**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE**  **International Consultant\_ Comprehensive Assessment of CRVS systems in Georgia** | |
| Hiring Office: | UNFPA Georgia Office |
| Purpose of consultancy: | UNFPA has been an outstanding partner to the Government of Georgia in capacity development of the National Institutions, with the objective to improve statistics system in Georgia through contributing to increased availability of reliable population data in Georgia for policy and programme planning.  In 2017 UNFPA Georgia Country Office was involved in the UNESCAP project to strengthen the national capacity in producing and disseminating vital statistics from civil registration records.  ESCAP has been providing essential support to Georgia on the production of vital statistics reports (in 2016-2017) based on civil registration records and there is a momentum for focusing on CRVS improvements in Georgia now.  Considering a long-term partnership of UNFPA Georgia CO with Geostat on improving data quality in Georgia and the support for improvements in CRVS systems is one of the priorities of the UNFPA EECA regional programme, UNFPA Georgia CO has explored the possibility of undertaking the **comprehensive assessment of CRVS systems in Georgia**. This initiative, on its own, responds to country’s aspirations regarding moving towards the **Registry-based Census**, whereas the CRVS stands in the centre of this whole undertaking, as CRVS used to record vital events – including births, deaths, and marriages and is the main source of national vital statistics.  Based on the above mentioned, UNFPA Georgia, in consultation with key government agencies involved in the CRVS system - the National Centre for Disease Control & Public Health (NCDC)[[1]](#footnote-1), National Statistics Office of Georgia[[2]](#footnote-2) (Geostat) and the Public Service Development Agency (PSDA) under the Ministry of Justice (in charge of the Public Registry[[3]](#footnote-3)), WHO and UNICEF offices in Georgia – is planning to support undertaking the assessment using the *WHO methodology on CRVS Comprehensive Assessment.*  The purpose of the technical assistance is to assess the CRVS system focusing on data flow and collaboration between the involved agencies, build knowledge related to improve Civil Registry and Vital Statistics system and support in increased availability of reliable population data that will facilitate the achievement of national development agenda by providing the evidence base for policymaking, planning, implementation, monitoring and evaluation with a focus on disadvantaged groups. |
| Scope of work:  *(Description of services, activities, or outputs)* | In order to achieve the purpose the International Consultant will be hired by the UNFPA Georgia CO. The International Consultant will work closely with the national consultant/s involved in this process and act as a Team Leader.  The International Consultant will be accountable to the UNFPA/Georgia Country Office and work in close cooperation with NCDC, Geostat and PSDA assigned staff members as well as UNFPA Programme personnel.  The Consultant will undertake the following tasks during the Consultancy period in 2018-2019:   1. Desk review of relevant documents on Georgia’s statistical system, with focus on CRVS; Materials to be provided by the stakeholders as well as obtained via web scanning; 2. Develop Inception Report, as outlined below, for approval by the UNFPA CO; 3. Carry out a comprehensive assessment of CRVS systems as per WHO guidelines that provides comprehensive guidance on how to systematically evaluate the quality and functioning of civil registration and vital statistics systems; this major task will include, among others:    1. Undertaking at least one week time mission to Tbilisi, Georgia – identifying bottlenecks in data quality, flow, data use, etc.;    2. Conducting individual meetings and liaising with all involved stakeholders;    3. Facilitating a round table with all stakeholders, to assess expectations and potentials. 4. Once the assessment initial findings are available, participate and present the initial findings at the dissemination workshop. The workshop to be organized by UNFPA for key counterparts and representatives of the relevant government agencies. The objective of the dissemination workshop is to present assessment Report, its key findings and recommendations for actions and reach agreement among key stakeholders on elements and respective responsibilities of an action plan to ensure overall system improvement. For this purpose, the Consultant shall prepare a power point presentation of the findings and recommendations once the assessment report has been finalized. 5. In follow-up to the workshop, finalize the draft implementation action plan for endorsement of respective government agencies. |
| Duration and working schedule: | The assignment as described above is expected to fit into the period of **June 1, 2018 - April 30, 2019**. The following **stages** are defined:   1. **Preparation and Inception**  * **September –October, 2018 (tbc)** * Starting the desk-review of existing literature (researches, policy documents, plans, Census data tabulations etc) on the context of research subject; * **November 1-15, 2018** travel to Georgia and meeting with relevant stakeholders /the national expert (s), on-site review of issues and clarify roles and responsibilities among the team members. It is anticipated that the international expert will spend about 4-5 working days in the country for various meetings and on spot introduction with stakeholders and issues. * **December 5, 2018** - Delivering of a brief (max 7-10 pages) **Inception Report** detailing the proposed approach to the task in hand, analysis /methodological approaches, work plan and timeframe for the final product delivery. The Inception report shall include TOR for the Local consultant (if applicable) as well as division of labor among the team member(s) (national consultant/s). The Inception Report to be reviewed and accepted by UNFPA CO in Georgia.  1. **Leadership coordination and review**  * **By February 25, 2019** * Participate in initial committee meeting to assist the Local committee in developing the workplan and review schedule, as well as develop the Guidelines, and report template for subgroups.  1. **Draft of the Assessment report with recommendations presented by July 20, 2019 (tbc)** –draft to be presented to main stakeholders to seek for their inputs and feedbacks. 2. **Final Assessment report including strategic plan to be presented to the Committee by October 2019 (tbc)** **-** The International Consultant will incorporate comments from reviewers in consultation with the stakeholders. The International Consultant will submit complete, edited and cleanly formatted document in English, in Word.doc format (all charts, graphs and tables will be provided additionally in Excel format, if applicable). 3. **Preparation of the presentation of key findings and participation in the dissemination and implementation/follow up planning workshop in Tbilisi, Georgia (tentatively by mid-November 2019, (tbc)** - The International Consultant will prepare a Power Point presentation on main findings, conclusions and recommendations of the assessment and participate in the Workshop with stakeholders to elaborate of the further implementation plan and follow up strategies. 4. The Consultant will finalize the **draft Action Plan based on the outcomes of the workshop** and submit thecomplete, edited and cleanly formatted document in English, in Word.doc format by **December 5, 2019 (tbc)**.   **UNFPA Georgia Country Office Role**  The responsibilities of the UNFPA CO are to support the process in general; cooperate with main stakeholders for making arrangements. The CO will facilitate document collection and will provide advice and contextual information to the IC, and set-up relevant meetings during the IC’s travel to Georgia as required.  Select and hire National Consultant/s, to participate in the CRVS assessment team.  Organize dissemination workshop as described above. |
| Place where services are to be delivered: | Desk review and document drafting to be made at the place of residence of the IC;  The Consultant will be expected to travel to Georgia at least twice during the assignment period:   * At the beginning of the assignment (Around November, 2018), after the desk-review is complete to identify bottlenecks in data quality, data flow and further use, etc. as well as conduct a round-table meeting with stakeholders, to assess the expectations and potentials. * At the end - after the assessment is complete (around March-April 2019), to participate in the dissemination workshop to present the key findings and recommendations and plan the implementation and follow-up on recommendations. Travel related expenses will be covered by UNFPA/Georgia according to the UN Policy. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | As indicated above and given in details in *the ANNEX #1*. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The Monitoring of work progress and deliverables will be undertaken by UNFPA CO in Georgia (based on the outline of deliverables and deadlines described above). |
| **Supervisory arrangements:** | The International consultant will work under the supervision of the UNFPA AR, in close collaboration with the National Centre for Disease Control & Public Health (NCDC), National Statistics Office of Georgia (Geostat) and the Public Service Development Agency (PSDA) National Expert(s) and UNFPA Programme staff. Final quality control of the deliverables will be done through UNFPA Regional Office in Istanbul. |
| **Expected travel:** | The Consultant will be expected to travel to Georgia at least twice during the assignment period – at the beginning of the assignment, after the desk-review is complete to identify bottlenecks in data quality, Data flow and further use, etc as well as conduct a round-table meeting with stakeholders, to assess the expectations and potentials and at the ends-after the assignment is complete, to participate in the advocacy and events disseminating key findings of the assessment. Travel related expenses will be covered by UNFPA/Georgia according to the UN Policy. |
| Required expertise, qualifications and competencies, including language requirements: | **Education:**  Post-graduate University Degree or equivalent (preferably Ph. D.) in Demography, Social Statistics, international development and/or other related sciences.  **Knowledge and Experience:**   * Minimum 10 years of professional experience in analyzing data collection systems related to public health and civil registration & vital statistics and developing technical papers and reports; * Minimum 7 years increasingly responsible experience managing projects, problem solving, and building capacity in developing countries; * Expertise in CRVS systems’ assessments and sustainable systems development * Knowledge of the World Health Organization (WHO) guidance tool on CRVS detailed assessment is essential; * Demonstrated capacity for strategic thinking, excellent data analysis and report writing skills for policy use; * Proven ability to work in a team; * Experience in developing and delivering country-specific and regional trainings / workshops; * Familiarity with UNFPA policies will be an advantage; * Must be committed to respecting deadlines of delivery outputs within the agreed time-frame; * Be fluent in English with strong writing skills. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | UNFPA will provide support during the assignment, reimbursement of travel and accommodation expenses. In addition, UNFPA will make all necessary logistical arrangements as found necessary, including – organization of meetings, round table discussion and the workshop, mobilization of participants, printing of publications, translation, etc. |
| Other relevant information or special conditions, if any: | n/a |
| Signature of Requesting Officer in Hiring Office: Lela Bakradze  Date: | |

1. <http://www.ncdc.ge/Pages/User/Documents.aspx?ID=f10b3ffb-da47-4488-94df-2f03764cf365> [↑](#footnote-ref-1)
2. <http://geostat.ge/index.php?action=0&lang=eng> [↑](#footnote-ref-2)
3. <https://sda.gov.ge/?page_id=4230&lang=en> [↑](#footnote-ref-3)