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**NATIONAL STATISTICS BUREAU**  
ROYAL GOVERNMENT OF BHUTAN



# Terms of Reference

**Position:** National Consultant – Support for Gender Analysis in Civil Registration and Vital Statistics (CRVS)

**Project Title:** Data Use and Gender Analysis Using Available Data, including Civil Registration and Vital Statistics

**Location:** Bhutan

**Duration:** 30 working days between July 2025 and October 2025

**Reporting to:** GGP Project Coordinator, National Statistics Bureau (NSB)

## 1. Background

The National Statistics Bureau (NSB) is implementing a project titled *Data Use and Gender Analysis Using Available Data including Civil Registration and Vital Statistics*, funded by the Bloomberg Philanthropies Data for Health (D4H) Initiative. The initiative aims to strengthen the use of data and in identifying gender disparities in CRVS through in-depth data analysis, stakeholder engagement, and capacity-building activities.

While the overall initiative will be led by an International Consultant, NSB intends to engage a National Consultant to support the study. This includes facilitating Focus Group Discussions (FGDs), conducting Key Informant Interviews (KIIs), assisting in review of relevant documents, data analysis, and contributing to the drafting of communication and dissemination materials.

## 2. Scope of Work

Under the guidance of the International Consultant and in close collaboration with NSB, the National Consultant will undertake the following tasks:

- Develop FGD questionnaires tailored to the Bhutanese context.
- Identify and engage key stakeholders for FGDs and KIIs.
- Facilitate FGDs with identified stakeholder groups.
- Conduct KIIs with government agencies, civil society organizations (CSOs), and community representatives.
- Transcribe all FGDs and KIIs, ensuring confidentiality and data quality.
- Support coordination and facilitation of stakeholder consultations and meetings.
- Draft a Stakeholder Engagement Report summarizing key insights.
- Assist in coding and thematic analysis of qualitative data, following the methodology provided by the International Consultant.
- Compile and review relevant documents, reports, and grey literature related to gender and CRVS in Bhutan.
- Support basic quantitative data checks and prepare descriptive summaries where required.



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- Provide logistical support for the organization of FGDs, KIIs, workshops, and travel arrangements for the International Consultant.
- Contribute to drafting policy briefs based on qualitative findings.
- Assist in delivering capacity-building activities for stakeholders.
- Develop workshop presentations and other dissemination materials.

### 3. Duration and Work Schedule

The consultancy will cover a total of 30 working days, to be utilized flexibly between July and October 2025, depending on fieldwork schedules and stakeholder availability.

### 4. Deliverables

The National Consultant will be responsible for the following deliverables:

- Complete and well-organized transcripts of all FGDs and KIIs.
- A comprehensive Stakeholder Engagement Report.
- Contributions to the Qualitative Analysis Section of the Gender Analysis Report.
- Draft inputs to policy briefs informed by the qualitative findings.
- Support for dissemination workshops (including slide development and logistical coordination).
- Monthly progress updates to NSB and the International Consultant.

### 5. Qualifications and Experience

#### Education:

- Master's degree in Demography, Statistics, Population Studies, Gender Studies, Social Sciences, Public Health, or related disciplines.

#### Experience:

- Minimum 5 years of professional experience in qualitative research, particularly in conducting FGDs and KIIs.
- Proven experience working with CRVS systems and related data analysis.
- Demonstrated ability to prepare high-quality transcripts and qualitative analysis reports.
- Experience with quantitative data analysis will be an asset.



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### **Skills and Competencies:**

- Strong facilitation and stakeholder engagement skills.
- Proficiency in English and Dzongkha.
- Excellent organizational and coordination skills.
- Ability to work independently and collaboratively.
- Adherence to gender-sensitive and ethical research practices.

## **6. Supervision and Reporting**

The National Consultant will report to the Project Coordinator, NSB, and will work in close collaboration with both the NSB technical team and the International Consultant. Regular progress updates and timely communication of any challenges encountered are expected.

## **7. Application Process**

Interested and eligible candidates are required to submit their application through the Electronic Government Procurement (e-GP) System as per the information provided in the system.

For further information or clarifications, please contact:

**Ms. Jigme Choden**, Project Focal Person

Email: [jchoden@nsb.gov.bt](mailto:jchoden@nsb.gov.bt)

Only shortlisted candidates will be contacted for further steps.