



## Terms of Reference for Consultancy to Document UNFPA Support on Strengthening Civil Registration and Vital Statistics in Zanzibar

### 1. Background

Information and data on the characteristics and trends of a population, both at the national and local administrative levels, are fundamental to rights-based inclusive development, good governance and the realization of human rights. One of the best ways to collect this data is through a robust and fully-functioning civil registration and vital statistics (CRVS) system. The data collected through the CRVS system supports governments, state actors and non-state actors, development partners and donors in local and national level planning, monitoring and evaluation of government policies and plans, and plays an important role in assisting the Revolutionary Government of Zanzibar (a semi-autonomous region of the United Republic of Tanzania) to measure, monitor and meet its Sustainable Development Goal (SDG) targets. Furthermore CRVS data is the only source of information for 15 of the SDGs and 24 of the SDG targets, while the strengthening of CRVS systems is a specific SDG outcome in and of itself

Leaving no one behind – the central premise of the 2030 Agenda for Sustainable Development – is only possible if everyone is visible. A well-functioning CRVS system records information on vital events in a person’s life, such as birth and death, marriage and divorce, and issues relevant certificates as proof of such registration. This documentation provides individuals with a legal identify and a right to recognition as a person before the law, and is important for accessing essential services such as healthcare, education and social protection; with implications for other ensuing rights such as political participation, recourse to justice, nationality, property ownership, formal employment, and using banking and financial services. and inheritance. Where a CRVS has a high level of coverage and completeness, it is the preferred, and least expensive, source of vital statistics due to the ongoing and timely collection of data.

### 2. UNFPA support to the civil registration and vital statistics system in Zanzibar

UNFPA’s support to the Revolutionary Government of Zanzibar to strengthen CRVS started in 2006 through the piloting of an electronic birth registration system. In 2010, UNFPA provided financial support to the Government of Zanzibar to develop a CRVS system. The goal was to ensure that by 2014, the CRVS system was functioning and providing essential data and information to guide evidence-based decision making in Zanzibar.

Under the 2010 phase of support, the Government of Zanzibar contracted the Norway Registers Development (NRD) to work in three phases providing financial support of about US\$225 million.

Phases I and II covered:

- Scrutinizing the CRVS system in Zanzibar



- Reviewing the CRVS legal framework
- Developing a five year CRVS implementation plan
- Identifying CRVS system specifications, hardware and software requirements
- Drafting tabulation plans for the CRVS
- Undertaking a study visit for key personnel working on the CRVS.

Phase III focused on:

- Designing and developing a CRVS database (birth, death, marriage, divorce and adoption); and system deployment, testing and refining based on the test results
- Designing and developing software for data export and import from the old system and from physical archives (paper-based archive)
- System training for key actors i.e. administrators from the Registrar General Office (RGO) and Office of Chief Government Statistician (OCGS).

Once the three phases had been completed in 2011, there was an opportunity to improve the CRVS in Zanzibar further, by identifying areas of strength and weaknesses and transforming from a manual to an electronic recording system.

In 2019, the Zanzibar Civil Status Registration Agency developed a CRVS Roadmap 2019-2024 – a five-year costed plan to establish a fully functioning and complete CRVS system by 2024/25.

Against the background of investment in, and the development of, the CRVS system in Zanzibar since 2010, UNFPA would like to document best and emerging practices in the work undertaken and being implemented to strengthen the CRVS in Zanzibar.

### 3. Purpose of the consultancy

UNFPA is seeking the services of a local or international consultant to collect and analyse data and document best and emerging practices on UNFPA's support to strengthen the CRVS system in Zanzibar. The documentation will be a record of the work undertaken by UNFPA and the Revolutionary Government of Zanzibar to strengthen the CRVS to date, and will also serve as lessons learned for continuous improvement of the CRVS system and for dissemination to other countries/UNFPA country offices. Other countries/UNFPA country offices may wish to conduct study tours and attachments to learn from UNFPA's work to improve the CRVS in Zanzibar and such documentation will serve as a reference for learning and use.

### 4. Specific objectives

1. Document the rationale, approaches, process/methodology, results achieved, challenges and lessons learned in establishing and operationalizing the CRVS system in Zanzibar.
2. Review the extent to which data and information from the CRVS system has been used to guide/inform decision making at various levels of the government in policies, planning, monitoring and evaluation of the performance of the Government in Zanzibar.



3. Assess the satisfaction of various users on the performance, quality and completeness of services they receive from the CRVS system in Zanzibar, including:
  - a. People who have registered births, deaths, marriages, divorces, etc.
  - b. Employees of the Civil Registration Authority (CRA) and those managing the system
  - c. Individuals, agencies, departments and sectors that will use or are using data from the CRVS system.
4. Provide concrete suggestions on how policies, structures and programmes around the CRVS can be improved, replicated and/or scaled up to enable the availability of a fully operational CRVS system which is complete as per UN standards.

## 5. Methodology

The consultant will propose the best method to undertake the assignment. However, it is envisaged that qualitative methodology will be employed with a mix of methods:

- (1) *Interviews* - these will include interviews with key informants, group interviews, focus group discussions and in-depth interviews with satisfied or dissatisfied users where feasible.
- (2) *Document reviews* - including Zanzibar CRVS policies, strategies and plans as well as reports. Document reviews will also examine the raw data entered into the CRVS system.
- (3) *Observation* of the CRVS infrastructure and other vital aspects of the documentation.

The consultant will undertake qualitative data analysis and prepare a draft report for discussion with the CRA, other relevant stakeholders in Zanzibar and UNFPA. Photographic images that highlight important elements of UNFPA's support to the CRVS and the functionality of the system are also required.

## 6. Scope of work

The consultant is expected to:

1. Identify the appropriate methodologies and tools for systematic and complete assessment and documentation of the CRVS work in Zanzibar and capture the different stages of development to date.
2. Undertake field work and photography, where relevant, in the process of collecting data for documenting best and emerging practices on CRVS in Zanzibar.
3. Undertake analysis and drafting of the report that includes key aspects of best practices on CRVS work in Zanzibar.
4. Facilitate stakeholder reviews and discussions on the draft document and integrate any feedback comments in the draft report.
5. Prepare and submit a final report and PowerPoint presentation to UNFPA and the CRA for use and dissemination.

The consultant is expected to ensure the assessment report meets international accepted standards of reports of this nature including recommendations for future programmes



## 7. Outputs/ deliverables

1. Inception report submitted two weeks prior to the start of field work outlining research methodology, tools and timelines.
2. Draft report for review by UNFPA and the technical advisory committee, which will be established by the CRA with the support of the UNFPA Tanzania Country Office to oversee the assignment.
3. Presentation of key findings and recommendations at a validation meeting with government and stakeholders.
4. Final report and PowerPoint presentation in both hard and soft copies.
5. At least 40 high resolution jpegs or raw files (300 dpi at 2610 x 3900 pixels) of edited photos, with metadata and captions, related to UNFPA's support to the CRVS in Zanzibar.

## Time frame

The consultancy will be conducted for 21 working days beginning in August, 2021 and deliverables (based on the requirements outlined above) are expected no later than 30 September 2021.

## Qualifications

The consultant should have the following demonstrated experience, knowledge and competencies:

- Academic qualification of at least a Master's Degree in statistics, population studies, public health, sociology or development studies.
- Demonstrated experience in:
  - Conducting qualitative and evaluation studies
  - Publication in peer reviewed journals of such qualitative and/or evaluative studies.
- Ability to carry out work of a high quality with:
  - Strong analytical skills
  - Working under pressure and adhering to schedules and deadlines.
- Fluency in Kiswahili and English are essential.

## How to apply

Qualified candidates should submit their application including a cover letter, curriculum vitae and evidence of publications in peer reviewed journals to [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org) with the subject line "Consultancy CRVS Documentation".

**The deadline to submit application documents is 28 July 2021 (4:30 pm Tanzanian Time).**

*The United Nations Population Fund (UNFPA) is an international development agency that aims to deliver a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.*