

# SAINT VINCENT AND THE GRENADINES

## HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

### Terms of Reference for Consultancy Services (Individual Consultant)

#### CONDUCTING LABOUR DEMAND SURVEY

SVG-HDSD-CS-IC-35

### 1. Background Information

The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) towards the cost of the St. Vincent and the Grenadines (SVG) Human Development Service Delivery Project. The Project aims to strengthen the quality of service delivery in education, improve the efficiency of social protection systems, and improve the effectiveness of the SVG labour market Information System.

The Department of Labour (DoL) and the Statistical Office (SO) together with the National Insurance Services (NIS) are the principal agencies of government charged with the overall responsibility of collecting, analysing and disseminating labour and employment data in SVG.

With technical and financial resources from the International Labour Organisation (ILO), the DoL developed the SVG Labour Market Information System (SVG-LMIS), officially launched in 2011. The system design also proposed the establishment of the National Survey Programme to be coordinated by the SO in conducting periodic household and establishment surveys. The establishment surveys are intended to provide information on labour demand and supply flows as well as on unfilled vacancies within establishments. It is expected that results from these periodic surveys would provide detailed information on job creation or job losses by reason, industry and occupation as well as difficulties that employers might have in finding suitable labour.

In 2014 the DoL in collaboration with the SO conducted its first establishment survey referred to as the Job Opening and Labour Turnover Survey (**JOLTS**). The experience suggests that there are some gaps and weaknesses in the survey instrument as well as a need to develop the technical capacity in the areas of sampling, data preparation, tabulation planning, data manipulation, data interpretation and report preparation.

### 2. PURPOSE

The objectives of this consultancy are to:

#### Phase 1: Review of 2014 JOLTS and Execution of 2019 JOLTS

- Carry out a comprehensive review of the 2014 JOLTS Instrument together with all processes relating to the execution and application of the instrument applied in St. Vincent & the Grenadines;
- Develop a revised survey instrument to be able to effectively assess labour market demands in St. Vincent and the Grenadines;
- Conduct training for DoL staff and other key stakeholders on the application of the instrument; and

- Supervise the execution of the 2019 JOLTS using the newly revised survey instrument.

## **Phase 2: Execution of 2020 JOLTS**

The purpose of this phase of the consultancy would be to:

- Supervise the execution of the 2020 JOLTS using the revised survey instrument;
- Assess the effectiveness of the LMA training delivered and the manual developed under a previous consultancy, and
- Finalise the said manual.

## **PHASE 1: Review of 2014 JOLTS and Execution of 2019 JOLTS**

### **3. METHODOLOGY**

It is expected that the methodology employed would include, where appropriate, structured interviews, focus groups discussions, power point presentations, observations, demonstrations, interactive discussions, and other appropriate materials. Knowledge transfer is a core element of this consultancy. As such, in all the activities detailed, the consultant is expected to undertake in-country involvement of selected staff of the DoL and SO in the process.

### **4. SCOPE OF WORK**

In particular, the consultant will be required to:

- (a) Review the JOLTS 2014 instrument, its variables and methodology, identifying strengths, weaknesses and gaps;
- (b) Carry out a quality check on the JOLTS 2014 raw data;
- (c) Review the processes for applying the JOLTS 2014 instrument, including data collection, enumerator training, data processing, etc.;
- (d) Consult with appropriate Labour Department and other key Government staff on the application of the 2014 Instrument;
- (e) Discuss with appropriate staff members of the Labour Department and other relevant Government Agencies best practices and, relevant variables and models of labour demand and enterprise survey instruments used in other countries;
- (f) Hold informational interviews with selected users of labour market demand data to assess their data needs- including policy makers, programme implementers, employers and job seekers;
- (g) Develop a revised demand survey instrument based on the activities undertaken in items (a) to (f) above;
- (h) Produce at a minimum, a survey manual, coding chart and data dictionary to accompany the revised survey instrument;

- (i) Conduct training for Labour Department and other key Government staff on the application of the revised demand survey instrument including training in the sample selection and weighing processes;
- (j) Conduct training for Labour Department and other key Government staff and enumerators to carry out the survey using the revised survey instrument;
- (k) Supervise the execution of the 2019 JOLTS in collaboration with the DoL and SO,
- (l) Conduct data processing and analysis of the 2019 JOLTS; and
- (m) Finalise the revised demand survey instrument and accompanying documents based on the results of the survey.

## DELIVERABLES

<b>Phase 1: 2019 JOLTS</b>	
<b>Deliverables</b>	<b>Minimum Requirements</b>
I. Inception Report & Work Plan within <b>two (2) week</b> of contract signature	<ul style="list-style-type: none"> <li>• Clear outline of scope of work with appropriate timetabling and methodologies</li> </ul>
<p>II. Conduct stakeholder consultations with key staff members of the DoL and SO, and selected LMI Users, Policymakers, Employers and Jobseekers and literature review to support the following:</p> <ul style="list-style-type: none"> <li>• JOLTS 2014 Instrument reviewed and appropriate recommendations together with a report submitted.</li> <li>• Processes for the execution and application of the JOLTS 2014 Instrument reviewed and appropriate report submitted</li> <li>• Power Point Presentation to be shared at a National Stakeholders Validation Session.</li> </ul> <p><b>Due within six (6) weeks after contract signing.</b></p>	<ul style="list-style-type: none"> <li>• Clear outline and properly written and presented Report in plain standard English</li> <li>• Detailed analysis presented of the variables and methodology, strengths, weaknesses and gaps in the instrument</li> <li>• Detailed analysis presented of all the processes including sampling, enumerator training, data collection, processing and analysis and, a quality check of the JOLTS 2014 raw data</li> <li>• Recommendations on instruments, methodology presented with clear justification for each.</li> </ul>
<p>III. Final Review Report on the 2014 JOLTS instrument, and Application and Analysis of the 2014 JOLTS</p> <p><b>Due within (10) weeks of contract signature</b></p>	<ul style="list-style-type: none"> <li>• Clear outline and properly written and presented in plain standard English</li> <li>• Revised Demand Survey Instrument</li> <li>• Processes and Timeline for Demand Survey.</li> <li>• Stakeholders' comments accurately presented as an annex to final report</li> <li>• Stakeholder Presentation</li> </ul>
<p>IV. Survey Manual, Enumerators Training Manual, Coding Chart and Data Dictionary delivered. Due within twelve <b>(12) weeks</b> after contract signature</p>	<p>Documents are appropriate and relevant</p>
<p>V. Training conducted for DoL, SO &amp; other key stakeholders with respect to items (i) and (j) under Scope of Works</p> <p>Within <b>thirteen (13) weeks</b> of contract signature</p>	<ul style="list-style-type: none"> <li>• Training exercise presented in accordance with work plan</li> <li>• Related concepts, theories, methodologies, tools and techniques fully explained and understood</li> <li>• Pre and Post Test assessment to determine if participants have a full understanding of the application of demand survey instruments by participants</li> </ul>

	<ul style="list-style-type: none"> <li>• Structured evaluation of training exercise by participants upon completion</li> </ul>
VI. 2019 JOLTS carried out within nineteen <b>(19) weeks</b> of contract signature	<ul style="list-style-type: none"> <li>• Appropriate sample size used</li> <li>• All questionnaires administered</li> <li>• All related processes executed</li> </ul>
VII. Revised JOLTS Instrument finalised and submitted within <b>twenty two (22) weeks</b> of contract signature	<ul style="list-style-type: none"> <li>•</li> </ul>
VIII. Report on data processing and analysis of 2019 JOLTS presented to stakeholders within <b>twenty four (24) weeks</b> of contract signature	<ul style="list-style-type: none"> <li>•</li> </ul>

## DURATION

The anticipated time required for completion of **Phase 1** of the consultancy is **twenty four (24) weeks** commencing **April 2019 to November 2019**.

## PHASE 2: Execution of 2020 JOLTS

### 5. METHODOLOGY

It is expected that the methodology employed would include, where appropriate, structured interviews, focus groups discussions, power point presentations, observations, demonstrations, interactive discussions, and other appropriate materials. Knowledge transfer is a core element of this consultancy. As such, in all the activities detailed, the consultant is expected to involve the staff of the DoL and SO in the process.

### 6. SCOPE OF WORK

In particular, the consultant will be required to:

- a) Assist the DoL in preparing for the execution of JOLTS No. 2 inclusive of preparation of the execution plan.
- b) Conduct training for Labour Department and other key Government staff on the application of the revised demand survey instrument including training in the sample selection and weighing processes;
- c) Conduct training for Labour Department and other key Government staff and enumerators to carry out the survey using the revised survey instrument;
- d) Supervise the execution of JOLTS No.2 in collaboration with the DoL and SO, and

- e) Test the effectiveness of the training delivered and the manual developed under phase 2 of the consultancy, and
- (f) Finalise the training manual based on an assessment of the JOLTS 2 exercise.

## DELIVERABLES

Phase 2: Execution of 2020 JOLTS	
Deliverables	Minimum Requirements
I. Preparatory assistance provided to the DOL for the execution of JOLTS 2 within <b>two (2) weeks</b> of commencement of Phase 2.	<ul style="list-style-type: none"> <li>• Clear outline of scope of work with appropriate timetabling and methodologies</li> </ul>
II. Training conducted for DoL, SO & other key stakeholders <b>within (8) weeks</b> of commencement of Phase 2	<ul style="list-style-type: none"> <li>• Training exercise presented in accordance with work plan</li> <li>• Related concepts, theories, methodologies, tools and techniques fully explained and understood</li> <li>• Demonstration of full understanding of the application of demand survey instruments by participants</li> <li>• Structured evaluation of training exercise by participants upon completion</li> </ul>
III. Training conducted for DoL, SO & enumerators within <b>ten (10) weeks</b> of commencement of Phase 2	<ul style="list-style-type: none"> <li>• Training exercise presented in accordance with work plan</li> <li>• Related concepts, theories, methodologies, tools and techniques fully explained and understood</li> <li>• Demonstration of full understanding of the application of demand survey instruments by participants</li> <li>• Structured evaluation of training exercise by participants upon completion</li> </ul>
VI. Supervision of 2020 JOLTS <b>twelve (12) weeks</b> of commencement of Phase 2	<ul style="list-style-type: none"> <li>• Appropriate sample size used</li> <li>• All questionnaires administered</li> <li>• Acceptance by Client</li> </ul>
VII. Report on the execution of the 2020 JOLTS <b>fifteen (15) weeks</b> of commencement of Phase 2	<ul style="list-style-type: none"> <li>•</li> </ul>

## **DURATION**

The anticipated time required for completion of Phase 2 of the consultancy is **sixteen (16)** weeks commencing **January 2020 to April 2020**.

## **7. Inputs**

The Labour Department will make available copies of the 2014 JOLTS Instrument, and other relevant documents to facilitate the completion of the consultancy.

## **8. Qualification, Experience, Competences and Knowledge required of the Consultant**

### *Qualification and Experience*

- Bachelor's Degree in Social Research, Labour Market Studies, Statistics, Labour Economics, Economics or related discipline from an accredited/recognised university. An advanced degree in the relevant field will be an advantage;
- Minimum of ten (10) years of professional experience in conducting labour market data/statistical analysis;
- Proven track record in the use of data analysis software (STATA, CPro, EPI Info, SPSS, etc.);
- At least five (5) years' experience in designing demand and enterprise survey instruments and carrying out same.

### *Competences*

- Planning and Organisation: ability to identify priority activities and assignments, allocation of appropriate amount of time and resources for completing the work;
- Communication: excellent written and spoken communication skills in English;
- Use of Communication Tools: having well-rounded experience in using various communication tools;
- Questioning skills: Ability to ask appropriate questions for clarification and exhibit interest in having two-way communication and to be able to demonstrate openness in sharing information and keeping stakeholders informed;
- Strong analytical presentation skills;
- Excellent interpersonal skills;

## **9. Administrative arrangements**

The assigned tasks are to be performed on a full-time basis in a total work time of sixteen (16) weeks.

### **10. Reporting Lines**

The Consultancy will be undertaken under the leadership of the Ministry of Finance, Economic Planning and Sustainable Development, and the Consultant shall report directly to the Labour Commissioner but may also be required to work under the guidance of the Chief Statistician.