

Terms of Reference

Substantive editing and revision of the draft Population Situation Analysis Report

Hiring Unit	UNFPA Bhutan Country Office
Purpose of consultancy	<p>BACKGROUND</p> <p>1-1 Introduction:</p> <p>The UNFPA Bhutan Country Office (CO) is currently in its second last year of its 7th country programme implementation and has embarked on development of 8th Country Programme (2024-28) which is expected to be aligned with the new United Nations Sustainable Development Framework (UNSDCF) and with the National 13th Five-year plan. Along with the CP evaluation, UNSDPF evaluation and CCA are underway. While evaluations findings and CCA are important to guide UNSDCF and the 8CP, in-depth analysis on population dynamics particularly on the opportunities and challenges with regards to age structure changes, low fertility, demographic window of opportunity, gender dividend, rapid population ageing and other issues such as internal migration and urbanization are essential to inform focused CP. Country office therefore commissioned a Population Situation Analysis (PSA) which aims to provide an integrated appraisal of population dynamics and its linkages and impacts on development, vulnerability analysis and socio-economic impacts of COVID-19 pandemic. PSA is expected to provide reliable data and evidence to ensure that population dynamics, reproductive health, and gender and youth issues are well integrated in the upcoming partnership framework and the development of the 8CP. To ensure that the final PSA report meets the quality and provides strategic and practical recommendations for UNSDCF and 8CP, it was decided to enlist the services of a qualified individual consultant to substantively edit and revise the PSA draft report.</p>

<p>Scope of work : (Description of services, activities, or outputs)</p>	<ul style="list-style-type: none"> • Engage and consult with the Country Office team and APRO (if needed) for the inception meeting to understand the background and discuss the workplan ideas, and regular update meetings/calls as needed during the assignment • Review the UNFPA PSA guide to guide the editing and revision of the PSA report • Review and assess the findings, technical contents and recommendations presented in the first full draft PSA report of Bhutan to identify areas of revision/improvement • Review relevant documents and data if needed in supporting the revision and editing of the PSA report • Substantive revising of the full first draft of the PSA report to improve quality of the report and ensure technical accuracy, consistent and logical analyses and recommendations • Edit, proofread and finalize draft to ensure grammatical accuracy, factual accuracy, consistency, logical and professional formatting, coherence, free of spelling mistakes, • submitting a ‘track change’ version of the draft report for review and comment, ensuring • Incorporate comments from UNFPA and edit and make revision as required • Conduct a final review and submit an edited and revised report in ‘track-change’ version and clean version <p>The assignment will include substantive redrafting and synthesizing of parts of the existing text/analysis to make the report more readable and understandable to non-expert audiences and ensure validity of statements/findings and recommendations and enhance quality of the report reflecting the context of Bhutan.</p>
<p>Duration and working schedule</p>	<p>15 working days spread over 23 Days</p>
<p>Place where services are to be delivered</p>	<p>The consultancy must be carried out as a desk-based task and done remotely by the consultant from his station/base.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The consultant will report to the head of the office and will receive ongoing support and written inputs from the CO, Desk officer in APRO and India CO</p>
<p>Supervisory arrangements:</p>	<p>Under the direct supervision of the head of office, the consultant will work closely with the Programme team of UNFPA Bhutan.</p>

Expected travel	Assignment is online so no travel involved.
Deliverables and Working schedule	Delivery will be via electronic document files and/or hard copies for: <ul style="list-style-type: none"> ● Inception report to UNFPA within three days upon commencement of consultancy, outlining a plan for PSA ● First full draft by 30th November 2022 ● Final report by 7th December, 2022
Required expertise, qualification and competencies including language requirement	Qualifications and experience <ul style="list-style-type: none"> ● Advanced University degree (Masters level) in Demography, Population Studies, or a related field in the quantitative social sciences required. ● Ten (10) years relevant experience in the field of population analysis, demographic research, and/or development policy; ● Experience using census and survey data for national development planning and policies; ● Experience working in developing countries; Knowledge of Bhutan country context will be advantage ● Excellent English writing and editing skills.
Inputs / services to be provided by UNFPA or implementing partner if applicable:	<ul style="list-style-type: none"> ● Current draft PSA guide; ● UNFPA will ensure that relevant documents are provided to the consultant. ● UNFPA will also ensure that comments on the draft report of the analysis are coordinated and shared with the consultant in a timely manner and that technical and programmatic guidance to the consultant is provided by the UNFPA CO team. ● UNFPA reserves the right to withhold up to 30% of the total fee in the case deliverables are not submitted on schedule or do not meet the expected standard.
Payment	This consultancy will be remunerated based on the agreed consultancy fees upon completion of the task to UNFPA's satisfaction.
Signature of requesting office in hiring office: UNFPA Bhutan Country Office.	