



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

| TERMS OF REFERENCE (to be completed by Hiring Office) | |
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| Hiring Office: | UNFPA Botswana |
| Purpose of consultancy: | Rapporteur for 2022 Population and Housing Census dissemination and knowledge sharing conference |
| Scope of work: (Description of services, activities, or outputs) | <p>Background</p> <p>The Government of Botswana through Statistics Botswana successfully completed the country's fully digitised enumeration of the 2022 Population and Housing Census [PHC] in March 2022. Following this successful completion, the census project has transitioned to the data analysis and dissemination phase. As a lead partner to the National Statistics Office on census related matters, UNFPA Botswana Country Office remains at the forefront of coordinated UN support to the thematic data analysis phase. Specifically, UNFPA has committed to supporting the thematic analysis and dissemination phases of the 2022 PHC. In that regard, a dissemination conference is planned to take place June 11 - 13th, 2024 in Gaborone. The main purpose of the Dissemination Conference is to share findings from the 2022 Population and Housing censuses with regard to informing policies and programs at a macro and micro level. Also, given the highest national participation and the tremendous use of new technology for census data improvement, the dissemination conference will be an opportunity to dialogue and review recommendations from the findings from the Population and Housing Census exercise. The knowledge that will be shared during the Conference will enable participating organisations to further promote utilisation of the census data for the 2020 round of censuses and to also better plan and develop strategies for utilisation of data. It is expected that an analytical summary based on discussions from the conference will be consolidated to produce the Census Dissemination report and Census Analytical report. It is against this background that UNFPA Botswana is seeking the services of a team of Rapporteurs to record the proceedings of the 2022 Population and Housing Census dissemination conference in person. The envisaged team shall comprise of a team lead, and two assistants.</p> <p>Scope of Work</p> <p>The Rapporteur team will work for a maximum of eight (9) days as follows;</p> <p>Phase I: Preparatory meeting</p> <ol style="list-style-type: none"> a) The Rapporteur will attend a preparatory call with the organisers on a mutually agreed date before the commencement of the conference to better understand his/her role; b) Assess the accuracy of resources (equipment, timing, logistics) assigned to the meetings and adviser organisers in a timely manner; c) Suggest a reporting formats for review and approval by the organisers; <p>Phase II: Report writing during the conference</p> <p>The Rapporteur will ensure an accurate and structured recording of the deliberations of the sessions. S/he will be responsible for taking notes during the session and preparing a report of the session's proceedings as follows:</p> <ol style="list-style-type: none"> a) A summary of key points made during the presentations b) An accurate record of key points made during the discussions. c) A synopsis of key recommendations/actions points emanating from the presentation and from the discussions. d) An analysis of key points and recommendations as they relate to meeting proceedings. |



| | <p>e) The rapporteur will attend the meeting for the full duration of the programme, including the after-conference wrap-up session at the venue of the meeting.</p> <p>Phase III: Finalising the report after the conference</p> <p>Provide a professionally written, accurate, relevant, useful, and analytical report in soft copy (emailed) according to the format provided and the following agreed timelines:</p> <p>a) First full draft report made available for review by Statistics Botswana, seven days to the last day of the dissemination conference.</p> <p>b) Submission of the final full report for approval by Statistics Botswana, three days after receipt</p> <p>Deliverables (including duration and schedule)</p> <p>The assignment will be completed between June 01, 2024 and July 30, 2024. The total number of working days shall not exceed 8 working days, and payment will be towards the eight (8) working days only.</p> <table border="1" data-bbox="411 651 1528 1077"> <thead> <tr> <th>Activity/ Task</th> <th>Deliverable</th> <th>Timeframe</th> </tr> </thead> <tbody> <tr> <td>Inception meeting with /Statistics Botswana and UNFPA</td> <td>Approved format and outline of the dissemination conference report</td> <td>1 day</td> </tr> <tr> <td>Attend the two and half day dissemination conference and provide rapporteuring services of all sessions</td> <td>Draft dissemination conference report available</td> <td>5 days</td> </tr> <tr> <td>Revise and finalise the dissemination conference report to incorporate feedback from Statistics Botswana and UNFPA</td> <td>Final and approved dissemination conference report available</td> <td>2 days</td> </tr> </tbody> </table> | Activity/ Task | Deliverable | Timeframe | Inception meeting with /Statistics Botswana and UNFPA | Approved format and outline of the dissemination conference report | 1 day | Attend the two and half day dissemination conference and provide rapporteuring services of all sessions | Draft dissemination conference report available | 5 days | Revise and finalise the dissemination conference report to incorporate feedback from Statistics Botswana and UNFPA | Final and approved dissemination conference report available | 2 days |
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| Place where services are to be delivered: | Combination of home and at a venue to be determined in Gaborone. | | | | | | | | | | | | |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | The consultancy will run from June 01, 2024 and July 30, 2024 while deliverables will be submitted electronically. | | | | | | | | | | | | |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultancy progress will be monitored closely by the National Census Coordinator with support from the UNFPA Strategic Information Specialist, and guidance from the UNFPA Botswana Head of Office. | | | | | | | | | | | | |
| Supervisory arrangements: | The consultant will work under the direct supervision of the Statistics Botswana National Census Coordinator, while also expected to work in close collaboration with the UNFPA Strategic Information Specialist. | | | | | | | | | | | | |
| Expected travel: | No travel is anticipated. | | | | | | | | | | | | |
| Required expertise, qualifications and competencies, including language requirements: | <p>The lead rapporteur will have a minimum qualification of :</p> <p>a) Master’s Degree in any of the following fields - Social Sciences, Statistics, Demography, Development Practice, Economics Sociology, Social Work, Public Administration, Journalism</p> <p>Additional training and qualifications/good experience in report writing is an advantage.</p> <p>b) At least 5 years of relevant experience in developing technical and policy documents in development programmes.</p> <p>c) Track record in similar tasks (rapporteuring, writing reports for development programmes, etc.)</p> <p>d) Ability to make PowerPoint and other types of presentations.</p> <p>e) Ability to meet tight deadlines and work under pressure.</p> <p>f) Very good writing and analytic skills.</p> <p>g) Excellent interpersonal and strong communication skills, in both written and verbal English.</p> | | | | | | | | | | | | |



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| | <p>Additionally, the assistants supporting the lead rapporteur will have the following minimum qualifications and experience;</p> <ul style="list-style-type: none"> a) Social Sciences, Statistics, Demography, Development Practice, Economics Sociology, Social Work, Public Administration, Journalism b) At least 3 years of relevant experience in developing technical and policy documents in development programmes. Experience in research, including qualitative data collection and analysis is an added advantage. c) Ability to make PowerPoint and other types of presentations. d) Ability to meet tight deadlines and work under pressure. e) Very good writing and analytic skills. f) Excellent interpersonal and strong communication skills, in both written and verbal English. <p>Competencies</p> <ul style="list-style-type: none"> a) Values diversity and demonstrating inclusive behaviour towards all colleagues and stakeholders, successfully developing cross cultural relationships; b) Actively promotes gender equity in all program activities as well as in office management. c) Good interpersonal skills d) Demonstrated ability to train and build capacity of others; e) Result Orientated |
| <p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p> | <p>Statistics Botswana together with UNFPA will provide relevant information materials.</p> |
| <p>Other relevant information or special conditions, if any:</p> | <p>N/A</p> |
| <p>Signature of Requesting Officer in Hiring Office: <i>Boago makatane</i></p> <p>Date: 15-May-2024</p> <div style="text-align: right;"> <p>DocuSigned by:</p> <p><i>Hangelani Shilubane</i></p> <p>EBF01093E0A54E2...</p> </div> | |