

**TERMS OF REFERENCE
FOR INDIVIDUAL CONSULTANT**

TERMS OF REFERENCE (to be completed by the Hiring Office)	
Hiring Office:	Ghana Country Office, UNFPA
Purpose of consultancy:	To provide technical and analytical support to the Population and Development Component of PDE Unit in the implementation of programmes and activities as outlined in the 8 th Country Programme and the Unit Workplan.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Support the Population and Development component of PDE Unit.</p> <ol style="list-style-type: none"> 1. Support availability and use of technical information to improve population data collection, analysis, and use; with special attention to recent developments in the analysis of data from censuses, surveys, etc 2. Follow up with partners on the preparation of key reports and data for the preparation of the ICPD30/AADP10 and VNR reports. 3. Facilitate the development of the research agenda for CP8 based on the 3 transformative results. 4. Facilitate data inputs and track programme results in the UNFO system. 5. Prepare a mid-year situational report of CO results and disseminate it 6. Facilitate the training of RBM training for IPs.
Duration and working schedule:	6 months
Place where services are to be delivered:	The services will be delivered to UNFPA Country Office.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	1 st July 2023 – 31st December 2023
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultancy does not require close and separate monitoring as the consultant will be working as part of the population and development team. The consultant will be required to produce monthly reports of activities undertaken and/or with the team.

Supervisory arrangements:	The consultant will work directly under the supervision of the Head, Population Dynamics, and Evidence, under the overall supervision of the UNFPA Country Office Representative.
Expected travel:	This assignment entails travelling beyond Accra, the (location of the consultant) to undertake activities on behalf of the Unit and CO.
Required expertise, qualifications, and competencies, including language requirements:	<p>Education and Proficiency:</p> <p>Master's degree in Demography, Social Science and Economics</p> <p>Minimum of 7 years of work experience in population and development, research, data management and analysis.</p> <p>Minimum of 7 years of work experience in population and development</p> <ol style="list-style-type: none"> 1. Excellent knowledge of population and development dynamics and health system strengthening principles. 2. Research-related experience in issues and policies on data, population, and development in Ghana. 3. Experience in leading planning processes and good group facilitation skills 4. At least one-year work experience with an international organization in population issues, data, and development 5. Excellent communication/presentation and writing skills in English. 6. Experience in the development of manuals, protocols and training materials and tools. 7. Good human relations skills and ability to work with diverse groups with different backgrounds. 8. Good knowledge of global and national information on data and population and development dynamics in Ghana and the relevant institutions. 9. Good knowledge of the UN system and the development sector
Inputs/services to be provided by UNFPA or	No inputs or services are envisaged as essential for the assignment, but the consultant may identify some and communicate his/her needs to UNFPA.
Implementing partner (e.g support services, office space, equipment), if applicable:	The consultant will be stationed at UNFPA Country Office, Accra and provided with a laptop and necessary equipment for effective functioning
Other relevant information or special conditions, if any:	<p>Information gathered by the consultant in the course of this assignment remains confidential and the property of UNFPA and can only be used by him with express clearance from UNFPA.</p> <p>COA-FPA90-4180-GHA08PDE-KNOWELDGEMGT-PU0074</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Name:</p> <p>Date: 21 / 06 /2023</p>	<p>DocuSigned by:</p> <p><i>Eric Okrah</i></p> <p>FAA39855AD8F484...</p> <p>Eric Okrah</p>

Signature: Approved by the Representative

Name: Dr. Wufred Ochan

Date: 23/6/2023

