



TO BE GIVEN TO CONSULTANT/INDIVIDUAL CONTRACTOR

**TERMS OF REFERENCE**

*Name of Contractee: xxx*

*Requesting Office: UNECE Statistical Division*

1. Objectives and Targets (Specific Functions of Consultant/Individual Contractor)

At the 2013 High-level seminar on Population Censuses and Migration Statistics in Gelendzhik, Russian Federation, it was agreed in 2015 to produce a manual on the use of administrative data and sample surveys to measure international migration in the CIS region. The guide will be reviewed by experts from CIS countries at a 2015 workshop in Belarus and then presented to the Conference of European Statisticians for final approval. The guide will consist of 4 chapters, totaling about 100 pages. The majority of written material will be produced for chapters 2 and 3 of the manual on the use of administrative data and sample surveys to measure migration.

The objective of this consultancy is to produce Chapter 2 of the manual, on the use of administrative data to measure migration. The chapter will need to provide an overview of sources and issues with the use of administrative data in the CIS region, discuss current and future implementation of population registers, border control data, visa and residence permits and other administrative sources, and their ability to produce migration statistics. It will also discuss the advantages and disadvantages of these data systems, data quality issues, context specific to the CIS-region on the use of administrative sources, as well as methods of improving communication between the producers of administrative data and national statistical offices. Additional topics related to administrative data issues could also be included and it should draw from regional and international examples as needed. It should also include recommendations on how administrative systems could be better utilized or developed to improve the measurement of migration.

2. Tangible and measurable outputs of the work assignment

- Complete final version of the chapter, fully edited, to be submitted to UNECE by 30 June 2015

- Report required:

YES    No. of pages: approx. 40    Language: English    Format: A4

NO

3. Schedule of the work delivery and payments  
*(please specify dates, expected outputs and related payments, where applicable)*  
The contract covers the period 1 March to 30 June 2015

Work delivery:

By 25 May 2015: Complete draft version of chapter.

On 28-29 May 2015: Presentation of chapter as part of workshop on migration statistics to be held in Minsk, Belarus.

by 30 June 2015: Complete final version of the chapter, fully edited and taking into consideration comments from 28-29 May workshop, to be submitted to UNECE

Payments

The consultancy fees will be paid in two parts. The first half will be delivered upon successful submission of draft chapter by 25 May 2015. The second half will be delivered upon successful submission of final chapter, by 30 June 2015, as confirmed by the UNECE Statistical Division

4. Performance Indicators

The text of the publication must be of very high quality (publishable) and should meet the editorial standards of the United Nations, which will be communicated by the UNECE Statistical Division to the contractor.

The final version of the publication must be submitted following the deadline specified above.