I. BACKGROUND

The reliable collection of vital data, and its accurate and timely processing into vital statistics, is a critical element in government planning and service provision. It is also useful for measuring compliance with the Millennium Development Goals (MDGs). For this reason, the Government of Jamaica (GoJ) is placing particular emphasis on strengthening national civil registration (CR) and vital statistics (VS) systems.

Following a Cabinet Submission by the Ministry of Finance and Planning and the Ministry of Health in October 2003, a multi-agency Vital Statistics Commission (VSC) was established “to ensure that Jamaica’s vital registration and statistics system produce[s] valid and reliable statistics.” At the request of the VSC, an audit of civil registration and vital statistics systems was conducted in July 2005 and a report of findings and recommendations issued in August 2005. The audit findings related to four key areas – data collection, human resources, management and organizational structure and linkages, and data dissemination – and indicated that “a lack of coherent and coordinated government policies with regard to vital statistics, a lack of effective and efficient communication and collaboration between and within agencies and Ministries, and the absence of a standard definition of vital statistics […] serve as significant obstacles to the production of valid and reliable national statistics.”

Currently, several agencies including the Registrar General’s Department (RGD), the Ministry of Health, the Ministry of Justice, and the Jamaica Constabulary Force (JCF) collect vital information for Jamaica. Particularly with regards to information on death, there is a lack of coordination among these agencies which has resulted in a chronic problem of underreporting. The two agencies involved in processing vital data are RGD and Statistical Institute of Jamaica (STATIN), with the latter also being the institution responsible for presenting official statistical information.

This project is being joint funded by the Government of Jamaica and the Inter American Development Bank.

The Project profile may be viewed at http://www.iadb.org/projects/project.cfm?id=JA-T1038&lang=en.
II. PURPOSE

The primary purpose of this review is to assess the effectiveness of the Civil Registration and Vital Statistics Modernization Programme during its period of implementation in effectively achieving the modernization process as specified under the Technical Cooperation Agreement between the Government of Jamaica (GOJ) and the Inter American Development Bank (IDB) during its period of implementation towards the achievement of the outcomes as articulated in Plan of Operations.

The specific objectives of the evaluation are as follows:

a. Determine how effective the Civil Registration and Vital Statistics Modernization Programme has been as an instrument of prioritization and accountability towards the achievement in the modernization of specific aspects of the modernization of Jamaica’s civil registration and vital statistics systems.

b. Determine to which extent the project has been an appropriate vehicle to guide national planning and the implementation of prioritized activities within stakeholder agencies towards the modernization civil registration and vital statistics systems.

c. Identify lessons learnt from experiences; issues and opportunities emerging from the implementation of the current project components, and thereby inform the design and prioritization of the other aspects of the modernization of CRVS system, through a participative and formative process.

d. Determine the relevance and design of the project and assess its progress in effectively and sustainably contributing towards the achievement of the modernization of Jamaica’s Civil Registration and Vital Statistics System.

It is also expected that the evaluation process will contribute to the strengthening of national evaluation capacity within Jamaica’s CRVS systems.

III SCOPE OF WORK AND KEY QUESTIONS

The midterm evaluation will also take into consideration the project’s continued relevance, efficiency levels, and effectiveness and provide recommendations to improve the execution and thus the likelihood of achieving its development objectives.
In this context, the evaluation will seek to address a number of key areas inclusive of but not limited to the following:

a. Assess design and focus of the project, that is, the quality of the formulation of results at different levels;

b. Assess the effectiveness of the project in terms of progress towards achievement of the modernization of Jamaica’s CRVS system;

c. Assess the role and relevance of the project components in relation to the issues and challenges identified by the various analyses undertaken in the context of the modernization of Jamaica’s CRVS system;

d. Analyse the extent to which results were achieved;

e. Prepare recommendations and outline possible opportunities for greater progress towards the achievement of the modernization of Jamaica’s CRVS system.

IV Methodology

The midterm evaluation will apply, as far as possible, the following criteria which assess relevance, effectiveness, efficiency and sustainability of results.

The consultant will develop a detailed methodological proposal as part of the Inception Report, which should be based on:

- Multiple methods and triangulation of information of both quantitative and qualitative nature
- All findings, conclusions, recommendations and lessons should be based on verifiable and credible information and evidence, and should reflect the results chain or theory of change that underpins the project activities (that is, links between goals, outcomes and outputs).
- Design the methodology based on an actively participative and inclusive process with relevant actors and stakeholders during all phases of information collection and validation of results, so as to foster a process that is: (i) geared towards accountability; (ii) yields information produced through collective reflection and useful for decision-making; and, (ii) generates a ‘learning-though-the-process’ dynamic.
At a minimum, it will include the following components and build upon them:

- Undertake a comprehensive desk review (synthesis and data analysis) of existing archived documents, including background materials approved project documents, project monitoring documents, disbursement reports, progress reports, action plans, and other information available.

- Conduct interviews and focus groups with selected stakeholder agencies

- Make field visits to selected agencies where required and facilitate participative consultations when necessary.

- Conduct a presentation of the draft report with all involved parties to extract feedback, validate results and foster a learning and collective reflection process.

The Consultant is at liberty to incorporate other techniques in conducting the evaluation.

**V. REPORTS AND DELIVERABLES**

The Consultant will submit for the approval of the PIOJ, the following deliverables outlined below:

<table>
<thead>
<tr>
<th>Key Deliverables</th>
<th>Performance Standards for Delivery</th>
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<tbody>
<tr>
<td>Work plan (inclusive of scope of work)</td>
<td>10 days after the beginning of the consultancy, which includes:</td>
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<tr>
<td></td>
<td>o A methodological proposal</td>
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<tr>
<td></td>
<td>o A review Matrix which details how the review questions (expanded by the Consultant if necessary) will be answered, given the data collection methods and information sources</td>
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<td></td>
<td>o A detailed Work Plan for the execution of consultancy</td>
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<td>o A preliminary Table of Content of the Review Report</td>
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<td>o Mapping of relevant actors,</td>
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<td></td>
<td>o Questionnaires, surveys, etc.</td>
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<tr>
<td>Draft Evaluation Report</td>
<td>25 days after the beginning of the consultancy, which includes:-</td>
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VI. CHARACTERISTICS OF THE CONSULTANCY

The local or international “individual” consultant will be selected based on the criteria below.

Competencies of Consultant should include but not be limited to the following:
- Postgraduate qualification in Management, Public Administration, Demographics or any other area related to Social Sciences;
- Demonstrated experience in results based management and results based evaluation theory and practice;
- Knowledge of and experience with logical frameworks and current evaluation theory and practice;
- 5-10 years’ experience in evaluating development projects;
- Extensive knowledge of and experience in civil registration and vital statistics systems, preferably, a good understanding of the Caribbean Region;
- Experience working with teams and team processes; and
- Excellent writing and communicative skills in English is required

Duration: The assignment is for a period of 2 months, that is, a total of 40 days.
VII. **Schedule of Payments**

a. Payments will be made according to the following schedule:

<table>
<thead>
<tr>
<th>Payment No.</th>
<th>Activity</th>
<th>Payment Condition</th>
<th>%</th>
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<tbody>
<tr>
<td>1</td>
<td>Work Plan</td>
<td>Upon submission and acceptance of the Work Plan by VSC</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>Draft Evaluation Report</td>
<td>Upon submission and acceptance of the Draft Evaluation Report by the VSC</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>Presentation of draft review report (Consultative workshop)</td>
<td>Upon completion of the workshop</td>
<td>10%</td>
</tr>
<tr>
<td>4</td>
<td>Final Evaluation Report</td>
<td>Upon submission and acceptance of the Final Evaluation Report by the VSC</td>
<td>40%</td>
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</table>

**Total** 100%

VIII. **Evaluation Ethics**

For the development of the external review, the consultant will follow the ethical principles and guidelines. This includes the rights and confidentiality which should be guaranteed to information providers and the enforcement of the necessary protocols for the use and safeguarding of the information. The Consultant will operate ensuring independence and impartiality of the process and deliverables.

IX. **Evaluation Criteria**

Interested “individual” consultants should submit an application to the Planning Institute of Jamaica (PIOJ) which stating their interest and briefly outlining:

(i) a methodology and a proposed work plan (maximum 2 pages);

(ii) academic qualifications;

(iii) relevant consultancy experience; and
(iv) knowledge of local conditions such as language, culture, administrative systems, GOJ and IDB operational systems;

National consultants must present a copy of valid Tax Compliance Certificate (TCC) with their applications.

X  SUPERVISION AND COORDINATION

This consultancy will report to the Acting Director of the Social Policy, Planning and Research Division and will work closely with the staff of the Programme Management and Implementation Unit.

XI  SUBMISSION OF PROPOSALS

The PIOJ will select the best proposal in collaboration with the representatives from the stakeholder agencies. The PIOJ will under no circumstances increase the agreed amount of the consultancy once a contract has been drafted and approved.

Applications should be sent to vacancies@pioj.gov.jm No later than March 9, 2012

Subject line must read CRVSMTEC2012