**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **International Consultant - Specialist in Census report writing** | |
| Hiring Office: | UNFPA Sri Lanka |
| Purpose of consultancy: | The Department of Census and Statistics (DCS) with the support of UNFPA will be preparing the 2024 Population and Housing Census report. DCS has identified chapter writers and seeks guidance and capacity building to enhance the quality and consistency of this report.  UNFPA is hiring an internal consultant to design and deliver a comprehensive 5-day training programme that strengthens the technical capacity of chapter writers in census data analysis and dissemination. The training will focus on effective data interpretation and visualisation, writing techniques, international standards, ethical considerations, and the latest tools and methodologies. |
| Scope of work:  *(Description of services, activities, or outputs)* | The consultant will undertake the following tasks:   1. **Training Needs Assessment:** Conduct a rapid pre-assessment to tailor the training content to participant capacities and expectations. 2. **Design and delivery of a 5-day training programme:** The training should cover:  * Census data interpretation and narrative development. * Techniques for visualizing population data. * Writing effective and user-friendly statistical reports. * International standards and best practices. * Ethical use and presentation of data, including privacy and disaggregation concerns. * Introduction to the latest tools and practices for statistical storytelling and dissemination.  1. **Training Materials:** Develop and provide training resources including slides, reading materials, templates, and exercises. 2. **Evaluation and post-training recommendations:** Design and administer pre and post-tests to measure learning and provide a training report (using the UNFPA template) with feedback on the training, recommendations for follow-up support to chapter writers and suggestions to further strengthen census reporting capacity within DCS. |
| Duration and working schedule: | 25 June – 24 July 2025  The consultancy will be for a period of 4 weeks including assessment, preparation, delivery of 5-day in-person training and submission of the final report. |
| Place where services are to be delivered: | The consultancy will consist of a mission to Sri Lanka to deliver the training.  Preparation and reporting will be done remotely. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | The consultant is expected to deliver the following:   1. Pre-training needs assessment summary (brief report or presentation). 2. Detailed five-day training agenda and materials (to be shared one week before training). 3. Facilitation of training. 4. Final training report with a summary of participant feedback and key recommendations (within one week of training completion). |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Progress will be monitored through regular email communication and meetings as and when required. |
| Supervisory arrangements: | The consultant will report to the Programme Analyst – Population Data and Ageing. |
| Expected travel: | The consultant is expected to do 1 mission to Sri Lanka. Mission dates and duration will be agreed upon with the consultant and DCS. |
| Required expertise, qualifications and competencies, including language requirements: | **Academic/professional Qualification:**   * Education: Advanced degree in demography, statistics, social sciences, public policy, or a related field.   **Experience:**   * At least 5 years of experience in census data analysis, report writing, and dissemination. * Proven track record in delivering training on data interpretation, visualization, and report writing. * Familiarity with international standards for censuses and statistical reporting. * Experience designing dissemination products for varied audiences. * Strong understanding of census methodologies and data analysis techniques.   **Values:**   * Exemplifying integrity * Demonstrating commitment to UNFPA and the UN system * Embracing cultural diversity * Embracing change   **Core Competencies:**   * Achieving results * Being accountable * Developing and applying professional expertise/business acumen, * Thinking analytically and strategically * Working in teams/managing ourselves and our relationships * Communicating for impact   **Functional Competencies:**   * Excellent analytical and writing skills, with a proven track record in census reporting. * Ability to distill complex data into accessible formats for different audiences. * Strong facilitation and training skills. * Proficiency in statistical software (e.g., SPSS, Stata, R) is an advantage. * Ability to meet deadlines. * Good planning and organisational skills including multi-tasking and time management * Proficiency in statistical, projection software and MS Office software |
| Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable: | The consultant is expected to use her/his equipment. |
| Other relevant information or special conditions, if any: | Remuneration: Consultancy fee will be paid based on deliverables.  Additionally, economy class return air tickets, Daily Subsistence Allowance and Terminals will be provided for the mission to Sri Lanka.  Applicants have to submit a CV, cover letter, and examples of previous similar work by the deadline as per the advertisement |