

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (National) to support preparing and holding Population and Housing Census in Turkmenistan

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Turkmenistan CO
Title:	National individual consultant to support preparing and holding the Population and Housing Census in Turkmenistan
Purpose of consultancy:	<p>Turkmenistan is in the process of preparations for the Population and Housing Census (PHC) to be held from 17 to 27 December 2022. The PHC is initiated within the 2020 Global Round of censuses approved by the UN Statistical Commission at its 46th session and adopted by the United Nations Economic and Social Council in resolution E/RES/2015/10.</p> <p>The PHC is a major and complex exercise, extremely important to understand population dynamics in Turkmenistan. It remains a key source of data to help formulate, monitor and implement policies. Despite some progress, the non-release of the previous 2012 Census results, the absence of regular surveys and lack of updated data make it difficult to track accurately progress in various sectors. Disaggregated data and statistical information are also crucial to measure progress for the 2030 Agenda for Sustainable Development. This upcoming census will provide a unique opportunity to generate and disseminate critical national and sub-national information to be used for development planning and measuring progress towards the SDGs and other national and international commitments.</p> <p>Data can make a difference, and the key is to collect, analyze and disseminate quality, timely and disaggregated data in such a way that it drives informed decision making. The UNFPA Country Programme Document for 2021-2025 (CPD) aims to introduce a system for collecting, analyzing and using disaggregated data, taking into account the priorities of state policy and the SDGs for the development of people-centered and gender-responsive policies and programs. This goal is planned to be achieved through increased investments in population data and strengthening the institutional capacity to understand population trends and identify and respond to the needs of the populations furthest behind. UNFPA made a commitment to provide technical, policy and advocacy support in conducting the 2022 population and housing census, producing data for the UNFPA-prioritized SDG indicators and advocating for and strengthening institutional capacity to incorporate population and development analysis into planning and policy decisions in line with the international standards. The Government considers UNFPA as its key international partner in conducting censuses and relies on its expertise. UNFPA has started the implementation of a regional project to support nine CIS countries, including Turkmenistan, with conducting population censuses under the 2020 Round. Within the framework of the PHC preparations, the SSC has developed the census questionnaire as well as methodological guides for data collection and processing. The SSC will conduct the census in a mode of computer assisted personal interview (CAPI) as such, the data will be in a digital format. This is the first experience of Turkmenistan in collecting the PHC data in a digital mode.</p> <p>Census questionnaire, which includes questions on migration and disability and as such is consistent with international standards. The UNFPA technical assistance also covered preparations for the PHC including the Pilot Census that was conducted on 17-27 December 2021.</p> <p>Within the technical support to PHC, UNFPA initiated and developed Census Communication Plan and Development Partners Plan. While the</p>

	<p>Communication Plan is a major awareness raising and advocacy tool, the Partnership Plan is to mobilize technical and financial resources of development partners to support the PHC in Turkmenistan. Both plans were developed in close consultations with the SSC on a needs-based approach that ensured the high level of national commitment and ownership. UNICEF, UNHCR and UNDP are interested in aligning efforts with UNFPA to support the PHC in Turkmenistan.</p> <p>To effectively roll out structured technical guidance aligned with international standards, support the PHC preparations, including training of census personnel, expert consultations and meetings, missions of international technical advisors, monitoring missions by national staff, reporting on activities completed, documenting the results, and to implement the Census Communication and Development Partners Plans UNFPA needs a national individual consultant.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The Individual Consultant (IC) is expected to provide the following deliverables:</p> <ol style="list-style-type: none"> <li>1) Strengthen census governance and quality assurance mechanisms to ensure transparency and effective accountability, and to guarantee the independence of the census process and results by application of international principles and recommendations for population and housing censuses and use of global census guidelines and standards</li> <li>2) Support in organizing and holding the census technical staff and enumerators' training sessions, arranging technical consultations of the SSC with international experts and UNFPA technical advisors, assisting missions of international experts, arranging monitoring missions of SSC and UNFPA staff to the field to monitor trainings and data collection (develop a detailed capacity building and monitoring plan).</li> <li>3) Support the implementation of the Census Communication Plan by timely communication and consultations with the SSC and partners engaged, designing TORs for national consultancies, communicating with state and private media companies for design/broadcasting/spreading communication products to population on upcoming census, designing detailed actions under the Plan, making detailed costing calculations for Plan's actions, contributing substantially to the programme reporting reflecting on Census Communication Plan targets and indicators, suggesting changes and modifications to the Plan whenever necessary.</li> <li>4) Provide support in the implementation of the Census Development Partner's Plan by coordinating and facilitating inputs of the engaged partners, arranging and facilitating regular and ad-hoc partner meetings, making adjustments in the Plan based on the partner's suggestions and the SSC needs, prioritizing actions under the Plan, making detailed costing for the Plan's actions, preparing brief implementation status reports and adding information to the CO regular reports on results and gaps coming from the Plan's implementation, engaging new partners and communicating the results via drafting communication products (press-releases, articles etc.).</li> <li>5) Cooperate with international and national census experts in above-mentioned interventions to ensure the needs in operational, organizational and logistical support for technical advisory assistance timely identified and properly addressed.</li> <li>6) Promote South-South cooperation for knowledge exchanges between countries, including Advocacy for wider and innovative use of census data.</li> </ol>

	<p>7) Promote web-based, interactive, free and open census data dissemination platforms based on the global good practices.</p> <p>8) Translate/edit census support and communication documents, materials, PPTs and other products from/to Turkmen, Russian or English whenever necessary.</p> <p>9) Provide substantial inputs into UNFPA briefs, reports, talking points, concept notes covering the census and associated issues and needs.</p> <p>10) Provide overall support in the design, implementation, monitoring and evaluation of the Population Dynamics portfolio by mainstreaming census aspects and elements into the programme actions, strategies and plans, assisting the delivery of financial commitments under both regular and donor funding, contributing to resource mobilization efforts of UNFPA in Turkmenistan.</p>
Duration and working schedule:	Duration of this assignment is from 1 March to 31 December 2022.
Place where services are to be delivered:	The IC is expected to deliver all services and outputs by stationing in the UNFPA Country Office in Turkmenistan.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The expected services and deliverables are described in the section "Scope of Work".
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The work of the IC at all stages will be monitored by the UNFPA Programme Analyst on Population Dynamics.
Supervisory arrangements:	The IC will perform under the overall guidance of and report to the UNFPA Programme Analyst on Population Dynamics.
Expected travel:	In country missions are envisaged under this assignment but are subject to epidemiological situation on the ground.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Advanced university degree in economics, statistics, social sciences or other related fields</li> <li>• At least 5 years of project support experience in public sector that includes planning and costing activities, reporting, arranging capacity building events, communicating with multiple stakeholders, cooperation with state organizations, coordinating inputs, building and maintaining partnerships.</li> <li>• Results driven, ability to work under pressure and to meet required deadlines</li> <li>• Cultural and gender sensitivity</li> <li>• Fluency in Russian/Turkmen and English.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA and SSC shall provide the IC with office space, relevant materials, data, information and reports.
Other relevant information or special conditions, if any:	The IC's will be paid at the scale of NOA level.
Signature of Requesting Officer in Hiring Office:	
Date:	