

EXPRESSION OF INTEREST

Bureau of Statistics (BoS), Punjab is going to conduct a survey titled "**Women's Economic and Social Well-Being Punjab 2017-18**". A **consultant** is required in order to provide the technical support to Bureau of Statistics and to coordinate activities for survey implementation on behalf of Bos with hired Firm, PSCW and UNFPA.

Expression of Interest (EOI) is hereby invited from Demonstrable consultant/expert. The EOI should reach to; **Director General, Bureau of Statistics, Punjab, 65-Trade Centre Block, M.A Johar Town Lahore, till 2nd June 2017.**

The detailed Terms of Reference (ToRs) for the local consultant can be downloaded from;

www.bos.gop.pk or www.ppra.punjab@gov.pk

**DIRECTOR GENERAL
BUREAU OF STATISTICS
Ph.042-99232902**

Terms of Reference (ToRs)
Local Consultant/Expert Punjab Bureau of Statistics
Data Collection and Management for the Survey on “Women’s Economic and Social Well-Being Punjab 2017-18”

1. Program Information:

Program Name: “Generating Data to Advance Women’s Social and Economic Wellbeing in Pakistan 2017-2018”

Activity Name: “Survey on Women Economic and Social Well-being in Punjab”

Introduction and Background

Punjab Commission of the Status of Women (PCSW) is currently working with the Punjab Bureau of Statistics (BoS) and UNFPA to conduct surveys on the Social and Economic Wellbeing of Women in the province and to support setting systems and benchmarks for generating data on gender-related SDG indicators. The project is supported by other UN Agencies i.e. UNICEF and UNDP. The project is very timely and will complement Punjab Government efforts for identifying areas of intervention to achieve and subsequently monitor SDGs especially Goals 5 and 8.

PCSW will be undertaking a province wide survey in 2017, implemented by the BoS that will measure women's economic and social wellbeing. The survey will collect data at the district level, and also include a special survey for women in private sector employment, as well as survey of men's attitudes and perceptions. Special attention will be paid to the inclusion of minority women and those with disabilities in the survey.

Specifically the surveys will:

- a) Collect data at a provincial and district level which allow the calculation of the key indicators on the barriers to women’s full participation in mainstream economic activities;
- b) Identify the direct and indirect factors that influence a woman’s access to resources, building of skill, access to support services and awareness levels towards social and economic wellbeing.
- c) Obtain information on two specific subpopulations: non-Muslim women and women with disabilities. Male perceptions of female empowerment will also be surveyed in a smaller sample size. The data generated will enable the formulation of targeted evidence-based policies and programmes and the identification of other needed interventions, ensuring no one is left behind in the advancement of women’s social and economic wellbeing.

2. The Survey Components:

- i. **District level:** The baseline household survey (probability sampled) is designed for women aged 15-64 years in rural and urban areas of the province Punjab to establish a baseline for monitoring of Sustainable Development Goals 5 and 8 to support evidence based policy actions. The survey will be conducted at District level and data will be collected from all the 36 districts of the province. The survey results will provide the information about the barriers in the way of women's full participation in mainstream economic activities; identify regional variation in access to resources, skill deficit, and availability of support services and levels of awareness by age and location. A sample of approximately 33600 households is estimated.
 - ii. **Survey with two special population groups:** In addition to main survey two smaller surveys will also be conducted for women from minority groups and women with disabilities:
 - a) The sample unit for minority women is composed by women of age 15-64 who have a non-Muslim affiliation and are resident in Punjab. There are 560,380 non-Muslim women that compose this sub-population and a sample of 2,489 women is estimated to be interviewed for the survey.
 - b) The sample unit for women with disabilities is composed of women of age 15-64 who are in possession of a disability card. The sub-population of this category of women is counting There are 11,157 women with disabilities in this group and a sample of 1,009 disabled women is estimated to be interviewed. The sampling frame is intended to be stratified into four main strata that correspond to the main types of disabilities as indicated in the database available from NADRA.
 - iii. **A survey of men's perceptions** about women's' economic and social wellbeing will be conducted in addition to the main women's survey. A purposive selection of men ages 15-64 years from households where women are not interviewed will be eligible for the men's survey.
 - iv. **Survey of private employment,** both formal and informal in 8 large cities of Punjab for an in-depth investigation of women's current status of employment in the private sector, and of their employers. This survey will focus on the quality of the employment, access to and awareness of social security conditions as well as of the barriers women face or may have faced within this sector. The frame for this survey is the Register of the Industrial Units, from this frame there are about 45,000 industrial units (IUs) that are located in 8 large main cities (within 7 divisions out of Nine divisions) in Punjab, known for enterprises that hire women. The sample for this is drawn from the number of IUs that have employed females (558 units) keeping in mind the type of employees (regular, contract based, casual paid, working proprietor & active partner). Women who are in the informal sector private employment (non-agriculture) will be selected through purposive sampling.
- 3. Primary Users** The primary users of the survey data will include: the PCSW, the Punjab government line departments, district management, provincial planning institutions, political leadership, UN agencies, other development partners, researchers, academia and students. The report and data set will also be made available for the general public.

4. Expected tasks and responsibilities:

Under the guidance of the Supervision of the DG BoS, the DG Finance & Admin the Consultant will be responsible for the following tasks:

i. **Technical Inputs:** Consultant will coordinate with international Gender and Statistics Consultant and the technical team at PCSW under guidance of DG BoS for the following:

- a) Support in completion of research design, sampling for the surveys (other than the baseline district survey)
- b) Set up and coordinate questionnaire development committee.
- c) Coordinate and support the consultancy firm (when recruited) in preparation and implementation of the surveys.
- d) Support the preparation of training materials: manuals and guides for all the surveys and the training
- e) To give input to IT expert for the Development of data entry application to be used for CAPI.
- f) To develop syntax for data analysis and preparation of tabulation plan.
- g) To prepare data tables as per tabulation plan
- h) Data analysis, Report Writing and interpretation of results

ii. **Coordination:**

- a) Ensure coordination for technical inputs from international gender and statistics consultant (UNFPA), PCSW and UNFPA Country Office with BoS for all stages of survey preparation, implementation and analysis.
- b) Participate in meetings and consultation with PCSW and UNFPA as required
- c) To coordinate in outsourcing activities i.e. Consultancies under the project including Correspondence with consultancy organization/individual.
- d) Lead the preparation of quarterly progress reports as well as substantive reports on the survey as it progresses, and assist in the compilation of a final integrated report at the completion of the study.
- e) Ensure all activities are in line with the budget contained in the approved programmatic document.

iii. **Documentation**

- a) Documentation of programmatic and financial progress reviews with UNFPA.
- b) Documentation of the meetings at BoS concerning the preparation and implementation phase of the survey.
- c) Preparing summary briefs/presentations as needed by DG BoS on the progress of the survey implementation etc.

5. Duty Station:

Duty Station will be Lahore with local travel expected to any district of Punjab and to Islamabad.

6. Supervisor: Ch. Sajid Rasul, Director General, Bureau of Statistics, Punjab

7. Time-Frame: Approx. June 2017 to Dec 2017

8. Qualifications and Experience:

The consultant should have demonstrable experience of working in national/provincial level high quality surveys under international/global protocols in social/ development sector. He/ She should have substantial experience on social research, particularly related to economic and social wellbeing of women. He/ She should have a proven track record in conducting research, including social, economic and gender inequalities, and producing research reports.

Education:

Master Degree in Economics, Demography, Statistics or Sociology. Candidates with higher degree will be preferred along with required experience. Other disciplines within the Social Sciences can be considered if the candidate meets the experience criteria noted below.

Knowledge and Experience:

- Demonstrable experience in conducting and/or managing surveys and projects
- Minimum 5years of professional work experience in development work, in particular on social and gender issues of women, including gender based violence.
- Strong computer skills and strong expertise in statistical analyses (particularly SPSS and STATA)
- Training experience and ability to organize and facilitate training and presentations
- Experience in data analysis and survey report writing
- Excellent oral and written communication skills in English and Urdu.
- Strong analytical and report writing capacity to compile all of the information so collected, and ability to prepare and present clearly any interim and final reports that are suitable for presentation to the highest levels of the Government, its development partners, and civil society.
- Experience of working with government departments and with a range of stakeholders, particularly for women's economic and social rights.
- Strong project management and coordination skills.

Required Competencies:

Core Competencies:

- *Values:* Integrity, commitment, embracing cultural diversity, maintaining confidentiality and transparency
- *Core Competencies:* Achieving quality results, working in teams, analytical thinking,
- *Managerial Competencies:* Provide strategic focus, lead the team to meet short deadlines and empower people, and create a culture of performance.

Selection Criteria

- Consultant will be selected through Technical and financial assessment based selection method

Evaluation Criteria	Maximum Score
Part I: Technical Assessment	
Education	15
Relevant experience in surveys conducted through CAPI including experience with development partners, INGOs, NGOs, and government	20
Experience and understanding of gender issues	15
Experience related to development of survey Questionnaires, Enumerators Manual, Training Manual etc.	15
Experience Related to data Analysis	15
Competency in using Statistical Software SPSS and STATA	10
Understanding of Assignment with relevance to ToRs	10
Overall Assessment	100

Signature / Approval _____ Date: _____