

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (National)

### TERMS OF REFERENCE FOR A CONSULTANT: Women Social and Economic Wellbeing Survey (DATA Analysis)

Hiring Office:	Punjab Commission on the Status of Women (PCSW)
Purpose of consultancy:	<p>Punjab Commission on the Status of Women (PCSW) is currently working with UNFPA and the Bureau of Statistics (BOS), Punjab 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 SDGs 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.</p> <p>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. The survey will be implemented by the BOS in the field with technical support from UNFPA and PCSW.</p> <p><b>Specifically, the surveys will:</b></p> <p>Collect data at a provincial and district level which for providing key indicators on the barriers to women's full participation in mainstream economic activities;</p> <p>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.</p> <p><b>The Survey Components:</b></p> <p>District level: The baseline household survey (probability sampled) is designed for women aged 15-64 years in rural and urban areas of the province, to establish a baseline data for monitoring of Sustainable Development Goals 5 and 8 for supporting evidence based policy making. 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.</p> <p><b>Survey with two Special Population Groups:</b> In addition to main survey, two smaller surveys will also be conducted for women from minority groups and women with disabilities.</p> <p><b>Primary Users:</b> 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.</p> <p>With this scope PCSW is seeking services of a consultant to ensure quality checks for data analysis stage, data cleaning, post coding, and estimation of tabulation for final report.</p>

<p>Scope of work:</p> <p>(Description of services, activities, or outputs)</p>	<p>Consultant will be responsible for the following tasks/duties:</p> <ul style="list-style-type: none"> <li>• Work with PCSW and BOS experts to develop appropriate strategies for data processing and analysis.</li> <li>• Apply the methodology developed by BoS consultants for cleaning, validating (data integrity, robustness, missing values) and analyzing the data available on the PCSW server</li> <li>• Perform data quality checks to ensure that collected data are linkable and accurately captured</li> <li>• Review all the data sets for data inconsistency, once datasets are cleaned by BoS</li> <li>• Review and provide inputs to the following activities by BoS: <ul style="list-style-type: none"> <li>○ Adding weights to datasets</li> <li>○ Creating wealth index</li> <li>○ Finalization of datasets</li> </ul> </li> <li>• Support data archiving and anonymization (de-identification) of the dataset and preparation of final data set for public dissemination by PCSW</li> <li>• To make the syntax of complete indicators developed by PCSW</li> <li>• Identify thematic areas for in-depth analysis with the PCSW using the survey dataset and questionnaires</li> <li>• Provide methodology and approach for statistical in-depth analysis and estimate tables for final report in consultation with PCSW research team</li> </ul>
Deliverables	<ol style="list-style-type: none"> <li>1. Data Cleaning Protocol / Syntax</li> <li>2. Raw and Clean data sets</li> <li>3. Anonymized data set for dissemination by PCSW</li> <li>4. Finalize Tables (Tab Plan and indicators developed by PCSW)</li> <li>5. In-depth analysis for the women's baseline data (including two subpopulations), male perceptions data, and private sector employment</li> <li>6. Prepare and present tables (in-depth analysis) for review by PCSW Technical group and relevant stakeholders. Finalize for reports after incorporating comments from stakeholders</li> <li>7. Support PCSW research team to incorporate analysis into presentations and short briefs for the Policy Conference on Nov. 28-29 2018</li> </ol>
Duration and working schedule:	From October - December, 2018
Place where services are to be delivered:	Punjab Commission on the Status of Women - Lahore
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will submit a detailed work plan to PCSW
Supervisory arrangements:	The Consultant will report to National Consultant and Chairperson PCSW
Expected travel:	Travel between Lahore and Islamabad (as requested by PCSW)
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b></p> <p>University Degree in Economics, Demography, Statistics or relevant Social Sciences with strong quantitative analysis focus. 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.</p>

	<p>S/he should have substantial experience on social research, particularly related to economic and social wellbeing of women and the Labour Force survey. S/he should have a proven track record in quantitative analysis on social, economic and gender inequalities, using household survey data and producing research reports.</p> <p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience (at least 3 years) in working with data from census and/or household surveys and its use in policy and programming. Experience particularly on the Labour Force surveys and gender issues of women, including gender based violence will be preferred.</li> <li>• Professional work experience in quantitative data analysis, data processing and data management, especially with large scale household survey datasets</li> <li>• Excellent knowledge and understanding of women's economic &amp; social wellbeing and statistics.</li> <li>• Strong computer skills and strong expertise in statistical analyses (particularly using SPSS and STATA)</li> <li>• Experience of doing quantitative data analysis of major surveys like LFS. Experience with DHS or MICS etc. is an asset.</li> </ul> <p>Languages: Strong verbal and written communications skills in English are required.</p>
Inputs / services to be provided by PCSW (e.g support services, office space, equipment), if applicable:	<p>Where required PCSW will cover the consultant's official travel costs, based on prevailing PCSW rules and regulations.</p> <ul style="list-style-type: none"> <li>• PCSW will be providing office space for the consultant.</li> </ul>
Other relevant information or special conditions, if any:	Close collaboration with Punjab Bureau of Statistics