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NATIONAL STATISTICS BUREAU
ROYAL GOVERNMENT OF BHUTAN



TERMS OF REFERENCE (TOR) FOR INTER/NATIONAL CONSULTANT

Data Use with special focus on Gender Analysis using available Data
including the Civil Registration and Vital Statistics
Funded by Bloomberg Philanthropies Data for Health Initiative

1. BACKGROUND

The National Statistics Bureau (NSB) is implementing a project aimed at strengthening gender analysis and data use within the Civil Registration and Vital Statistics (CRVS) system. Funded by the Bloomberg Philanthropies Data for Health Initiative, this project seeks to assess gender disparities in CRVS through focused data analysis, stakeholder consultations, and capacity building.

To support this initiative, NSB seeks to engage an international consultant with expertise in gender analysis, demography, statistics, or other relevant fields to conduct a comprehensive gender-based assessment of CRVS data and support knowledge dissemination efforts.

2. SCOPE OF WORK

Objectives of the Consultancy

The overall objective of the consultancy is to provide technical expertise in conducting a gender analysis of CRVS data and facilitating stakeholder engagement to enhance data use for gender-sensitive policymaking. The specific task and responsibilities of the consultant include:

- Study and propose the methodology of the analysis and the framework of the thematic report.
- Conduct a desk review of all existing gender related reports and policy documents that are already published and see whether the analysis done in those reports are looked at through gender lens.
- Lead and facilitate focus group discussions (FGDs) with key stakeholders to identify gender-based barriers in CRVS systems.
- Engage with stakeholders through consultations to gather insights on data use and policy gaps.
- Analyze existing CRVS datasets using gender-sensitive methodologies incorporating intersectionality where possible.
- Apply an intersectional approach to identify disparities in birth and death registration.
- Prepare a detailed report summarizing findings, including recommendations for policy interventions.
- Disseminate findings through policy briefs, presentations, and stakeholder workshops.



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- Conduct the capacity building workshop on gender analysis to the relevant stakeholders including the NSB

4. DURATION

The consultant will carry out the assignment from 15 April to 30 October 2025, and be paid for a total of 50 working days:

- Five working for carrying out the desk review, and collecting relevant documents and data.
- Three days data assessment and data preparation
- Two working days stakeholder's consultation.
- Fifteen days data analysis and report writing (draft)
- Ten days methodology development and fieldwork of the qualitative study
- Five days data analysis and report writing of the qualitative study
- Two days dedicated training of NSB staff
- Three days drafting policy brief
- Five days for finalization of report and policy briefs.

5. QUALIFICATIONS AND EXPERIENCE

The ideal candidate should possess the following:

- Advanced degree (Master's or PhD) in Statistics, Demography, Gender Studies, Public Health, Social Sciences, or related disciplines.
- Extensive experience (at least 10 years) in gender analysis, particularly in CRVS or related fields.
- Strong quantitative and qualitative research skills, including experience with large datasets.
- Experience in conducting FGDs and stakeholder consultations.
- Proven track record of publishing reports and policy briefs on gender and data use.
- Excellent communication and writing skills in English.
- Computer skills, including internet navigation and various office applications;
- Ability to work in a team and a multi-cultural environment, and establish harmonious and effective working relationships, good interpersonal skills;
- Fluency in written and spoken English.

Values:

- Exemplifying integrity
- Demonstrating commitment to the organization s/he works for
- Embracing cultural diversity
- Embracing change



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Core Competencies

- Achieving results
- Being Accountable
- Developing professional expertise
- Thinking analytically and strategically
- Working in teams
- Communicating for impact

Required Skillset:

- Advocacy/advancing policy-oriented agenda
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships
- Job knowledge/technical expertise and Results based management
- Adaptation/application of knowledge in different contexts
- Integration in a multidisciplinary environment

6. PLACE WHERE SERVICES ARE TO BE DELIVERED

The consultant will work offshore and be physically present in Bhutan only two times. In Bhutan, the consultant will report to and work directly with the NSB, Bhutan.

1. First visit to present the methodology and framework of the thematic report, agency consultations and to gather information and prepare data;
2. Second visit to conduct the qualitative study, capacity building and present initial results.

7. DELIVERY DATES AND DELIVERABLES

The consultancy is expected to be completed within **six months** from the date of contract signing. The key deliverables include:

- i. **Inception Report** – Work plan and methodology (within two weeks of contract signing)-15 June 2025.
- ii. **Desk Review Report** – Summary of findings from the literature review.
- iii. **First visit to Country:** 15 June-20 June 2025
- iv. **Second visit to Country:** 1 July-15 July 2025
- v. **Stakeholder Engagement Report** – Key takeaways from FGDs and consultations.
- vi. **Submission of Draft Gender Analysis Report** – Analysis of CRVS data with policy recommendations: 1 September 2025
- vii. **Final Report and Dissemination Materials** – Consolidated report, policy briefs, and presentation slides: 15 November 2025
- viii. **Stakeholder Workshop Presentation** – Facilitation of a dissemination event: 30 November 2025



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In terms of the monitoring and progress control, including reporting requirements, periodicity formats and deadlining, the consultant will give regular updates on activities through delivery of progress reports or any other way agreed between NSB and the consultant. Upon completion of the assignment, the supervisor will certify relevant documents; evaluate the consultant's work and follow-up on the payments.

Consultant's performance will be evaluated against the following criteria:

- Compliance with guidelines/ToR,
- Timeliness of the report delivered;
- Quality of the report and policy briefs.

Supervisory Arrangements

The consultant will report directly to the Director General, NSB and receive guidance from Chief Statistical Officer, NSB based in Thimphu.

8. APPLICATION PROCESS

Interested candidates should submit the following:

- CV highlighting relevant expertise and experience.
- Technical proposal outlining approach, methodology, and timeline.
- Financial proposal detailing consultancy fees and any other costs.

Applications should be submitted via email to jchoden@nsb.gov.bt by 30 May 2025.

Only shortlisted candidates will be contacted.