**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT ON THE DEVELOPMENT OF
COMMON OPERATIONAL DATASETS FOR POPULATION DYNAMICS AND REPRODUCTIVE HEALTH**

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Population and Development (PD) Unit and Humanitarian Unit UNFPA Philippines Country Office (CO)
Purpose of consultancy:	The consultancy aims to strengthen the work of the UNFPA Philippines in carrying out its mandate as a population data agency both for development and humanitarian purposes. Under this consultancy, the Individual Consultant (IC) will design, develop and complete a data document system that will involve matrices of standardized datasets on various population dynamics and reproductive health indicators that are age- and sex-disaggregated and are geographically broken down up to the barangay level. The datasets will serve as UNFPA's contribution to OCHA's Common Operational Datasets (CODs) for the Philippines that will be regularly published and used as baseline for all operational data and information products during humanitarian situations. The Common Operational Datasets represent the best-available datasets on various subjects and are the de-facto standard for data and information needed to design and implement humanitarian response by all actors.
Scope of work: *(Description of services, activities, or outputs)*	• Design consolidated and indicator-specific matrices that will contain various fully-disaggregated population dynamics and reproductive health indicators and broken down up to the barangay level. The matrices will be MS Excel-based and should make use of the software's data management and automation features and functions such as formulas, macros, cell referencing across worksheets, lookup, charts and others. • Using national/sub-national data and rates from the latest official surveys, censuses and government data publications, populate the matrices with relevant data. Ensure that the matrices are inter-linked and that the consolidated matrix will essentially have a summary. • Population dynamics and reproductive health indicators, broken down by age and sex and, if possible, geographically (national, regional, provincial, municipal/city, barangay), will include, among others (the list may be expanded): - Population count - Population growth rate - Employment/unemployment rate - Prevalent occupation - GDP growth - Household size - Education level - Income level - Health insurance coverage rate - Health insurance availment rate - Total fertility rate - Adolescent childbirth rate - Marital status - Facility-based delivery - Skilled-birth attendance - HIV/AIDS knowledge

	- Ideal/wanted fertility rates - Contraceptive use - Unmet need for family planning – total/modern - Infant mortality rate - Ante-natal visit rate - Delivery by Caesarean operation - Post-natal health check - Maternal mortality rate - Married women's employment - Experience of physical and sexual violence - Relevant RH policies/ordinances • Prepare a manual of operations for the maintenance and upgrading of the data document system. • Present a draft system and its manual of operations to Country Office staff for comments which will be incorporated in the development of the final version of the outputs. To prepare for the engagement, the IC is expected to submit a concept note on how he/she intends to carry out the work and produce the expected outputs as described above.
Duration, working schedule, fee basis (*daily / weekly / monthly / lump sum / per deliverables)*	Six months and 10 working days, starting June 17, 2019 to December 31, 2019.
Place where services are to be delivered:	The duty station will be at UNFPA CO, Mandaluyong City. The IC is expected to report to the office for three days per week.
Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.):	Monthly accomplishment report to be submitted detailing the following. a. Target Deliverables; b. Deliverables Achieved; and, c. Other Comments/ Remarks. Reports will be submitted in both electronic and hard copies.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The IC is expected to provide deliverables based on the agreed as supervised by National Programme Officer for Population and Development. Monthly progress and accomplishment report are expected from the IC.
Supervisory arrangements:	The Consultant will work under the overall supervision of the Country Representative and the direct supervision of the National Program Officer for Population Development. He/she will also work in close coordination with the Assistant Representative; Reproductive Health, Population and Development, and Gender Units; Humanitarian Coordinator; and Field Colleagues in Mindanao to ensure alignment with the project objectives and timeline.
Expected travel:	As required.
Required expertise, qualifications and competencies, including language requirements:	The Consultant should possess the following qualifications and competencies: **Education:**

	• Advanced degree in data sciences, statistics, or information technology (IT) fields is desirable.
	Knowledge and Experience: • Prior experience in the field of data management. • With at least 5 years' experience working in similar capacity • Work experience within the UN system is desirable • Exposure to and understanding of the issues in population dynamics and reproductive health.

	Core Competencies:
	• Values / Guiding Principles
	  - Integrity
	  - Commitment to the organization and its mandate
	  - Cultural sensitivity and valuing diversity;
	
	• Developing People
	  - Developing People / Coaching and mentoring
	  - Building and managing relationships; and,
	  - Performance Management
	  - Fostering Innovation and Empowerment
	
	• Building and managing relationships
	  - Rapport building
	  - Facilitation skills
	  - Designing joint initiatives

	Functional competencies: • Analytical and conceptual thinking • Communication, decisiveness, influence, networking, setting standards and monitoring work • Technical knowledge on relevant fields • Must be detail-oriented and able to work with a high volume of documents in a fast-paced environment • Highly organized and process-oriented.