

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Cambodia Country Office
Purpose of consultancy:	To assist the Royal Government of Cambodia and specifically the National Institute of Statistics (NIS), Ministry of Planning (MoP) and Ministry of Women’s Affairs (MoWA) to develop the thematic analysis report on “Gender and Women Dimensions” based on the 2019 General Population Census of Cambodia (GPCC 2019).
	<p>Background and Rationale:</p> <p>The recent GPCC was conducted from 3 to 13 March 2019. The Provisional Population Totals show that de facto population of Cambodia on March 3, 2019 stood at 15,288,489. However, the result and data set of the census will be available in January 2021, and then a set of census products will be produced, among them the in-depth thematic report on Gender and Women Dimensions.</p> <p>These reports deal comprehensively with the various topics for which data was collected in the census. They go beyond the tables and graphs presented in the initial census products. They include demographic and statistical analyses of the data and its interpretation within an appropriate conceptual framework and focus on development planning and socio-economic policies. This report will cross-analysis with other thematic areas such as health, education, disability etc.</p> <p>Seeking to provide comprehensive, insightful and up-to-date demographic and development knowledge, NIS/MoP, MoWA and United Population Fund (UNFPA) seek to engage an international expert to assist the MoWA and NIS/MoP in analyzing and writing high quality thematic analytical report on Gender and Women Dimensions based on the dataset and findings from the GPCC 2019. The report will be incorporated the information and analysis already conducted in other thematic reports and presented them based on gender perspectives. The report will be also analyzed gender differentials, plausible reasons why differentials are observed, and related issues of public policy and programming. At the same time, the consultant is also expected to provide skill enhancement to the MoWA and NIS with respect to analysis and report writing.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The primary objective of the assignment is to ensure high quality data analysis and reporting in line with the international standards and procedures. The specific objectives are to provide technical assistance to MoWA and NIS in producing in-depth thematic analysis report on Gender and Women Dimensions using the dataset from the GPCC 2019 and demographic and statistical tools as well as relevant literature on the topic under this study. As</p>

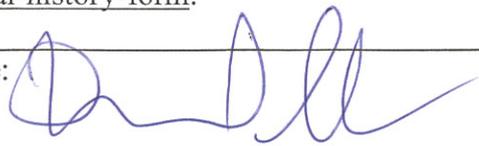
part of the assignment, the expert is also expected to provide skill improvement to the MoWA and NIS with respect to analysis reporting.

In addition to the above cited overall scope of work, international consultant will provide technical support and assist the NIS/MoP and MoWA in the following tasks:

1. Provide a comprehensive but compact literature review highlighting state of research and knowledge (including available/emerging methodologies), and policy considerations in the thematic area. Give due consideration to past and current Cambodia government policy frameworks and global development goals.
2. Develop/adopt a population and development theoretical/analytical framework to ensure that the report is policy relevant, especially in the context of the Sustainable Development Goals (SDGs) and gender equality.
3. Review the census main report and other draft thematic reports of the GPCC 2019, and carry out further analysis to bring out gender perspectives, sex differentials and gaps including disaggregated data by different sectors.
4. Identify and outline key indicators in the referred thematic area.
5. Describe clearly the methods and procedures used based on internationally accepted and recommended standards.
6. Highlight key aspects of the thematic report relevant to achievement of the government policy framework as well as global initiatives where applicable.
7. Provide a comparative analysis of Cambodia and selected countries (e.g. ASEAN, other developing countries, developed countries) where possible and applicable.
8. Undertake an analysis at country, rural/urban and subnational levels so that the findings are useful to planners not only at the country but also at subnational levels.
9. Provide adequate citations of all resources and published materials used in the thematic report, according to internationally accepted conventions. Authors are encouraged to use peer-reviewed material and published policy documents.
10. Make adequate references to the United Nations Principles and Recommendations for Population and Housing Censuses, especially current new revision, and any other relevant materials.
11. Familiarize with, and make adequate reference to current and past censuses methodologies in Cambodia.
12. Familiarize with, and make adequate reference to current and past international laws and conventions on gender.
13. Build capacity of the national staff with whom they will be working in their teams.
14. Facilitate data user consultation workshops, one at the beginning of the drafting report process and the second to share findings of the results so that they obtain comments to be taken into account while finalizing the report.
15. Incorporate as appropriate, recommendations from user consultations and comments from the peer review of the draft thematic report.

	<p>16. Ensure that the final report is user-friendly, with visualizations and explanations that can facilitate a broad readership.</p> <p>17. Make presentation on key findings to management of NIS/MoP, MoWA, UNFPA, other key relevant line ministries, and Development Partners (DPs).</p> <p>18. Submit the Final Report to the NIS/MoP, MowA and UNFPA prior to a completion of his/her country mission.</p>
Duration and working schedule:	<ul style="list-style-type: none"> • 30 Working Days
Place where services are to be delivered:	The NIS/MoP, MoWA and UNFPA Country Office.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The international consultant is expected to commence work on <u>February 2021</u> and complete the assignment by <u>15 June 2021</u>. The suggested timeframe required for each deliverable is below:</p> <ol style="list-style-type: none"> 1- Submit the Inception Report on planning of assignment. The report will include methodology, detailed action plan of the assignment, and proposed outlines within 5 working days before coming to Cambodia. The payment of 20% of the total lump-sum will be made upon receipt of satisfaction as per the assessment of the NIS/MoP, MoWA and UNFPA. 2- Submit the Draft of the “Thematic Analysis Report on Gender and Women Dimensions” (English) with inclusion of key policy recommendations. The payment of 40% of the total lump-sum will be made upon receipt of satisfaction as per the assessment of the NIS/MoP, MoWA and UNFPA. 3- Submit the Final Thematic Analysis Report on Gender and Women Dimensions by <u>15 June 2021</u>. The final payment of 40% of the total lump-sum will be made upon receipt of satisfaction as per the assessment of the NIS/MoP, MoWA and UNFPA.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Director General of the NIS/MoP together with assigned officials from MoWA will oversee and monitor the consultancy. PD and Gender Programme Analysts of UNFPA and relevant DPs will also assist in monitoring the progress toward achieving each of the above said deliverables.
Supervisory arrangements:	<p>The consultant will work closely under the guidance and supervision of the Director General of NIS, Director General of Social Development of MoWA and assigned officials from NIS/MoP and MoWA. However, the consultant is expected to report his/her work progress to the Representative of UNFPA upon a request. In addition, the consultant is also expected to interact with D4D Working Group members and relevant DPs and UN agencies.</p> <p>The Representative a.i. of UNFPA will ensure compliance with the TOR and delivery of the expected outputs/results as planned. This will be also required to have frequent interactions with the consultant at various stages in order to:</p> <ul style="list-style-type: none"> • Brief the consultant and provide clarity on the assignment; the process and deliverables;

	<ul style="list-style-type: none"> • Introduce and facilitate the consultant to work with stakeholders and counterparts if deemed necessary; and • Provide feedback and get agreement/approval during the progress of the assignment. <p>Upon completion of contract assignment, the Representative a.i. of UNFPA will certify relevant documents and evaluate the consultant’s performance prior a release of final payment.</p>
Expected travel:	The assignment will ideally involve travel to Cambodia but if conditions do not permit then will be conducted to the most part remotely. However, he/she would also be expected to travel to Cambodia if the COVID-19 travel restrictions is eased.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Master’s degree or PhD in demography, statistics or economics, policy analysis, sociology, gender and development or social science; • At least 10 years’ experience in research and/or data analysis in gender areas or other relevant social sciences; • Good analytical and report writing skills, especially analysis of census data and/or large (national) scale surveys; • Knowledge of census implementation in a developing country. Previous participation in census data analysis to produce a report on Gender Dimensions in a developing country would be an advantage; • Experience in working in developing countries, in multi-cultural environments, and highly sensitive cultural contexts is an advantage; • Adequate knowledge of the Cambodia context, including demographic, social and economic dynamics at national and sub-national levels is an advantage; • Familiarity with statistical and word processing software/packages required. • Be proficient in English. • Be available for working full time during assignment.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	UNFPA will provide appropriate working space with reliable internet connection and other administrative support for the consultant to perform the task during in country mission. UNFPA will organize virtual consultations should in-country travel not be feasible due to COVID-19 travel restrictions.
Other relevant information or special conditions, if any:	Interested candidates should submit application form and a completed UN Personal History (P-11) Form by email to cambodia.office@unfpa.org . The P-11 form is available for download at http://www.unfpa.org/resources/p11-un-personal-history-form .

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Endorsed by Country Representative: 	
Date: 26/1/2021	