



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 material will be produced for chapters 2 and 3, on the use of administrative data and sample surveys to measure migration.

The objective of this consultancy is to produce Chapter 3 of the manual, on the use of sample surveys to measure migration. The chapter will need to provide an overview of topics and issues related to the use of sample surveys and the measurement of migration. It will also need to address survey design issues, including questionnaire design, sampling, data collection, data coding, and data analysis. It will also discuss the advantages and disadvantages of these data systems and data quality issues, while being context specific to the CIS-region and the use of sample surveys. Finally, it should provide regional, as well as international, examples of surveys' use in measuring migration and offer recommendations on ways to better use sample surveys to measure migration and related topics in the region.

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)*

Work delivery:

By 30 April 2015: Complete draft version of chapter.

On 28-29 May 2015: Presentation of report as part of workshop on migration statistics to be held in Minsk, Belarus. The travel and costs for the consultant's participation in the event will be covered by UNECE.

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 (\$5,000) will be delivered upon successful submission of draft chapter by 30 April 2015. The second half (\$5,000) 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 chapter 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 chapter must be submitted following the deadline specified above.