



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Botswana
Purpose of consultancy:	Technical assistance on the thematic analyses of the 2022 Population and Housing Census
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Background</p> <p>The Government of Botswana through Statistics Botswana, the National Statistics Office has successfully completed the 2020 Round of Census through implementation of the 2022 Population and Housing Census [PHC] in March 2022. Although initially scheduled for August 2021, the preparatory phase of the census project was not spared the adverse effects of the COVID-19 pandemic, including protracted delays and lead time in procurement processes. Notwithstanding, the successful completion of the census marked Botswana's first fully digitised census undertaking. In implementing the enumeration phase of the project, a comprehensive census questionnaire was developed with stakeholders that enabled extensive collection of data on a wide range of topics and variables, including on demographic factors such as fertility and nuptiality, young and elderly people, mortality and maternal mortality. Subsequent to the transition of the census project from the enumeration to the data analysis and dissemination phase, Statistics Botswana has sought for technical support from the United Nations family, through UNFPA, which has remained at the fore as a key partner to national statistics offices globally, particularly on all matters related to censuses.</p> <p>A technical working meeting between UNFPA and Statistics Botswana conducted in August 2022, has contributed to the development of a thematic data analysis plan, which identifies all possible thematic topics for consideration during the data analysis phase. To that end, UNFPA has committed to providing technical support for selected topics namely; a) Fertility and Nuptiality; b) Mortality including Maternal Mortality; c) Gender and development; d) Disability and e) Ageism. It is against this background that UNFPA Botswana Country Office is seeking the services of a team of consultants to analyse the 2022 PHC data as per the selected themes, working in tandem with Statistics Botswana and other analysts engaged in the data analysis process.</p> <p>The objectives of the assignment is to analyse specific thematic topics of the 2022 PHC data, and translate the analyses into information that is usable for stakeholders in planning, monitoring and evaluation of policies, strategies, plans and programmes. Specifically, the objectives of the consultancy for the Lead Thematic Analysis Expert are as follows;</p> <ol style="list-style-type: none"> a) Lead the thematic analysis process including quality assurance of analytical reports b) To strengthen the capacity of experts in data analysis and processing (including local and international analysts through leading and facilitating a pre-analysis workshop that covers data processing, analysis techniques, training on thematic areas, report writing and general guidance particularly on themes related to his/her area of expertise. c) Supervise the analysis conducted by the thematic analysis experts including organising individual meetings with the analysts to assess their progress. d) Lead the analysis of one thematic area (demographic topic) and produce an analytical report encompassing context, indicators, tabulations, graphics and written interpretation relating to the thematic topic. e) To supervise the work done by national census data analysts and IT team in charge of tables production, maps and census database. f) Provide the IT Team of Statistics Botswana with the algorithms to compute all the indicators needed for the thematic reports writing. g) Prepare and conduct collective meetings with all analysts. h) Organise an internal pre-validation workshop of the reports. i) Supervise the integration of comments from the internal validation workshop into the draft reports.

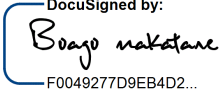


	<p>Further, four individual thematic analysts are required to support the analyses of demographic topics [fertility and nuptiality, mortality including maternal mortality, ageing, disability and gender and development]. The specific objectives of the four Thematic analysts are to;</p> <ol style="list-style-type: none"> a) Participate in a capacity strengthening pre-analysis workshop as organised by Statistics Botswana b) Support the census thematic analysis and report writing of the assigned thematic topic. c) Participate in the internal pre-validation workshop of analytical reports, and undertake any revisions and corrections as identified during the pre-validation workshop. d) Participate in the main dissemination phase of the census, specifically, by presenting the thematic report assigned to the analyst. <p>Expected Deliverables</p> <ol style="list-style-type: none"> a) An inception report detailing how the Lead Thematic Analysis Expert in collaboration with the Thematic Analysts will coordinate and operationalise the census data thematic analysis, including the generation of thematic charts, tables, maps, census database, and computed relevant indicators for each theme. b) Progress reports on census thematic analysis c) Draft thematic reports d) Final thematic reports e) Census products (final report, census in brief, powerpoint presentation highlighting key findings, and implications and recommendations for each thematic area. f) Training resources and report on capacity building efforts implemented <p>The thematic reports should be of high quality in terms of presentation, analysis, relevance and utility and have the following attributes:</p> <ul style="list-style-type: none"> ● Concise: Covers the required material in a relevant and succinct manner ● Readability: Uses simple, professional, clear and jargon-free language ● Analytical: describes and interprets results of the data clearly and discusses policy implications of the specific themes.
<p>Requirements for the expert and analysts</p>	<p>The expert and analysts are expected to observe the following:</p> <ol style="list-style-type: none"> a) Provide a comprehensive but compact literature review highlighting state of research and knowledge (including available/emerging methodologies), and policy considerations in the thematic areas. Give due consideration to past and current government policy frameworks and global development goals. b) Develop/adopt a population and development theoretical/analytical framework to ensure that the research is policy relevant, especially in the context of sustainable development goals (SDGs). c) Identify and outline key indicators in their respective thematic areas. d) Describe clearly the methods and procedures used. These methods must be internationally acceptable or recommended. e) Highlight aspects of the thematic report relevant to achieve the government policy framework. f) Provide adequate citations of all resources and published materials used in the thematic report, according to internationally accepted conventions. g) Consultants are encouraged to use peer-reviewed material and published policy documents
<p>Duration and working schedule:</p>	<p>The assignment will be completed between the months of March and December 2023 (this period may change depending on availability of census data for analysis). The Lead Thematic Analysis Expert will be engaged for 50 working days while the Thematic Analysts will be engaged for 35 working days. The LeadThematic Analysis Expert is expected to work with the thematic analysts to propose a detailed work schedule of the team for the approval of Statistics Botswana and its partners.</p>



Place where services are to be delivered:	Predominantly at Statistics Botswana, but the consultants may be required to undertake within-country missions.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultancy will run from March 15, 2023 to December 31, 2023 while deliverables will be submitted electronically.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Lead Thematic Analysis Expert will report directly to the National Census Coordinator and the UNFPA Head of Office.</p> <p>All reports will be reviewed by the National Census Coordinator and the Deputy Statistician General before submission to the Statistician General.</p> <p>The approved reports will constitute the basis for the payment.</p>
Supervisory arrangements:	The Lead Thematic Analysis Expert will work under the direct supervision of the National Census Coordinator, while the Thematic Analysts will report directly to the Lead Thematic Analysis Expert.
Expected travel:	Travel is anticipated particularly for the pre-analysis and internal validation workshops.
Required expertise, qualifications and competencies, including language requirements:	<p>The thematic analysts must possess the following qualification and experience;</p> <ul style="list-style-type: none"> a) Have at least Master's degree in demography, data science, and other related field, a PhD will be an advantage; b) Extensive knowledge in survey or census design and analysis; c) Sound knowledge of Statistical and demographic analysis software such as CSPRO, IMPS, SPSS, STATA, Spectrum, DAPPS, MortPak, Spectrum, DAPPS, Python, R-Studio, Advanced Excel. d) Sound knowledge of spreadsheet and database packages such as Excel, Access, REDATAM. e) Minimum ten (10) years of relevant work experience in large scale statistical data analysis activities; experience in census data analysis in sub-African countries would be an advantage. f) Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds. g) Experience in the use of indirect estimation techniques. h) Experience in Census data analysis /data processing: at least participation in one Population and Housing Census (PHC) analysis/data processing of PHC data in sub-Saharan African Countries will be advantageous. <p>Additional to the qualifications and experience detailed above, the Lead Thematic Analysis Expert must also possess the following;</p> <ul style="list-style-type: none"> a) Experience in senior positions at international level whether at home or other countries. Experience working with government counterparts within the country context and all relevant stakeholders, including the UN system, CSOs, private sector, academia, etc will be mandatory b) Expertise in the analysis of census data on the following areas: population projections; basic demographic topics (fertility, mortality, nuptiality, migration, maternal mortality, urbanisation; etc.); c) Significant knowledge and experience in conducting analyses and assessments for UN agencies and/or other international organisations. d) Excellent interpersonal and written communication skills including production of analytical reports and high-level workshop facilitation skills.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office	Statistics Botswana together with its partners, including UNFPA will provide relevant information. However, the consulting team is expected to expand and review additional materials over and above what will be provided.



space, equipment), if applicable:	
Other relevant information or special conditions, if any:	None
<p>Signature of Requesting Officer in Hiring Office:  F0049277D9EB4D2...</p> <p>Date: 20-Feb-2023</p>	