



## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

National Population Policy (NPP) 2015-2024 Mid-term Review INTERNATIONAL CONSULTANT	
Hiring Office:	UNFPA Papua New Guinea Country Office
Purpose of consultancy:	<p><b><u>Introduction and Rationale:</u></b></p> <p>The National Population Policy (NPP) 2015-2024 Volume I – Policy Statement is a key national government policy formulated to coordinate population interventions in Papua New Guinea. It was formulated and launched in 2015 under the previous O’Neil-Dion Government through the then Minister for National Planning and Monitoring, Hon. Charles Abel, MP. This policy was launched at a time when the detailed analysis of the 2011 National Population and Housing Census was not yet undertaken to produce the fertility, mortality and migration data which is the basis for formulating a robust population policy. The National Statistical Office (NSO) at the time did not have the technical capacity to be able to produce the fertility, mortality and migration rates via quantitative methods of demographic analysis.</p> <p>Thus, due to the push by the prevailing government to produce the NPP, primarily because it had elevated population as a significant development variable, it directed for the DNPM to produce the NPP despite the lack of demographic data. As such, the National Population Council (NPC), which is the highest decision making body on population and development in PNG, endorsed the first NPP to be produced with national level programme activities suitable for implementation by national agencies in health, education, community development, urbanization, agriculture, labour and employment, statistics, environment and others (see NPP Volume I – Policy Statement).</p> <p>The current policy statement was endorsed by the National Population Council (NPC) and the National Executive Council (NEC) in 2015 and has not been superseded. The NPP 2015-2024 review is urgently needed to re-strategize the Government of PNG’s commitment to the International Conference on Population and Development (ICPD) which the NPP 2015-2024 is based upon and updated to reflect the government’s international commitments to the global agenda, such as the Sustainable Development Goals (SDGs).</p> <p>The international consultant will support the DNPM in carrying out the Mid-term Review of the National Population Policy (NPP) 2015-2024. The international consultant would be primarily responsible for the NPP Review in close collaboration with the National Consultant by incorporating recommendations of the Mid-term Review.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>DUTIES AND RESPONSIBILITIES</b></p> <p><b>1.International Consultant (Technical Advisor):</b></p> <ul style="list-style-type: none"> <li>▪ Utilize the NPP Mid-term Review Report as the basis to review the NPP Volumes I and II according to the coordination, implementation, monitoring and evaluation of the policy at the national and subnational levels;</li> <li>▪ Conduct direct consultations where necessary with stakeholders to obtain any critical information and data that may be required for the thorough review of the NPP Volumes I and II which may include data, information and new sources of supporting information;</li> <li>▪ Integrate new demographic data from new surveys conducted in the last five (5) years by the National Statistical Office (NSO) and other key government agencies;</li> <li>▪ Provide regular updates to the Senior Management and Officers of the DNPM and the National Population Council (NPC) and UNFPA once a month;</li> <li>▪ Work with the NPP Volume I and II editor to be engaged separately by the UNFPA to review the final report that shall be published after the review exercise;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Recommend the best methods necessary to collect data, information and other complementary information in the finalization of the report within the required timeframe;</li> <li>▪ Lead the presentations to the DNPM, stakeholders and other audiences as and when required;</li> <li>▪ Lead the conduct of research to obtain new data, information and sources for the NPP Mid-term Review Report;</li> <li>▪ Contribute information gathered in the course of the review for consideration by the government for inclusion in the DNPM's national database on the Medium-Term Development Plan (MTDP) and Sustainable Development Goals (SDGs);</li> <li>▪ Help finalize the updated NPP 2015-2024 for submission to TAC, NPC, CACC and National Executive Council (NEC) together with parliamentary statement/presentations.</li> </ul>												
<p>Duration and working schedule:</p>	<ul style="list-style-type: none"> <li>● The NPP Mid-term Review will be undertaken within a timeframe of four (4) months. The mid-term review will result in a Mid-term Review Report which will inform the updating of the revised NPP by incorporating recommendations of the NPP Mid-term Review Report.</li> <li>● There will be an initial meeting to be convened with the National Population Council (NPC) to report on the mid-term review exercise., to be followed by the engagement of the national consultant and international technical advisor.</li> <li>● A validation workshop each for the final Mid-term Review Report and the updated NPP shall also be convened, and also a final NPC meeting to endorse both the NPP Mid-term Review Report and the updated NPP document.</li> <li>● The work programme and deliverables via a schedule for the National Consultant and the International Technical Advisor are already included in this TOR, which follows the overall four-month work programme of the DNPM in completing the review of the NPP, 2015-2024.</li> </ul>												
<p>Place where services are to be delivered:</p>	<ul style="list-style-type: none"> <li>● The DNPM will provide a workspace for the International Technical Consultant within the DNPM to be used within the NPP Mid-term Review drafting and finalization period.</li> </ul>												
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<table border="1"> <thead> <tr> <th data-bbox="427 1279 464 1406">#</th> <th data-bbox="464 1279 775 1406">Timeline (Consultant in Blue font; Government in black font)</th> <th data-bbox="775 1279 1023 1406">Government Activities</th> <th data-bbox="1023 1279 1465 1406">Deliverable (Consultant in Blue font; Government in black font)</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 1406 464 1742">1</td> <td data-bbox="464 1406 775 1742"> <p>30 September 2021</p> <p>24 September 2021 (tentative)</p> </td> <td data-bbox="775 1406 1023 1742"> <p>National Stakeholder Consultation No. 2 for the NPP Volume I and II Review</p> </td> <td data-bbox="1023 1406 1465 1742"> <p><i>Dissemination of information and questionnaires for the mid-term review of the NPP, 2015-2024</i></p> </td> </tr> <tr> <td data-bbox="427 1742 464 2078">2</td> <td data-bbox="464 1742 775 2078"> <p>10 October 2021</p> <p>Tuesday 14 October 2021</p> </td> <td data-bbox="775 1742 1023 2078"> <p>Final Validation Workshop for the NPP, 2015-2025, Volumes I and II</p> </td> <td data-bbox="1023 1742 1465 2078"> <p><i>Inputs to the First draft NPP 2015-2024</i></p> <p><i>First draft NPP 2015-2024 Volumes I and II</i></p> </td> </tr> </tbody> </table>	#	Timeline (Consultant in Blue font; Government in black font)	Government Activities	Deliverable (Consultant in Blue font; Government in black font)	1	<p>30 September 2021</p> <p>24 September 2021 (tentative)</p>	<p>National Stakeholder Consultation No. 2 for the NPP Volume I and II Review</p>	<p><i>Dissemination of information and questionnaires for the mid-term review of the NPP, 2015-2024</i></p>	2	<p>10 October 2021</p> <p>Tuesday 14 October 2021</p>	<p>Final Validation Workshop for the NPP, 2015-2025, Volumes I and II</p>	<p><i>Inputs to the First draft NPP 2015-2024</i></p> <p><i>First draft NPP 2015-2024 Volumes I and II</i></p>
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>• The Consultant's work and progress will be monitored against the deliverables and deadlines as mentioned in the above table.</li> <li>• Payments to the Consultant will be based on the payment schedule below:</li> </ul> <table border="1" data-bbox="429 651 1513 1223"> <thead> <tr> <th>Tranche Number</th> <th>Deliverable</th> <th>% of Total Payment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><i>Inception Report</i></td> <td>20%</td> </tr> <tr> <td>2</td> <td><i>Information and questionnaires for the mid-term review of the NPP, 2015-2024 disseminated</i></td> <td>20%</td> </tr> <tr> <td>3</td> <td><i>Satisfactory acceptance by UNFPA of the Inputs to the Updated NPP 2015-2024</i></td> <td>30%</td> </tr> <tr> <td>4</td> <td><i>Satisfactory acceptance by UNFPA of the Inputs to the Updated NPP, 2015-2024</i></td> <td>30%</td> </tr> </tbody> </table>			Tranche Number	Deliverable	% of Total Payment	1	<i>Inception Report</i>	20%	2	<i>Information and questionnaires for the mid-term review of the NPP, 2015-2024 disseminated</i>	20%	3	<i>Satisfactory acceptance by UNFPA of the Inputs to the Updated NPP 2015-2024</i>	30%	4	<i>Satisfactory acceptance by UNFPA of the Inputs to the Updated NPP, 2015-2024</i>	30%
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Supervisory arrangements:	The international technical consultant shall be reporting daily to the Assistant Secretary which the NPP 2015-2024 comes under as well as the First Assistant Secretary, Policy and Budgets Division of the DNPM. The international consultant shall provide virtual updates to UNFPA fortnightly (every two weeks). The international consultant will be closely working with the national consultant and assigned officers and other staff in DNPM and UNFPA.																	
Expected travel:	The IC may be required to travel.																	
Required expertise, qualifications and competencies, including language requirements:	<p><b>Required expertise, qualifications</b></p> <ol style="list-style-type: none"> <li>1. Doctor of Philosophy in Demography, Population Studies, Economics, Development of Sustainable Development;</li> <li>2. Over five (5) years of consultancy and technical advisory experience, programming and policy design;</li> <li>3. A minimum of five years of relevant experience in policy development, coordination with multi-stakeholders or/and the public sector planning, monitoring and data analysis;</li> <li>4. Knowledge of the Sustainable Development Goals and the International Conference on Population and Development is an advantage;</li> <li>5. Knowledge in working with UN systems on population and development is an advantage;</li> <li>6. Previous experience working or/and knowledge of Papua New Guinea or/and the Pacific region are an asset.</li> </ol>																	



	<p><b>Competencies</b></p> <ol style="list-style-type: none"> <li>1. Strong interpersonal and communication skills;</li> <li>2. Strong analytical, reporting and writing abilities skills;</li> <li>3. Openness to change and ability to receive/integrate feedback;</li> <li>4. Ability to plan, organize, implement and report on work;</li> <li>5. Ability to work under pressure and tight deadlines;</li> <li>6. Proficiency in the use of office IT applications and internet in conducting research;</li> <li>7. Ability to use and apply computer programs/software such as power point presentations;</li> <li>8. Excellent presentation and facilitation skills;</li> <li>9. Demonstrates integrity and ethical standards;</li> <li>10. Positive, constructive attitude towards work;</li> <li>11. •Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> </ol>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>There will be workspace allocated for the <b>International Consultant</b> within the DNPM to use within the NPP Mid-term Review drafting and finalization period.</p> <p>Internet and IT support within the office shall be provided by DNPM to the consultant.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>.</p>
<p>Chart of Account</p>	<p>PNG06PDP/ACTCONPPR/FPA90/</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Steven Paniu Assistant Representative</p> <p>19 August 2021</p>	

Cleared by: \_\_\_\_\_  
Godwin Francis Rena Dona  
International Operations Manager Acting Deputy Representative

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Marielle Sander  
Country Representative

Date: \_\_\_\_\_