

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>Performing an analysis on how possible deviations caused by the COVID-19 pandemic can affect the upcoming Census results in 2022</b>	
Hiring Office:	UNFPA Serbia Country Office
Purpose of consultancy:	<p>The Census of Population, Households and Dwellings is the largest and most complex statistical survey in terms of content, scope and organization. With its extensiveness, this survey imposes itself as the most important source of information on the number and characteristics of the population and housing stock of the country. The Census of Population, Households and Dwellings, in a ten-year periodicity, provides complete and high-quality statistical data up to the lowest territorial level, which includes information on the number of persons, their age and gender structure, educational and marital structure, economic activity, household structure, housing conditions, and other information important for assessing the current situation and future planning and adoption of various policies, both at the national and local levels. One of the biggest advantages of the Census over other surveys conducted on the sample, which cover data on population and housing is that it provides individual data at the lowest territorial level, enabling analysis of the situation and planning in the smallest geographical areas and at the level of local self-government.</p> <p>Due to the unfavourable epidemiological situation caused by the COVID-19 pandemic, in the autumn of 2020, the first decision was made to postpone the Census of Population, Households and Dwellings, originally planned for April 2021, to October of the same year. However, as the situation with the COVID-19 pandemic did not improve and the period in which activities such as selection and training of candidates had to be implemented was approaching, i.e. activities that included gathering a larger number of people in one place, new overall analysis of the epidemiological situation was done and due to unfavourable conditions, it was concluded that it is not possible to organize planned activities without endangering the health of a large number of people and the spreading the virus.</p> <p>For these reasons, a decision was made to conduct the Census of Population, Households and Dwellings in October 2022. The circumstances in which the Census is prepared and realized differ significantly from the usual conditions of the realization of this complex statistical action. Given the importance of the Census data for analysis of the current situation and planning different policies and strategies at the national as well as on local level, and monitoring their implementation over the next ten years, it is necessary to assess the impact of these unexpected circumstances on the quality of the Census outputs.</p> <p>UNFPA CO Serbia has been invited to provide support in accordance with its mandate and its area of expertise and support the Statistical Office of the Republic of Serbia in this process. UNFPA CO is engaging a consultant to assess how possible deviations caused by the COVID-19 pandemic (such as lockdown, closed borders, closed businesses, work from home, online life...) can affect the upcoming Census results in 2022.</p> <p>The Consultant recruited under this assignment will cooperate closely with the Statistical Office of the Republic of Serbia while drafting and finalizing the analysis.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Consultant is expected to execute the following tasks/activities:</b></p> <p><b>Task 1.</b> Create a work plan with the methodology to be used in performing an analysis on how the new circumstances caused by the COVID-19 pandemic can affect the upcoming results of the 2022 Census, including suggestions for overcoming possible challenges.</p>

	<p><b>Task 2.</b> Develop the first draft of the comprehensive analysis on how possible deviations caused by the COVID-19 pandemic can affect the upcoming Census results in 2022, including suggestions for overcoming possible challenges in English. The analysis will cover the following:</p> <ul style="list-style-type: none"> <li>● Analyzing general changes to conditions caused by the COVID-19 pandemic in the Republic of Serbia that affected patterns of usual behavior of the population;</li> <li>● Analyzing the Census topics that may be affected by the COVID-19 pandemic, due to specific changed circumstances (place of usual residence, migration, commuting, demographic and economic characteristics, place of work/school etc.);</li> <li>● Analyzing challenges related to the comparability of the results of the Census that was delayed because of the COVID-19 pandemic with the results of previous Censuses, and international comparability challenges;</li> <li>● Analyzing challenges of possible double enumeration of more movable population groups: working population in other places in the Republic of Serbia or abroad and foreign students in the Republic of Serbia, as well as vice versa.</li> </ul> <p><b>Task 3.</b> Finalize the draft of the analysis in line with the feedback and comments of the Statistical Office of the Republic of Serbia and the UNFPA CO Serbia.</p>
<p>Duration and working schedule:</p>	<p><b>Expected duration from:</b> 25 October (or as soon as possible) – 10 December 2021 (up to 30 working days).</p> <p>Payment will be based and made upon completion of the deliverable as described below.</p>
<p>Place where services are to be delivered:</p>	<p>The consultant will be working from home.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Three deliverables are expected from the consultant, as follows:</p> <p><b>1<sup>st</sup> Deliverable to be completed by 31<sup>th</sup> October:</b>  Consultant should prepare a work plan with the methodology to be used in performing an analysis on how the new circumstances caused by the COVID-19 pandemic may affect the upcoming results of the 2022 Census, including suggestions for overcoming possible challenges.</p> <p><b>2<sup>nd</sup> Deliverable, to be completed by 1<sup>st</sup> December:</b>  Consultant should complete the first draft of the comprehensive analysis on how possible deviations caused by the COVID-19 pandemic can affect the upcoming Census results in 2022, including suggestions for overcoming possible challenges in English. This report should be prepared in close cooperation with the Statistical Office of the Republic of Serbia.</p> <p><b>3<sup>rd</sup> Deliverable, to be completed by 10<sup>th</sup> December:</b>  Consultant should finalize the report based on the feedback and comments of the Statistical Office of the Republic of Serbia and the UNFPA CO Serbia.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<ul style="list-style-type: none"> <li>● Work will be done under the overall supervision and guidance of the UNFPA Serbia Head of Office while daily coordination will be done by the UNFPA Population and Development (PD) Programme Assistant.</li> <li>● In close cooperation with the PD Programme Assistant, the consultant will liaise with the Statistical Office of the Republic of Serbia accordingly.</li> <li>● For all delays in the completion of the tasks, the Consultant should notify the PD Programme Assistant and the UNFPA Serbia Head of Office, stating the reasons for the delay and proposing alternative actions or dates for completion of the deliverable.</li> </ul>

Supervisory arrangements:	Overall supervision of all processes related to the UNFPA Country Office is performed by the UNFPA Head of Office while direct daily coordination will be exercised by the PD Programme Assistant.
Expected travel:	The Consultant will perform activities remotely; no travel is envisaged for this consultancy.
Required expertise, qualifications and competencies, including language requirements:	<p><b><u>Qualifications and Experience:</u></b></p> <p>The consultant is expected to demonstrate :</p> <ol style="list-style-type: none"> <li>1. Master's degree in social sciences, political sciences, law, economy or related field. PhD is considered an advantage;</li> <li>2. Experience in working with statistical agencies, governmental, international organizations and NGOs; working experience with the Statistical Office of the Republic of Serbia in similar exercises in the past will be a strong asset.</li> <li>3. Familiarity with current practice with traditional Census implementation and understanding of challenges in Serbia and other countries globally, related to depopulation issues and the COVID-19 pandemic;</li> <li>4. Experience of at least 7 years in analyses, assessment and report writing;</li> <li>5. Analytical skills, communication skills and ability for coordination and group/team work;</li> <li>6. The ability to meet deadlines and dates and to prioritize multiple tasks;</li> <li>7. Strong organizational skills, self-motivated, result oriented and proactive;</li> <li>8. Excellent communication, writing and editorial skills in English.</li> </ol>
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	UNFPA CO will provide support in communication with the Statistical Office of the Republic of Serbia and relevant institutions and stakeholders in the Republic of Serbia at all stages of the activity.