STRENGTHENING NATIONAL CALACITY FOR DEMOGRAPHIC INTELLIGENCE

TERMS OF REFERENCE FOR CONSULTANCY: CONDUCT OF INSTITUTIONAL CAPACITY ASSESSMENT OF THE INSTITUTE OF POPULATION SYUDIES (IPS) UNDERGRADUATE PROGRAMME IN DEMOGRAPHY, UNIVERSITY OF LIBERIA

TERMS OF REFERENCE	
Hiring Office:	**UNFPA Liberia**
Purpose of consultancy:	**I. Background** The Institute for Population Studies (IPS), formerly the Demographic Unit, was established in 1973 through the assistance of the United Nations Population Fund (UNFPA), in collaboration with the then Ministry of Planning and Economic Affairs (MPEA) and the University of Liberia. Prior to, during and after the 15-year Liberian conflict, UNFPA trained faculty members at Masters and PhD levels (from 1974 to 2007) before the Fund's global training programme was abolished. However, a country-specific training at projects levels are still being funded by UNFPA. The first statistics training institution in Liberia since the independence in 1847 - the certificate in statistics (CEST) programme - was established at the IPS in 1980, through the support of the UNFPA. Since then, the IPS has been training demographers and statisticians to conduct population activities, including basic and applied research, that are germane to Liberia's national socio-economic development planning processes from 1974 to date. Hence, the IPS has been building capacity of demographers and statisticians in data user and producer ministries and agencies and commissions (MACs) in Liberia. But the lack of relevant support to the demographic training programme at the IPS, couple with the absence of scholarships to train demographers at the Masters and PhD levels outside of Liberia since 2007 seem to have serious implications for the human capacity building, not only at the IPS but also all data user/producer MACs in the country. Following the end of the 15-year conflict, the signing of the Accra Comprehensive Peace Accord in 2003, and the conduct of two democratic elections, the Government of Liberia embarked on consolidating the peace and reducing poverty through the stimulation of economic growth. Hence, the capacity building of the IPS in order to train demographers and statisticians (in the requisite MACs) to produce and use development data further underpins the achievement of peace, transparency and good governance in Liberia. For example, assessing capacity of the IPS will provide relevant information that have implications for addressing the problems of collecting, processing and analyze relevant demographic/statistical and other critical decision making development data. Therefore, in late 2020, the UNFPA committed to itself enhancing the capacity building of the IPS, including the training of demographers / statisticians under project titled: Strengthening National Capacity for Demographic Intelligence. In 2021, the UNFPA approved a desk level support to the IPS with the objectives of strengthening the demographic / statistical systems in Liberia in terms of conducting research to produce, process and analyse development data. The strategic focus is for UNFPA to provide a medium-term support to build national capacities for data analysis, dissemination and utilization. This three-year planned intervention includes the support to the assessment of national and country plans for evidence of integration of gender disaggregated data to address the needs of women and youth, capacity building of national institutions for data management including gender statistics and support to the implementation of the National Population Policy and other sectoral policies. Some key support areas are to assess the needs of the IPS to improve the Institute's teaching and research capacity, including revision of curriculum and development, learning

	environment, faculty/staff, teaching and research in demography and statistics. The support also covers the training of middle level statisticians, researchers, gender and youth coordinators and demographers from sectoral ministries, departments and agencies and civil society organizations on data collection, analysis and disaggregated statistics and utilization for mainstreaming in development framework. The IPS/UL is therefore looking for a highly qualified needs assessment and curriculum development consultant to review the curriculum of the undergraduate degree demography at the University of Liberia for standardization. **II. Consultancy Objective** **Objectives** The main objective of this consultancy is to: • Review the existing human, material and financial capacity of the IPS for the training of demographers and statisticians; • Review the current curricula of the undergraduate degree in demography (that was established in 2009); and ensure courses offered are relevant and address key international standards of demographic education at the undergraduate level; • Review the research capacity of the faculty; and • Review the teaching and learning environment at the IPS;
Scope of work: *(Description of services, activities, or outputs)*	The scope of work includes the following: • Conduct needs assessment and review of the curricula framework (for undergraduate degree programme in demography to gather inputs/feedback from learners, facilitators and other relevant organizations; • Utilize feedbacks to improve the draft curricula with focus on competency, market relevant and international standards of statistics education; • Working with curriculum revision taskforce, lead the writing of draft reviewed curriculum framework; • Conduct one workshop (final) consultation with UL and other partners, and provide recommendations; • Produce the final assessment report and present it to the relevant UL Authority; • Advise and recommend, to the IPS key reference textbooks, and learning resources.
Duration and working schedule:	The duration of the assignment is for 7 weeks (42 days), covering 6 days a week as given below: • Planning, desk review and inception report: -----------------------------7 days • Development and testing of assessment tools and methodologies ----4 days • Consultations, workshops, conduct of assessment, -------------------- 12 days • Consolidation, stakeholders buy-in and validation ----------------------7 days • Writing of draft assessment report--- 6 days • Final Assessment Report: --- 5 days
Location:	The local Consultant will be based in Monrovia with travel to the field when required
Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.):	Major activities deliverables include: **Report on the capacity assessment IPS' bachelor's degree in demography** • Draft final versions of curricula framework • List of key reference text books and learning resources • A consultative assessment review workshop report. • Planning, desk review and inception report: -----------------------------7 days • Development and testing of assessment tools and methodologies ----4 days • Consultations, workshops, conduct of assessment, ------------------- 12 days • Consolidation, stakeholders buy-in and validation ----------------------7 days • Writing of draft assessment report--- 6 days • Final Assessment Report: --- 5 days

	The below reports will be delivered in both hard copies and electronically:
	i) Inception Report ii) Draft Final Report for Inputs iii) Final Assignment Report
Supervision , Monitoring and progress control, including reporting requirements:	Supervision and performance monitoring indicators • Curricula review report submitted containing final version of curricula framework • Draft final version of curricula framework submitted • List of key reference text books and learning resources received • Consultative assessment review workshop report submitted. The NPO/P&D in collaboration with the team will support the day-to-day activities of the consultant.
Expected travel:	The Consultant is expected to perform travel duties in the counties as agreed in developed plan of work
Required expertise, qualifications and competencies, including language requirements:	• Must have Ph.D./Master degree in Demography, Population Studies, Statistics, Applied Statistics, Economics, Applied Mathematics, Actuarial Science from a reputable university; • Must have experience in similar assignment, particularly at the university level; • Should be at least a senior lecturer in Demography, Statistics, Econometrics, Applied Mathematics, Actuarial Science/ in their current university or had been in their previous university for those not currently in academia; • Have published at least 1-5 articles in leading peer-reviewed statistics, Economics, Applied Mathematics, Demography, development studies or Actuarial Science journals; • Excellent knowledge of statistical computing packages (SPSS, STATA, Python, and R, Mat lab) as well as statistical digital competencies in LaText; Mathematica, Demproj, Mortpark and Maple will be advantageous; • Experience in curriculum development is desirable; • A solid background in computer science especially in data science and machine learning will be an added advantage; • A thorough understanding of higher education administration as demonstrated by a university administrative position(s) being held or previously held is highly desirable; and • A demonstrated experience as demographer / statistician in industry or as official demographer / statistician will be a great advantage.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	• The Consultant will be provided with needed office space including internet while in office. Other accessories such as extension cords may be provided on demand; • A Laptop will not be provided, as consultant is expected to bring his/her own computer; • Consultant is also expected to bring along their own cell phones for communication; • Once approved, consultant will be provided, entry passes to the ONE UN house premises during the duration of the consultation.
Other relevant information or special conditions, if any:	N/A

HOW TO APPLY

Candidates should submit their applications indicating post, attach an updated **CV,** OR a completed **United Nations Personnel History Form (From P.11)** obtainable from the UNFPA website at **www.unfpa.org**
ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE EMAILED TO: hr.liberia@unfpa.org   The last date to receive applications is **15 April 2021.** UNFPA will only respond to applicants who will meet the stated job requirements.