



TO BE GIVEN TO CONSULTANT/INDIVIDUAL CONTRACTOR

TERMS OF REFERENCE

Name of Contractee: Ian White

Requesting Office: UNECE Statistical Division

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

The objective of the consultancy is the final editing of the publication “Conference of European Statisticians Recommendations for the 2020 Censuses of Population and Housing” (CES Recommendations). The target is a complete final fully edited version of the publication.

The CES Recommendations is a flagship publication of the UNECE Statistical Division. It is prepared every ten years (the first issue was published in connection with the 1950 census round) by a large number of national census experts coordinated by UNECE. The objective of the CES Recommendations is to guide countries in the planning and conducting of their population and housing censuses, and to improve the comparability of census data through the selection of a core set of census topics and the harmonization of definitions and classifications.

The draft CES Recommendations have been prepared by combining the contributions of nine task forces. As a result, a final substantive editing is necessary in order to ensure consistency of the text in substance and in style. The consultant will be expected to carefully edit the draft CES Recommendations, apply uniform style and format, identify possibly gaps or duplications and take remedy when necessary in coordination with UNECE, in order to produce a complete and high quality publication.

2. Tangible and measurable outputs of the work assignment

- Complete final version of the publication, fully edited, to be submitted to UNECE by 30 November 2014

- Report required:

YES No. of pages: approx. 220 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 November 2014: Complete final version of the publication, fully edited, to be submitted to UNECE

Payments:

The consultancy fees will be paid by 12 December 2014, after successful submission of the final version 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, that 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. No extensions of the deadlines will be possible.

Head of Substantive Office:

Lidia Bratanova, Director, UNECE Statistical Division

Signature: _____

Date _____

Officer in charge of the project:

Paolo Valente, Statistician, UNECE Statistical Division

Signature: _____

Date _____

Executive Office:

Fernando Krichilski, Senior Administrative Assistant

Signature: _____

Date _____