



**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

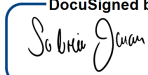

**Consultancy: Technical Assistance in Strengthening CRVS with a Focus on Gender, Ethnicity, Race, and Disability - Specializing in Integral and Disaggregated Data Collection and Racial or Ethnic Self-Identification**

<b>Hiring Office:</b>	<b>LACRO</b>
<b>Purpose of consultancy:</b>	<p>Evaluate the coverage and quality of the National Civil Registration and Vital Statistics System and the consistency of ethnic and racial variables for specific Latin American and Caribbean countries</p> <p><u>Background</u> Administrative records are documents produced by official government bodies to promote services, legal records and social rights. From these records, statistics can be produced for multiple purposes.</p> <p>Strong civil registration and vital statistics (CRVS) systems provide a vital pillar to the robust national and sub-national population data systems needed for development. Unlike other sources of vital statistics, such as population censuses and household surveys, data from Civil Registration and Vital Statistics (CRVS) systems permit the routine production of statistics on population dynamics and cause of death on a continuous basis for the country as a whole, and for local administrative subdivisions.</p> <p>UNFPA implements a life-course approach to CRVS support - from birth to death, including marriage and divorce - ensuring that a person's legal identity is progressively updated over the life course. A life-course approach advances human rights principles and inclusive development strategies for official statistics and public accountability, as shown below. Civil registration and legal identity facilitate access to health care, primary and secondary education, and social support.</p> <p>UNFPA has been an engaged partner to UN Regional Economic Commissions in Africa, Asia and the Pacific, Latin America and the Caribbean, and Arab States in supporting regional programs in CRVS strengthening. In 2021 the Centre of Excellence on CRVS transitioned to UNFPA to expand the Centre's reach through UNFPA's global network with activities in over 150 countries. This consultancy will provide one of the important pillars for action in CRVS that relates to the diagnosis of the coverage and quality of registers in Latin America and the Caribbean, in addition to specific analysis of the consistency of</p>

	the ethnic-racial variable in countries that rely on the information to identify areas for future investments.													
<b>Scope of work:</b>  <i>(Description of services, activities, or outputs)</i>	<p>The consultant will work closely with the UNFPA LACRO and UNFPA country offices and other relevant counterparts to carry out the following activities:</p> <ol style="list-style-type: none"> <li>1. Technical assistance in strengthening CRVS by gender, ethnicity, race and disability in select countries.</li> <li>2. Conduct an assessment of the coverage and quality of data from the national Civil Registration and Vital Statistics (CRVS) system for Latin America and the Caribbean countries.</li> <li>3. Conduct an evaluation of the coverage and quality of data in relation to ethnic and racial variables in specific countries for Latin America and the Caribbean countries.</li> <li>4. Elaborate a Technical note on how to assess quality and coverage of CRVS Systems: Inclusion of identification variables for Afro-descendant, indigenous, disabled and sexual diversity populations.</li> <li>5. Elaborate a report on the coverage and quality of data on the consistency of ethnic and racial variables for Latin American and Caribbean countries.</li> <li>6. Engage in the Regional UNFPA Thematic Working Group on CRVS.</li> </ol>													
<b>Duration and working schedule:</b>	The duration of the consultancy is 11 months from the signature of the contract, with bimonthly payment.													
<b>Place where services are to be delivered:</b>	Work remotely													
<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b>	<table border="1"> <thead> <tr> <th>No</th> <th>Deliverables</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Plan of work</td> <td>1st month</td> </tr> <tr> <td>2</td> <td>Elaborate a Guide for evaluating the coverage and quality of civil records and vital statistics</td> <td>3rd month</td> </tr> <tr> <td>3</td> <td>Analytical draft 1: a document contains the evaluation of the coverage and quality of Civil Registry and Vital Statistics data from 3 countries</td> <td>5th month</td> </tr> </tbody> </table>		No	Deliverables	Due Date	1	Plan of work	1st month	2	Elaborate a Guide for evaluating the coverage and quality of civil records and vital statistics	3rd month	3	Analytical draft 1: a document contains the evaluation of the coverage and quality of Civil Registry and Vital Statistics data from 3 countries	5th month
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<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>The implementation of this consultancy will be monitored by the UNFPA LACRO Programme Specialist in P&amp;D.</p> <p>Monitoring meetings will be held with the Programme Specialist at agreed intervals to provide guidance, support updates and reviews on the progress of the consultancy and to strategize around addressing challenges.</p>												
<b>Supervisory arrangements:</b>	The consultant will be under the direct supervision of the Programme Specialist in P&D and the overall guidance of the Regional Technical Advisor for Population and Development.												
<b>Expected travel:</b>	No required												
<b>Required expertise, qualifications and competencies including language requirement:</b>	<p><b>Qualifications, skills and experience:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree in the field of Population Studies, Demography, Statistics or related fields;</li> <li>2. More than 5 years of relevant experience in the field of Population and Development, Demography, Data Analysis or related fields;</li> <li>3. Expertise in conducting assessment of national civil registration and vital statistics systems;</li> <li>4. Expertise in ethnic and racial in health and social inequalities;</li> <li>5. Knowledge of UNFPA's mandate and ICPD, Montevideo Consensus and 2030 Agenda for Sustainable Development;</li> <li>6. Experience working in the UN or other international development organization is desirable;</li> <li>7. Statistical acknowledgement to conduct analysis of data quality and coverage;</li> <li>8. Excellent writing skills</li> <li>9. Solid overall computer skills include use of statistical softwares;</li> <li>10. Working experience in the Latin American and Caribbean countries.</li> <li>11. Fluency in spoken and written English and Spanish is required.</li> </ol>												

<p><b>Inputs/ services to be provided by UNFPA or implementing partner</b> (e.g. support services, office space, equipment), if applicable:</p>	<p>The Consultant is expected to work remotely, utilizing their own office space, computer, internet, telephone and other equipment, as needed, to undertake the assignment. As meetings will be held virtually, the Consultant is required to have reliable and regular access to the Internet and email.</p> <p>UNFPA will support the Consultant in making the necessary contacts with relevant partners and will also supply all relevant documents related to this consultancy in collaboration with the key stakeholders.</p>
<p><b>Other relevant information or special conditions, if any:</b></p>	<p>The consultant will be paid based on satisfactory completion and acceptance of the specified deliverables.</p> <p>All data and information collected and compiled within this project and products produced within this consultancy are the property of UNFPA.</p> <p>The Consultant is to keep in the strictest confidence any knowledge gained through this exercise.</p>

<p>Requester officer:</p> <p>DocuSigned by:                    Signature: <u>C43566EAA8B849F...</u>                  Sabrina Juran                  Regional Advisor on Population and Development                  UNFPA LACRO</p> <p>Date: <u>25-Mar-2024</u></p>	<p>Approved by: <b>DocuSigned by:</b>                    Signature: <u>AD1AA4A77B7B4B6...</u>                  Veronica Siman                  Deputy Regional Director                  UNFPA LACRO</p> <p>Date: <u>25-Mar-2024</u></p>
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