

Date: 04.09.2018

Reference: RFQ18/056

## Request for Quotation

### Consultancy work to complete demographic analysis of Tuvalu 2016 mini-census

#### 1. PURPOSE OF SHORT TERM CONSULTANCY

The Statistics for Development Division of the Pacific Community (SPC) wishes to recruit a consultant to complete demographic analysis of Tuvalu 2016 mini-census.

#### 2. BACKGROUND

Tuvalu conducted a full census in 2012 and the next full census is scheduled for 2022. However the demographics of Tuvalu are undergoing a period of rapid change, especially with increasing levels of out-migration under the New Zealand Pacific Access Category visa scheme and those migrating overseas to join family members who have already migrated. There has also been an increase in the number of persons temporarily absent under the Australian Seasonal Worker and the New Zealand Recognised Seasonal Employer Programmes.

The government therefore conducted a mini-census in 2016 to gain a better understanding of the changes in the demographic characteristics of the population of the country. However, lack of capacity in the Central Statistics Division (CSD) of the Ministry of Finance and Economic Planning has precluded the full analysis of the data generated by the mini-census.

A short-term consultant is therefore required to assist the CSD to complete an analysis of the mini-census and to produce a report highlighting the key data and findings, making recommendations on the policy implications of the data, and preparing user-friendly knowledge products for priority sectors of the Tuvalu economy.

#### 3. TERMS of REFERENCE:

In consultation with the Government Statistician, the Director of Planning and Statistics and the Director of the SPC's Statistics for Development Division,

- i. Identify a framework and outline for the analysis and reporting on the 2016 mini-census. The report should aim to focus on selected priority sectors within the framework of the *Kakeenga III* National Strategy for Sustainable Development 2016 to 2020.
- ii. Verify the final census data set and produce agreed mini-census tabulations.

Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional Offices: Suva, Fiji; Pohnpei, Federated States of Micronesia; Port Vila, Vanuatu. Country Office: Honiara, Solomon Islands.  
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- iii. Complete demographic analysis and prepare census tabulations and demographic analytical report.
- iv. Prepare user-friendly knowledge products highlighting key findings and policy-focused recommendations.
- v. Visit Tuvalu to disseminate tabulations and demographic analytical report, including key findings, by the end of 2018

Activity: (Approximate Time Frame)	Task	Location
Inception Report (1 week)	<ul style="list-style-type: none"> <li>- Engage with Tuvalu by e-means to discuss with Government Statistician the required priorities for the analysis, sector-focused knowledge products and the report.</li> <li>- Verify the data sets to be analysed and tabulations to be produced.</li> <li>- Develop work plan to deliver on the required outputs from the consultancy.</li> <li>- Draft work plan to be shared to SDD and Tuvalu for confirmation.</li> </ul>	Home-based
Data Analysis and Tabulations (4 weeks)	<ul style="list-style-type: none"> <li>- Complete analysis of the Tuvalu 2016 mini-census data and produce tabulations, including trends, projections and indicators as agreed.</li> <li>- Prepare first draft of analytical report and policy recommendations.</li> <li>- Submit tabulations and draft analysis and recommendations to SDD and Tuvalu for review.</li> </ul>	Home-based
Final Report Writing and Preparation of Knowledge products (1 week)	<ul style="list-style-type: none"> <li>- Finalise tabulations, analytical report and recommendations, and knowledge products taking account of comments and feedback received from Tuvalu and SDD.</li> <li>- Visit Tuvalu to disseminate tabulations and demographic analytical report, including advocacy for key findings and knowledge products.</li> </ul>	Home-based and Tuvalu

**Place of Assignment:** Home based with a travel to Tuvalu facilitate 1-2 days dissemination workshop.

**Duration of assignment:**

This short-term consultancy contract will be completed by 31 December 2018 and will be undertaken for a maximum of 30 paid working days (6 weeks).

**Institutional Arrangement**

The consultant will be responsible to the Manager, Data Analysis and Dissemination at the Statistics for Development Division.

#### 4. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

- Advanced degree in Statistics, Demography or a related discipline and/or
- First-hand experience of census or survey analysis and creation of demographic indicators, including the use of data processing packages;
- sound understanding of the importance of a user-focused approach towards determining population-based products and services;

Must be familiar with:

- the environment in which SDD is working in and the work it has already done in the area of Pacific census data reporting;
- Experience working with Pacific NSOs or regional agencies on population or socio-economic analysis.

#### 5. EXPECTED OUTCOMES:

<b><i>Milestones/outputs</i></b>	<b><i>Deadline (Date)</i></b>	<b><i>Nr days Payment</i></b>
Draft a work plan to be shared and endorsed by SDD and Tuvalu NSO	01.10.2018	5 working days
Submit tabulations and draft analysis and recommendations to SDD and Tuvalu for review	15.11.2018	15 working days
Submit final tabulation and analytical report with incorporated comments and feed-back from SDD and Tuvalu NSO	01.12.2018	5 working days
Mission to Tuvalu to disseminate tabulations and demographic analytical report, including advocacy for key findings and knowledge products.	21.12.2018	5 working days

Please treat this document as Business-in-confidence; it is to assist you in deciding if you wish to register your interest in taking up this offer.

#### **Professional remuneration**

If you are interested in this assignment, please send in a proposal to [procurement@spc.int](mailto:procurement@spc.int) with the heading **RfQ 18/056** with copy Mr David Abbott, Manager, Data Analysis and Dissemination ([davidab@spc.int](mailto:davidab@spc.int)) - as soon as possible but before **4.00 pm Noumea time on the 18.09.2018**. Please include a daily rate for consultancy services.

**NOTE:** If required - Economy class travels via economic route and a daily per-diem will be covered under SPC travel rules, and arranged on your behalf