

# **TERMS OF REFERENCE AND SCOPE OF SERVICES FOR CONSULTANTS FOR PREPARATION OF 2021 POPULATION AND HOUSING CENSUS THEMATIC REPORTS**

## **A. BACKGROUND**

The Ghana Statistical Service (GSS) has already produced and published 13 reports from the 2021 Population and Housing Census (PHC) since the end of fieldwork. Preliminary Report which contains provisional results of the 2021 PHC and provides information on population size, sex composition, household size, types of structures, level of completion of structures and their use was released to the general public on 22<sup>nd</sup> September 2021. Subsequently, Proximity to Essential Services Report which provides geographic analysis of access to essential services and the General Report (in 11 sub-volumes), which presents expanded statistics at the national, regional and district levels have also been published.

As part of the aims to enhance the utilisation of the census data and disseminate the results to a wider audience as well as support policy decision-making, the Ghana Statistical Service (GSS) will conduct further analysis of the census data by producing 23 Thematic Reports. The 2021 PHC Thematic Reports will present more detailed disaggregated statistics on policy-relevant and cross-cutting topics at the national and regional levels. The policy relevance of the reports will be premised on the analytical assessment of trends, patterns, and relationships across multi-sectoral variables and tied to the perspective of international, national and cross-country empirical assessments of the issues under investigation.

Each report will be produced by a cross-cutting team of three writers composed of a subject expert from GSS, a policymaker or senior researcher from the relevant Ministries, Departments and Agencies (MDAs) and a researcher from academia or research institute. The team composition will foster collaboration and ensure that the reports produce evidence that is both high-quality and relevant to policymakers and implementers.

To promote usage of the thematic reports by policymakers, writers must develop at least one policy brief from each report that will concisely summarise the findings of the research and distil the recommendations into actionable policy strategies.

The reports will primarily use data from the 2021 PHC and complement it with data from other censuses from 1960 where data can be sourced.

## **B. THE THEMATIC AREAS**

Consultants are to express interest in any of the following thematic areas:

- 1) Urbanisation
- 2) Population Growth Dynamics;
- 3) Gender Dimensions;
- 4) Human Development;
- 5) Children;
- 6) Youth;
- 7) Poverty Dimensions;
- 8) Progress towards the SDGs.
- 9) Fertility;
- 10) Mortality;
- 11) Rurality;
- 12) Literacy and Education;
- 13) Economic Activities;
- 14) Housing Conditions, Amenities, and Assets;
- 15) Household Socio-economic Status;
- 16) Water and Sanitation;
- 17) Population Projections;
- 18) Household Dynamics;
- 19) Progress Towards Agenda 2063;
- 20) Elderly (Ageing);
- 21) Disability;
- 22) Information and Communication Technology (Digitalisation).

## **C. OBJECTIVES OF THE ASSIGNMENT**

The purpose of the assignment is to collaboratively produce policy-relevant thematic reports to provide solutions to the nation's development problems and address the priority needs of policymakers and programme implementers.

## **D. SCOPE OF WORK**

The consultant will be required to perform the following tasks:

1. Work with a team consisting of one staff from the Ghana Statistical Service (GSS) and one policymaker from the relevant Ministries, Departments and Agencies (MDAs) to prepare the reports;
2. Conduct inception engagements with the relevant MDAs to refine the research;

3. Conduct the requisite analysis to answer the proposed research questions;
4. Refer to other publications and data sources to facilitate and improve the analysis of data;
5. Ensure consistency in the report with respect to observations, discussions, conclusions and recommendations drawn from analysis of the data;
6. Submit draft reports to the Census Secretariat at the scheduled time;
7. Attend all meetings organised by GSS to discuss the draft reports;
8. Revise the draft document based on comments from Editors;
9. Finalise and submit a report that adheres strictly to the GSS report writing style guide;
10. Develop a presentation on report findings to be used for dissemination activities;
11. Participate in dissemination seminars after the release of the report;

#### **E. PAYMENTS/ OUTPUTS/ DELIVERABLE SCHEDULES**

As a consultant, you will receive a contract sum of Sixteen Thousand and Eight Hundred Ghana Cedis (¢16,800.00), which is exclusive of the allowance to be paid to the other writers. The required payments will be made once the basic criteria are met.

The following outputs are expected:

S/N	Description of output	Deliverable schedules	Instalment	Payment
1.	Inception Report	One week after entering into the contractual agreement	First	20%
2.	First Draft Report	i. First two chapters of the draft report within the two (2) weeks of commencement of report writing ii. Remaining chapters within three (3) weeks after the submission of the first two chapters	Second	40%
3.	Final Report, Policy Brief and Presentation	Within two (2) weeks after feedback from the editorial team	Third	40%

#### **F. PERFORMANCE CRITERIA**

The work of the writing team will be reviewed by a team of Editors who will certify that the final report meets the requisite standard and adheres to the writing style guide.

#### **G. ASSIGNMENT PERIOD**

The production of the Thematic Report must be completed within twelve (12) weeks. The writing team will be required to furnish the Census Secretariat with the progress of work.

#### **H. COMPLETION OF NON-DISCLOSURE FORM**

Members of the Report Writing Team will be required to complete a non-disclosure form. The form relates to the requirements of the Data Protection Act 2012 (Act 843). Individuals or organisations

contracted are to respect any confidentiality and intellectual property claimed by the Service in the provision and handling of documentation and information.

## **I. ISSUANCE OF AWARD LETTERS**

Appointment letters will be given to all persons selected for the exercise following their acceptance of the Terms of Reference (ToR) setting out the working arrangements. Terms of financial obligation and use of data will be articulated in the award letter.

## **J. IMPLEMENTATION ARRANGEMENTS**

Writing Teams will work remotely but will be required to attend in-person inception and editorial workshop meetings which will be scheduled by the Ghana Statistical Service. To facilitate team communication, zoom meetings will be held with the consultants and their partner staff writers at least once every fortnight to enable GSS to assess the progress of work, review work done by team members and discuss issues relating to the topic being analysed.

Key personnel that the consultant will deal with include the following:

1. The Chief Census Officer, who has direct responsibility for the preparation of the thematic reports;
2. The Methodology team, who will coordinate the thematic report writing;
3. GSS Management, who will provide comments to improve them;
4. Census Secretariat, who will provide logistical support to the team of writers;
5. Editorial team, who will provide comments to improve them.

## **K. INPUTS PROVIDED BY IMPLEMENTATION AGENCY**

The Ghana Statistical Service (GSS) shall provide the following facilities to the writing team:

- a) 10% microdata sample from the 2000 PHC, 2010 PHC and 2021 PHC (release requires the signing of a data user agreement).
- b) GSS Report Writing Guide

## **L. CLIENT INPUT**

Except for the inputs which are to be provided by the GSS, the consultant will use his/her own computer and other required resources for the execution of the assignment.

## **M. ASSESSMENT OF REPORT WRITING ACTIVITIES**

The team of writers will be assessed on their performance to determine the continuation of the contract or otherwise, including the:

- a) Quality of the draft report; and
- b) Ability to keep to the scheduled work plan.

#### **N. QUALIFICATION AND STAFF REQUIREMENTS**

The consultant who shall qualify to perform this assignment must possess the following qualifications and experience:

- 1) A minimum of Master's Degree in Sociology, Demography, Population Studies, Economics, Statistics, Development Studies, Geography or a related field.
- 2) Proven experience in writing statistical reports with a minimum of ten publications or at least five years' experience as a senior-level policymaker.