


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Haiti Country Office (CO)
Purpose of consultancy:	To support the <ol style="list-style-type: none"> 1. production of the 2024 update to the Haiti Common Operational Dataset on Population Statistics (COD-PS) as part of UNFPA's mandate to deliver subnational population estimates in support of humanitarian response and preparedness around the world; and 2. consultation and technical engagement with key stakeholders related to the 2024 COD-PS update, including stakeholders from the national statistical system, humanitarian agencies, and academia
Scope of work: <i>(Description of services, activities, or outputs)</i>	The consultant will be expected to support the 2024 update of the Haiti COD-PS through the following activities: <ul style="list-style-type: none"> • Helping UNFPA identify and procure best available data sources related to population estimation in Haiti (including baseline population, mortality, fertility, and migration data), including by making data requests to relevant data producers within the UN Country Team, Humanitarian Country Team and relevant government agencies in Haiti. • Carrying out in-country consultations and technical engagement with government, humanitarian agencies, and other stakeholders, including occasional briefings to the Information Working Group of the United Nations Humanitarian Country Team in Haiti • Regular check-ins and consultations with the COD-PS team in the Technical Division, UNFPA HQ, to share insights obtained from in-country consultations with government, humanitarian, and other stakeholders
Duration and working schedule:	The term of the consultancy will be 120 days between June 1, 2024 and Decembre 31, 2024. Payment will be made on receipt of deliverables as per the agreed schedule and to a maximum of 21 days per month.
Place where services are to be delivered:	Port-au-Prince, Haiti
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Deliverables will be provided on a schedule to be jointly determined by the Consultant, the UNFPA Assistant Representative in Haiti and COD-PS Technical Team in UNFPA's Technical Division in New York..
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Brief monthly progress reports in English should be electronically submitted by the Consultant to the UNFPA Assistant Representative via email on the last working day of each month worked. Any other work output documents should be submitted to the supervisor via email as they become available, but not later than the agreed deadlines. The payment schedule is on a monthly basis upon the achievement of agreed work objectives and based on the number of actual days worked as accepted by UNFPA.
Supervisory arrangements:	The consultant will work under the direct guidance of the UNFPA Assistant Representative in Haiti and the Technical Specialist (COD-PS and CRVS), Population and Development Branch, Technical Division.
Expected travel:	Occasional travel to UNFPA technical workshops and meetings may be required in support of COD-PS-related consultations with national statistical offices, humanitarian agencies, and other stakeholders.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> • Demonstrated knowledge of demographic analysis, preferably with a Master's degree in demography, statistics, sociology, economics, public health, or another relevant field, is required. • Prior work experience in coordination of data-related activities with government agencies and humanitarian organizations in humanitarian settings, especially in the Haitian context, is preferred. • Strong written and verbal communication skills, in both English and French, are required.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide the Consultant with office space to facilitate in-person consultations.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>


Signature of Representative in Hiring Office:

Date: 20-May-2024

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Signature of Requesting Officer in Hiring Office:

Date: 17-May-2024

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