



**Terms of Reference for Individual Consultant: Chief Technical Adviser (CTA) – 2023 Namibia  
Population and Housing Census**

**BACKGROUND**

The Government of the Republic of Namibia, through the Namibia Statistics Agency (NSA), is in the process of undertaking the Population and Housing Census (PHC) with the main data collection scheduled for 22 August to 09 September 2023. This will be the 4th census to be conducted in Namibia since independence and the first by the NSA.

A census includes the total process of collecting, compiling, analysing, evaluating, publishing, and disseminating statistical data regarding a country’s population and housing as well as its geographical location. Population characteristics covered in a census include demographic, social, and economic data which are provided as of a particular date. The 2023 Namibia Census will utilize the latest innovative technologies and methodologies in data collection, data processing, and dissemination. This will ensure timeliness in the release of data but more importantly harness the rich geo-spatial database to support sectorial development planning for raising the standards of living of the people, enhancing good governance, and maintaining equity and equality among all population sub-groups.

The Government has approached UNFPA to provide technical, financial, and resource mobilization support for the forthcoming census. UNFPA’s support will ensure that NSA has adequate technical and management capacity to plan and implement a high-quality 2023 PHC in accordance with UN guidelines and procedures.

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
<b>Hiring Office:</b>	<b>UNFPA Namibia Country Office</b>
<b>Purpose of consultancy:</b>	<p><b>Individual International Consultant: Chief Technical Adviser (CTA) –2023 Population and Housing Census (PHC), Namibia.</b></p> <p>UNFPA, Namibia seeks to engage the services of a short-term Census Technical Adviser (CTA) to provide technical support to NSA on the pre-enumeration, enumeration, and post-enumeration phases of the 2023 census. This will entail providing technical support on the overall implementation of the census activities, development of data analysis plans, thematic data analyses, and development of thematic reports.</p>

Level	P-5
<p><b>Scope of work:</b></p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The overall responsibility of the CTA is to provide technical support to NSA to maintain state-of-the-art scientific and internationally recognized standards throughout the census process and to support national capacities in ensuring high quality data production, analysis and dissemination. It is planned that the CTA will also provide capacity building to staff at the NSA, taking full advantage of the opportunity for on-the-job training for staff involved in the 2023 Census exercise, and assist the UNFPA with advocacy and resource mobilization towards the 2023 Census.</p> <p><i>The specific tasks to be implemented by the International Consultant include the followings:</i></p> <ul style="list-style-type: none"> <li>❖ <b>Planning and Coordination</b> <ul style="list-style-type: none"> <li>• Support the Namibia Statistics Agency (NSA) and stakeholders in developing a roadmap for various census activities (planning, organization, management etc.).</li> <li>• Review and advise NSA on operationalizing the Census structure.</li> <li>• Review and advise on the existing census technical documents such as project document, Implementation Plan and strategies, Quality Control Plans, Census questionnaire, Census edits rules, training manuals, and other documents and make the necessary amendments and revisions.</li> <li>• Prepare and submit to NSA and UNFPA monthly progress reports on the Namibia Population and Housing Census (PHC) activities and consolidate quarterly reports for submission to NSA, UNFPA and other stakeholders.</li> <li>• Assist and advise NSA on the identification skills gap in terms of census planning and management, technology gaps for all census operations and provide recommendations for action.</li> </ul> </li> <li>❖ <b>Data Production, Analysis, and Reporting</b> <ul style="list-style-type: none"> <li>• Develop/review and support the finalization of technical documents for the census including post-processing, analysis, tabulation plans, and other manual of instructions.</li> <li>• Support the implementation of field operations for the main enumeration phase.</li> <li>• Assist and advise in the refining of secondary validation rules that will assist in data processing, cleaning, and data validation and ensure timely implementation.</li> </ul> </li> </ul>

- Collaborate with data processing staff of NSA to prepare capture and process data plans and in a timely implementation of data processing schedules.
- Advise the NSA on equipment needs and assist with the acquisition of required equipment and materials,
- Assist the NSA to process and analyze tests, census data and to produce preliminary, thematic, final, and analytical reports.
- Supervise and support the implementation of Census Post Enumeration Survey (PES).
  
- ❖ **Capacity Development**
- Coordinate the planning, organization, execution and management of training activities for national counterparts as needed.
- Support the identification and undertaking of training activities for personnel involved in various stages of the census undertaking.
  
- ❖ **Dissemination**
- Support and advise the preparations, publication and dissemination of the census results.
  
- ❖ **Other areas**
- Establish partnerships and coordinate government, donors, and other inter-agency support for outreach and communication activities related to the census both in preparation for enumeration and at other stages in the sharing of data and analysis.
- Assist the UNFPA with advocacy efforts and resource mobilization of the Census by preparing relevant documentations, i.e., donor mapping and profiles, project summaries, conference papers, speeches, press releases, communication strategies and participate in donor meetings, development initiatives and public information events.
- Monitor and review progress and challenges.
- Prepare and submit weekly and monthly progress reports on the 2023 PHC implementation to the NSA Statistician General and UNFPA Representative, and consolidate quarterly progress reports for submission to stakeholders.
- Undertake any other tasks relevant to the 2023 Census as may be required and assigned by

	the Statistician General of NSA in consultation with the UNFPA Representative.
<b>Duration and working schedule:</b>	The duration of the consultancy is eighteen (18) months between 01 May 2023 – 31 October 2024
<b>Place where services are to be delivered:</b>	The CTA will be based at the NSA Headquarters in Windhoek, Namibia and work under the direct supervision of the Census Manager at NSA but within the overall guidance of the UNFPA Representative in Namibia.
<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</b>	<p>The short-term assignment is for the duration of 18 months (01 May 2023 – 31 October 2024).</p> <ul style="list-style-type: none"> <li>• All activities to be finalised before the contract ends (31 October 2024)</li> <li>• The CTA is expected to coordinate physical training activities for national NSA staff.</li> <li>• All monthly, quarterly, and annual progress reports on activities to be submitted to UNFPA and NSA through an electronic reporting format at the end of each month/quarter/year and after the completion of each matching activities.</li> <li>• All census reports and population projections will be drafted before the contract ends.</li> </ul>
<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>The individual consultant will submit a delivery report at the end of each month and after the completion of each matching activities as contributions to the development of the final PHC reports.</p> <ul style="list-style-type: none"> <li>• Census data edit rules, tabulation plan developed and discussed with NSA.</li> <li>• Strengthened capacity of staff at NSA.</li> <li>• Census reports drafted (Preliminary report, Main reports, and Thematic Reports).</li> <li>• Population projections drafted.</li> <li>• Final report on assigned project outcomes completed.</li> <li>•</li> </ul>
<b>Supervisory arrangements:</b>	The individual consultant will be working under direct guidance and supervision of Namibia Statistics Agency with support from UNFPA
<b>Expected travel:</b>	The CTA is expected to be in Namibia from the 01st of May 2023 – 31 <sup>st</sup> October 2024.
<b>Required expertise, qualifications</b>	<p><b>Education:</b></p> <p>Advanced University degree in Demography, Statistics or related field – PhD preferable or</p>

<p><b>and competencies, including language requirements:</b></p>	<p>equivalent professional experience;</p> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Ten (10) years of relevant experience in the field of population censuses, preferably in a developing countries.</li> <li>• Experience in providing on-the-job training to local staff on the development of strategies and implementation plans including logistics, development of census instruments and documents, data collection, data analysis, report writing, and use of Internet resources.</li> <li>• Analytic and data visualization skills including knowledge and use of processing and statistical software CPro, REDATAM, Mortpak, Pas, projection programs (SPECTRUM, RUP); STATA, R, and spatial analysis (GIS).</li> <li>• Proven ability to work in teams with people specialized in diverse areas to produce demonstrable results.</li> <li>• Experience in the dissemination of census data and socio-demographic analyses to broad audiences as well as in motivating the utilization of data and results in development planning and policy issues.</li> <li>• Proven experience in project management.</li> <li>• Creating long, medium- and short-term plans including setting targets and milestones, adhering to schedules and deadlines.</li> <li>• Proficiency in current Microsoft Office software applications.</li> </ul> <p><b>Languages:</b></p> <p>Fluency in oral and written English is required</p> <p><b>Required Competencies:</b></p> <p><b>1. Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity</li> <li>• Demonstrating commitment to UNFPA and the UN system</li> <li>• Embracing diversity in all its forms</li> <li>• Embracing change</li> </ul>
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	<p><b>2. Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results</li> <li>• Being accountable</li> <li>• Developing and applying Professional Expertise/Business Acumen</li> <li>• Thinking analytically and Strategically</li> <li>• Working in Teams/Managing Ourselves and our Relationships</li> <li>• Communication skills especially for transfer of knowledge.</li> </ul> <p><b>3. Functional Skill Set:</b></p> <ul style="list-style-type: none"> <li>• Managing diverse groups</li> <li>• Report writing and analytical skills</li> <li>• Leadership skills</li> <li>• Conceptual innovation in the provision of technical expertise,</li> <li>• Leveraging the resources of national governments and partners/Building strategic alliances and partnerships</li> <li>• Job knowledge/Technical expertise.</li> </ul>
<p><b>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</b></p>	<p>From 01 May 2023 – 31 October 2024, where face to face interventions are required;</p> <ul style="list-style-type: none"> <li>• The CTA will be provided with an office space and will be based at the Namibia Statistics Agency, FGI House, Post Street Mall, Windhoek, Namibia and;</li> <li>• Air tickets and DSA as per applicable policies will be provided.</li> </ul>
<p><b>Other relevant information or special conditions, if any:</b></p>	<p>N/A</p>