



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Botswana
Purpose of consultancy:	Technical support towards the review of the Births and Deaths Registration Bill of 2023
Introduction and Context:	<p>Background</p> <p>. Civil registration is defined by the United Nations as ‘the continuous, permanent and compulsory universal recording of the occurrence and characteristics of vital events pertaining to the population (including live births, deaths, foetal deaths, marriages, and divorces), in accordance with the legal requirements in each country, with full respect for the rules regulating the protection and privacy of individual information. It provides individuals with documentation needed to establish legal identity and family relationships, and by extension, to exercise their civil rights, access services, and participate in modern society. In the case of Botswana, civil registration is a foundation for identity and identity management. Civil registration is a credible source from which vital statistics and population reports are generated. These reports have highlighted key policy issues and trends which go a long way in informing evidence-based decision making. Noting the ongoing strategic activities to strengthen the CRVS ecosystem, including the review of the CRVS Strategic Plan, the envisaged CRVS Day commemorations, it becomes imperative that considerations be made for the legal instruments that inform and facilitate the implementation of the CRVS. In 2023, together with other partners, the Ministry of Labour and Home Affairs embarked on a review of the Births and Deaths Registration Act, which culminated in a presentation of the bill to the National Assembly. As part of the feedback received during the National Assembly presentation, key among them was the limited consultation with key stakeholders including traditional leadership, the LGBTQI+ community to mention a few. Consistent with the integrated programming and holistic approach to system strengthening, the Ministry of Labour and Home Affairs together with UNFPA is seeking the services of an individual consultant to support a re-imagined review of the Births and Deaths Registration Act. The specific objectives of the consultancy are to;</p> <p>a) Conduct a review of the draft Births and Deaths Registration Bill,2023 including the Births and Deaths Registration Act with the view to harmonise the act with existing laws relevant to civil registration and vital statistics</p> <p>b) Identify, analyse and develop a detailed stakeholder analysis plan relevant to the Births and Deaths Registration Act.</p> <p>c) Conduct extensive stakeholder consultations for purposes of primary data collection.</p> <p>d) Recommend key areas for strategic action or direction that can be integrated or considered in the development of the revised Births and Deaths Registration Act.</p> <p>Scope of work</p> <p>Activities to be carried out by the Consultant include, but not limited to;</p> <p>a) Undertake a review of the draft Births and Deaths Registration Bill,2023 including the Births and Deaths Registration Act.</p> <p>b) Identify and analyse the role of different stakeholders and conduct interviews with relevant stakeholders for the review of the Bill.</p> <p>c) Conduct stakeholder consultations including semi-structured interviews where necessary with key stakeholders to collect additional information needed for the development of a holistic and encompassing Birth and Death Registration Act.</p> <p>d) Conduct a validation workshop, incorporate outcomes from the stakeholders and recommend strategies, targets, programmes and policy actions for future use.</p> <p>e) Submit a completed and reviewed report on findings.</p> <p>Note: The above-mentioned tasks to be performed are intended as a guide and should not be viewed as an inflexible specification as it may be modified following discussion with the selected consultant.</p>
Background:	
Scope of work:	

<p>Methodology and approach:</p> <p>Expected Deliverables:</p>	<p><i>Methodology and approach</i></p> <p>a) The consultant is expected to conduct a desk review of the comprehensive assessment report provided including Births and Deaths Registration Bill 2023, the Births and Deaths Registration Act, existing policy, and other relevant pieces of legislation.</p> <p>b) An inclusive and participatory approach is anticipated that will be informed by a detailed stakeholder analysis.</p> <p>c) The consultant will be required to propose a detailed methodology for addressing the stated objectives, which will be reviewed and approved by the technical working group overseeing the assignment.</p> <p>d) The consultant will be required to present the findings to stakeholders for validation and endorsement.</p> <p><i>Expected Deliverables</i></p> <p>a) The inception report outlining a detailed methodology and work schedule.</p> <p>b) Draft detailed Births and Deaths Registration Bill that responds to all the specific objectives outlined above.</p> <p>c) Final and approved Births and Deaths Registration report that responds to all the specific objectives outlined above.</p> <p>d) Final and approved MS PowerPoint presentation for dissemination of the findings of the Births and Deaths Registration Bill report.</p>																														
<p>Duration and working schedule:</p>	<p>The assignment will be completed between the months of July and September 2023 where the Consultant will be engaged for 35 working days. (Payment will only be towards the working days indicated). Below is an indicative work plan of how the workload may be distributed across the different activities, however, it is expected that the consultant will develop a detailed work plan for the approval of the Ministry of Labour and Home Affairs and its partners.</p> <table border="1" data-bbox="408 1189 1453 1921"> <thead> <tr> <th>No</th> <th>Task description</th> <th>Number of days</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Consultative meeting with Ministry of Labour and Home Affairs and UNFPA</td> <td>1</td> </tr> <tr> <td>2</td> <td>Inception report development and presentation to the TWG</td> <td>2</td> </tr> <tr> <td>3</td> <td>Documentary review of the Births and Deaths Registration Bill</td> <td>7</td> </tr> <tr> <td>4</td> <td>Stakeholder consultations including interviews with key stakeholders.</td> <td>12</td> </tr> <tr> <td>5</td> <td>Data analysis</td> <td>5</td> </tr> <tr> <td>6</td> <td>Develop the first draft of the report on the Births and Deaths Registration Bill.</td> <td>5</td> </tr> <tr> <td>7</td> <td>Validation of draft report with key stakeholders</td> <td>1</td> </tr> <tr> <td>8</td> <td>Revision of draft version of the report to incorporate feedback from stakeholders, finalisation and submission.</td> <td>2</td> </tr> <tr> <td>9</td> <td>Total</td> <td>35 days</td> </tr> </tbody> </table>	No	Task description	Number of days	1	Consultative meeting with Ministry of Labour and Home Affairs and UNFPA	1	2	Inception report development and presentation to the TWG	2	3	Documentary review of the Births and Deaths Registration Bill	7	4	Stakeholder consultations including interviews with key stakeholders.	12	5	Data analysis	5	6	Develop the first draft of the report on the Births and Deaths Registration Bill.	5	7	Validation of draft report with key stakeholders	1	8	Revision of draft version of the report to incorporate feedback from stakeholders, finalisation and submission.	2	9	Total	35 days
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<p>Place where services are to be delivered:</p>	<p>The consultant may be required to conduct stakeholder consultations at district level for data collection purposes.</p>																														



Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultancy will run from July 15, 2023 to September 30, 2023 while deliverables will be submitted electronically.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultancy progress will be monitored and submissions reviewed jointly by a TWG comprising the Ministries of Labour Home Affairs and other CRVS strategic partners who will also be responsible for approving all submissions.
Supervisory arrangements:	The consultant shall work under the direct supervision of the UNFPA BCO Strategic Information Specialist, and under the overall guidance of the Head of Office.
Expected travel:	Travel is anticipated to facilitate the data collection in selected districts, and to participate in a workshop to validate the draft Births and Deaths Registration Bill report.
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications/ Expertise Sought (Required Educational Background, Years of Relevant Work Experience, Other Special Skills Or Knowledge Required):</p> <ul style="list-style-type: none"> a) An advanced degree (s) in law, criminal justice, social work, politics, social science or international relations from a reputable institution; b) Five years of progressive experience in policy analysis including application of both qualitative and quantitative techniques to develop evidence-based publications, strategies, guidelines, policy briefs and reports c) Demonstrable experience and knowledgeable of Botswana legislative and justice system; d) An understanding of civil registration and vital statistics related legislation in Botswana; e) Practical professional experience in the provision of legal or policy advice, analysis, practising attorney/ Magistrate/ Prosecutor and legal drafting; f) Significant knowledge and experience in conducting analyses and assessments for UN agencies and/or other international organisations; g) Excellent interpersonal and written communication skills including production of analytical reports and high-level workshop facilitation skills; h) National experience working with Government counterparts within the country context and all relevant stakeholders, including the UN system, CSOs, private sector, academia, etc; i) Openness to change and ability to receive/ integrate feedback; j) Cultural, gender, religion, race, nationality, and age sensitivity and adaptability; k) Member of Professional bodies relevant to their field.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	The Ministry of Labour and Home Affairs together with its partners, including UNFPA will provide relevant information materials. However, the Consultant is expected to expand and review additional materials over and above what will be provided.
Other relevant information or special conditions, if any:	N/A
<p>Signature of Requesting Officer in Hiring Office: <i>Boago nakatane</i></p> <p>Date: 27-Jun-2023</p>	