



REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICE

2022 Population and Housing Census Post Enumeration Survey (PES) Consultant for the Statistical Institute of Belize (SIB), in partnership with the United Nations Population Fund (UNFPA).

For the consultancy contract of: Post Enumeration Survey Consultant

Duration of consultancy: 25 weeks (November 7th, 2022 to April 28th, 2023)

Background:

The Statistical Institute of Belize (SIB) is in the data collection phase of the 2022 Population and Housing Census, which is expected to be completed by the end of November 2022. The Census is conducted once every ten years and is a key, and in many cases, it is the principal data source for many social indicators in Belize. It is therefore essential that the Census be conducted to provide information about Belize's population and housing stock. The last Population and Housing Census was conducted in 2010 and another was scheduled to be carried out again in 2020; however, due to the COVID-19 pandemic, it was postponed to 2022. For 2022, data is collected electronically through face-to-face interviews by trained enumerators. Following the completion of data collection for the Census, the Institute plans to carry out a Post Enumeration Survey (PES) during the first quarter of 2023. The information obtained from this survey will be used to assess the quality of the 2022 Population and Housing Census data as it relates to coverage and content errors.

Purpose:

The PES Consultant will have the responsibility for providing guidance and technical assistance to the SIB during the planning, training of staff, data collection, publicity, data processing and data analysis phases of the 2022 Population and Housing Census Post Enumeration Survey.

Duties and Responsibilities:

- a) Develop a workplan outlining the process, methodology and timeline of activities for the PES
- b) Provide technical assistance on the sample design for the PES
- c) Provide guidance in the design of questionnaire for the PES
- d) Assist in the production of manuals and other material for training of staff for the PES
- e) Assist with the training of field staff for the PES
- f) Participate in the public sensitization campaign for the PES
- g) Assist in overseeing data collection for the PES
- h) Provide technical assistance with data processing and data analysis of the PES
- i) Assist the SIB in preparing the final report on the results of the PES
- j) Facilitate a presentation of PES results to SIB's management team
- k) Prepare an administrative report for the PES documenting every stage in the survey process

Deliverables:

Deliverables	Due Date
1. Submission of Draft Workplan (workplan should clearly outline PES process, methodology, sample design and timeline of activities)	December 12 th , 2022
2. Submission of draft of questionnaire	December 31 st , 2022
3. Submission of draft training manuals and other training material	January 20 th , 2023
4. Assist with training of field staff	February 6 th to 10 th , 2023
5. Submission of draft report on the results of the PES	March 31 st , 2023
6. Submission of draft administrative report for PES	April 28 th , 2023

Note that payment for deliverables will be made after final approval is given by the SIB. The SIB will review and provide feedback within 7 working days after draft documents are submitted:

Duty Station:

The PES consultant will work remotely but will need to be available for face-to-face trainings, meetings and field visits. SIB will provide office space when needed, but the consultant will be required to use his/her personal computer.

Required Skills and Experience:

Education

Advanced university degree in statistics, demography, mathematics, economics or other related field.

Skills and Experience

- At least 8 years relevant professional experience in sampling and PES;
- Comprehensive knowledge of and experience in census and survey data processing and analysis;
- Demonstrated proficiency in census and survey data processing software systems such as SPSS STATA and R;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Training experience and ability to organize and facilitate training and presentations;
- Strong analytical and writing skills;
- Strong interpersonal and communication skills;
- Openness to change and ability to receive/integrate feedback;
- Experience in the development of information products such as infographics, and PowerPoint presentations;
- Attention to detail.

Confidentiality of Data and PES Documents:

The PES Consultant must respect the confidentiality of the PES data as well as any country specific PES documents that will be produced throughout the survey process. The PES Consultant can use the documents and the datasets only for the tasks related to these terms of reference.

How to Apply:

Interested applicants are requested to send their submissions to fgongora@mail.sib.org.bz with subject line 'Expression of Interest: PES Consultant' by 5:00 p.m. on **Friday October 28th, 2022**.

Applications must include:

- Cover letter
- CV
- Financial proposal for each deliverable

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