**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **National Coordinator for Census Transition Roadmap Development** |
| Hiring Office: | UNFPA Ukraine Country Office (CO) |
| Purpose of consultancy: | Since 2020, UNFPA has been working together with the State Statistics Service of Ukraine (SSSU) on transitioning from the traditional population census methodology to the register-based census methodology in Ukraine to be used for the 2030 round of censuses. In November-December 2020 UNFPA and SSSU have jointly held an [international web forum](https://drive.google.com/drive/u/1/folders/11M8CyB5fgRu6UQCVhDaC12H6qVdStmrr) to launch a wide discussion regarding the feasibility of organizing a register-based population census in Ukraine. The forum gathered government officials, statisticians, data producers and administrators, researchers, representatives of the private sector and civil society, as well as prominent experts from the UN system, Eurostat and countries that already use administrative records for demographic censuses or are developing projects in this area (Estonia, Finland, the Netherlands, Poland, Slovenia, Spain and the UK). All forum materials are available through a dedicated UNFPA [resource depository](https://drive.google.com/drive/folders/18iOUa0lYtwvo-C1bOgvHZcdFsEvHiazl?usp=sharing). The forum concluded with establishing an international partnership between the Government of Ukraine, Statistics Ukraine, UNFPA, UNECE and leading international census experts to develop a roadmap for Ukraine to transition from a traditional to a register-based census for the 2030 round of censuses, and signing a respective [joint statement](https://drive.google.com/file/d/1c3Yt_ivB0FXigNz_SP5-NQEoGFF1nqPV/view?usp=sharing). Partners will participate in a working group (WG) to be set up by Statistics Ukraine, with a draft roadmap document to be submitted for Government’s review and appraisal before the end of 2021.The purpose of this consultancy is to provide coordination and organizational support to the census transition roadmap development process, including planning and organization of WG meetings, coordination of WG activities, follow-up on its commitments and deadlines, internal and external communications, processing document workflow, stakeholder analysis, facilitation of inter-agency cooperation among stakeholders in Ukraine, event management, engaging external expertise, knowledge management, compilation of inputs from experts, work progress reporting, roadmap document design and development.The consultant is expected to organize, coordinate and steer the roadmap development process with guidance from SSSU and programmatic support from UNFPA.  |
| Scope of work:*(Description of services, activities or outputs)* | The Consultant should provide administrative and programmatic support to the SSSU in the development of a national register-based census transition roadmap and facilitate the work of the international WG, aiming at the finalization of the draft roadmap document by 31 October 2021. More specifically, the following tasks should be accomplished by the Consultant:* Roadmap development activity planning and coordination, facilitating inter-agency collaboration and stakeholder involvement
* Collecting and analysing information from various sources that may be relevant for the roadmap development, identify constraining and facilitating factors and provide respective advice to SSSU
* Internal and external communications regarding the roadmap development process
* Organizing and maintaining the document workflow and filing, ensuring easy access to relevant resources as related to the roadmap development and WG activities
* Communications with WG members, organization of WG meetings, distribution of tasks and follow up on commitments/action points, keeping minutes from meetings
* Identification of and engagement with external experts as may be required for the roadmap development process, collaborating with UNFPA on contracting options if required
* Synthesizing the inputs from WG members, drafting the roadmap document, receiving and integrating feedback from stakeholders, preparing the final draft
* Event management as relevant for the roadmap development process (e.g. press conferences, presentations, round table meetings)
* Preparing progress reports, identification of bottlenecks and proposing feasible solutions
* Advocacy support to the census transition cause, raising public awareness about the register-based censuses and the transition proves in Ukraine

The Consultant should have all relevant materials reviewed and agreed by SSSU before their finalization. The working languages will be Ukrainian and English.Expected deliverables from the consultancy (all in English and Ukrainian):* Calendar work plan for roadmap development (in two weeks since contract starting date)
* Minutes from the WG meetings
* Depository of inputs from the WG members and other contributors
* Monthly progress reports on roadmap development
* Final draft register-based census transition roadmap document
* PowerPoint presentation of the final draft roadmap document (20 slides max)
* Final consultancy report
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| Duration and working schedule: | The consultancy should begin as of the date of signing the consultancy contract and continue for no longer than **six months**, unless otherwise agreed between SSSU, UNFPA and the consultant in writing. This is a full-time job. |
| Place where services are to be delivered: | Kyiv, Ukraine |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | The Consultant’s work outputs will be delivered through electronic communications unless otherwise agreed by UNFPA and the Consultant. All duties should be performed within the agreed timeframes, with no delays.  |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Any obstacles to the progress of works and/or anticipated deviations from the agreed timelines should be substantiated and communicated to the Supervisor well in advance, along with suggested remedies. The payment schedule is monthly instalments paid upon acceptance of monthly progress reports by the SSSU and UNFPA. |
| Supervisory arrangements:  | The Consultant’s work will be monitored and supervised by M**r. Igor Verner**, Chair, State Statistics Service of Ukraine. Programmatic advice and support will be provided by **Dr. Oleg Voronenko**, UNFPA Expert on Population and Development. |
| Expected travel: | No duty travel is expected. |
| Required expertise, qualifications and competencies, including language requirements: | * Advanced degree in demography, economics, social sciences or related field
* Proven practical experience in project management and coordination, preferably in the public sector
* Excellent knowledge and understanding of development programming
* Excellent knowledge of the national development context and functioning of executive authorities in Ukraine
* Experience in government relations
* Good knowledge of results-based management and budgeting
* Proven experience of writing and/or editing of programmes/projects/concept papers in the area of development
* Strong analytical, prioritization, planning and communications skills
* Excellent knowledge of spoken and written Ukrainian and English (subject to testing)
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| Inputs / services to be provided by UNFPA or implementing partner | The SSSU and UNFPA will provide necessary support and equipment to the Consultant at all stages of the assignment as may be required by the nature of work.  |
| Other relevant information or special conditions, if any: | Any remarks, proposals, complaints or claims to the Consultant regarding services being provided in line with these terms of reference should be submitted to the Consultant in writing within 10 days of submission of consultancy deliverables or reports by the Consultant. The scope of works to be performed by the Consultant under these terms of reference, as well as other conditions of the consultancy, could be modified, if required, through a written agreement between the Consultant and UNFPA.**Intellectual property.** All information pertaining to this assignment (documentary, pictures, digital, cyber, project documents etc.) belonging to UNFPA, which the Consultant may come into contact with in the performance of his/her duties shall remain the property of UNFPA which shall have exclusive rights over their use. Except for purposes of this assignment, information shall not be disclosed to the public nor used in whatever without the written permission of UNFPA in line with the national and international copyright laws applicable. |
| Signature of Requesting Officer in Hiring Office: Pavlo Zamostian Assistant Representative Date: 12 April 2021 |