relevant CSPD staff are able to compile, classify, analyse, and disseminate reliable data and information critical to the implementation, monitoring and evaluation of a number of population and development strategies and action plans related to reproductive health, youth and women, and other

	<p>national programmes and initiatives related to population and health, specifically, the production of an annual statistical report that is detailed, quality and timely;</p> <ul style="list-style-type: none"> ✓ Build the capacity and technical skills of the CSPD data staff to be able to continue training and capacity-building in the future for new staff. ✓ Enhance the skills of a number of relevant Department staff on ways to work in concert with all relevant national parties to increase the completion and accuracy of population and vital data; ✓ Review the internal and external environment, including the possible environment of relevant legislation and legal frameworks to determine the authorities concerned with training diagnosis of the existing statistical and technical situation. ✓ Identify the statistical and analytical gaps required at the national level to hold the necessary training courses for cadres in order to improve data and work to fill the gaps. ✓ Work with statistical cadres, especially the Civil Status and Passports Department after training (on job training) to ensure that the training on the statistical tables produced is reversed and will be published in the annual report of the Department. <p>Consultant's deliverables:</p> <ol style="list-style-type: none"> 1- Inception Report, which details the methodology of the work of the project and the time plan for the implementation of the project 2- Provide technical expertise to manage the workshops with the relevant authorities 3- Final report on the results and recommendations of the training courses and institutional frameworks needed for implementation and follow-up mechanisms
Duration and working schedule:	30 -40 days, from 5/3/2021 till 20/4/2021
Place where services are to be delivered:	Amman

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	No.	Deliverables	Expected end date
	1	Inception Report, which details the methodology of the work of the project and the time plan for the implementation of the project	15/03/2021
	2	Conduct workshops on statistical Applications to enhance the quality of vital statistics analysis	05/4/2021
	3	On Job training on the vital statistics analysis	By 15/4/2021
	4	Final report	20/4/2021
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> • Inception Report to be submitted one week after the commencement date of contract, by 15 March 2021. • Training workshops to be conducted in two to three weeks from the commencement date of contract. • On job training on the vital statistics analysis needs 10 days, to be concluded by 15 April 2021. • Final Approved Report in English and Arabic to be accomplished by 20 April 2021 <p>Payment Schedule</p> <p>UNFPA shall pay the consultant as follows:</p> <ol style="list-style-type: none"> 1. Upon submission the inception Report, which details the methodology of the work of the project and the time plan for the implementation of the project 20% 2. Upon providing technical expertise to manage the workshops with the relevant authorities 30% 3. Upon submission the final report on the results and recommendations of the training courses and institutional frameworks needed for implementation and follow-up mechanisms 50%. 		
Supervisory arrangements:	The consultant will work under the supervision of Humanitarian Program Coordinator and will work closely with the UNFPA PD Program Analyst.		
Expected travel:	N/A		
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Bachelor's degree in population and development specialties, vital statistics and software have previous experience in conducting training courses for demographic statistics software. 		

	<ul style="list-style-type: none"> • Experience in development planning for population programmes related to population and development issues <u>at least 10 years</u> in the design and implementation of follow-up mechanisms for population programs. • Fluent in written and spoken Arabic and English
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will coordinate the direct contact between the consultant and the related government institutions.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Interested Consultant(s) need to submit a proposal that include a brief description of approach to work/technical proposal and Financial Proposal separately.</p> <p>It's worth mentioning that the consultancy can be performed through a team (more than one expert) consisting of any number of specialists and local experiencers, where its technical presentation includes the distribution of tasks to consultants and experienced people to ensure coverage of all required tasks, and a group of individuals can work as a joint team. If a team is required, the main consultant has to submit CV for each team member proposed.</p> <p>Criteria for Evaluation of Proposal:</p> <ul style="list-style-type: none"> • Only those proposals, which are responsive and compliant, will be evaluated. • Proposals will be evaluated according to the combined Scoring method – where the technical methodology, educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh as 30% of the total scoring. • The proposal receiving the highest combined score that has also accepted UNFPA's General Terms and Conditions will be awarded the contract.
<p><u>UNFPA Work Environment:</u></p> <p>UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA is committed to workforce diversity and inclusion and promotes equal opportunities for all including persons with disabilities.</p>	

How to apply:

Interested candidates are kindly requested to provide us with their P11s, copy of academic credentials, motivation letter along with a technical proposal (includes a brief description of approach to work) and financial (in a separate file attachment), through the email address: jco-consultants@unfpa.org , indicating the Consultancy Title in the e-mail's subject, **by 3 March 2021, 23:59 pm.**

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided by candidates will be treated as strictly confidential.

Candidates whose proposals are seriously being considered will be contacted.

Please note that selected consultants will be asked to submit a series of documents (health insurance; passport, vendor form, security certificates etc.) before starting their assignment.