

# **HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**

## **TERMS OF REFERENCE**

### **SVG-HDSD-CS-INDV-73**

#### **CONSULTANCY SERVICES FOR THE ANALYSIS AND PREPARATION OF THE PARTICIPATORY POVERTY ASSESSMENT REPORT FOR ST. VINCENT AND THE GRENADINES**

## **1. INTRODUCTION**

1.1 The Enhanced Country Poverty Assessment (eCPA), a comprehensive study of living conditions. The project was officially launched on February 13, 2018. Its main objective is to inform poverty reduction policies, programmes and strategies. The eCPA has five (5) components: a joint Survey of Living Conditions and Household Budgets (SLC/HBS); a Participatory Poverty Assessment (PPA); an Institutional Assessment (IA), a Macro-Social and Economic Analysis (MSEA) and Poverty and Vulnerability Mapping (PVM)

1.2. The Participatory Poverty Assessment (PPA) is one of the five (5) components of the eCPA which is critical for including the perspectives of poor people in the analysis of poverty and the formulation of strategies to reduce poverty and vulnerability. It complements the Survey of Living Conditions (SLC) and other components that generate or utilize quantitative data and answers questions that cannot be adequately dealt with using numbers. Essentially, the PPA unravels the complex nature of poverty and vulnerability, and the context within which residents in poor and vulnerable communities live and make decisions.

1.3. The eCPA is supported by financing from the World Bank under the Human Development Service Delivery Project (HDSD) Programme. Accordingly, the Government of St Vincent and the Grenadines is seeking the assistance of a Consultant, to provide analysis of the completed transcriptions and recordings.

## **2. DESCRIPTION OF SERVICES**

### **2.1 Objective of the Assignment**

2.1.1 Consultancy services are required for providing support to the country in the analysis of the data and preparation of the PPA report for St. Vincent and the Grenadines. The assignment will specifically require the Consultant to:

- (a) Prepare PPA reports which presents a detailed analysis and understanding of poverty, inequality and vulnerability from the perspective of the poor and vulnerable that would support poverty reduction policy and action; and

- (b) Work collaboratively with the selected local counterpart(s) in ensuring skills transfer and capacity enhancement during the exercise.

## **2.2 Scope of Services and Specific Tasks**

2.2.1 Hold an Inception Meeting with the Client to review the Terms of Reference and ensure that the Consultant and the Client are aligned on the desired outputs and outcomes.

2.2.2 Conduct a review of the following: transcripts, community wellness wheels, photos and any other relevant documentation.

2.2.3 In pursuit of the above objectives, Consultant will work closely with the identified local counterpart from the Statistical Office and the Ministry(s) responsible for implementing the PPA to use the results of the analysis of PPA to develop reports that reflect the disaggregation of data by *inter alia*, sex, age, and mainstreams gender in its analysis and:

- a. Report on the perceptions, experiences, and priorities of people living in the selected communities, and the inter-linked dimensions (human, financial, material, and environmental) that contribute to their living conditions;
- b. Assess the differential impact of poverty and vulnerability among vulnerable subpopulations (inclusive of gender, age, livelihoods etc.);
- c. Determine the role of poverty and vulnerability as a social-determinant of human health, educational attainment, and environmental health;
- d. In collaboration with the IA Consultant assess the key assets and resources that poor families and communities have access to, own or wish to develop to build livelihoods and social resilience;
- e. Identify changes that have taken place in communities over time (5 to 10 years) and the causes and main actions that have contributed to such changes;
- f. Develop indicators for measuring quality of life and wellbeing and assess the factors contributing to the quality of life and wellbeing of communities;
- g. In collaboration with the IA Consultant identify and assess key benefits and public services available to poor communities, the constraints and obstacles encountered in accessing them, and the gaps in service provision;
- h. Identify the strategies that, in the view of community residents, are needed to improve their living conditions, to build community resilience and reduce poverty and vulnerability; and
- i. Provide hands on training for staff in the analysis and report preparation of the PPA.

2.2.4 The local counterpart (PPA Focal Points in the Statistical Office and the Ministry of National Mobilisation) and the Consultant will present the draft PPA report to the Director of Economic Planning, Economic Planning Division; the Chief Statistician, Statistical Office; other officials within the Ministry of Finance; and community leaders, members, and researchers.

## 2.3 Deliverables and reporting

2.3.1 The Consultant will produce the following deliverables in electronic format:

<b>Deliverables</b>	<b>Timeline for completion</b>
1. Inception Report including a work plan with time schedule to undertake the activities identified in the scope of work, review of transcripts and other relevant documents, expected risks, and steps to mitigate those risks.	15 working days after the commencement of the contract
2. Draft annotated outline and structure of the PPA report	15 working days after the approval of the Inception Report
3. Submission of a comprehensive draft report that covers the content outlined under subsection 2.2.3.	20 working days after the approval of the outline and structure of the PPA Report.
4. Short summary report and PowerPoint presentation to the Statistical Office, Director of planning and officials of the Ministry responsible for implementing the PPA on information gathered and results from the analysis.	20 working days after the approval of the draft report
5. Presentation of results to community leaders and members to validate information gathered.	
6. Two (2) day training session for a minimum of five (5) staff in data analysis and report preparation.	
7. Final version of the report for acceptance by the Statistical Office and the Ministry(s) responsible for implementing the PPA, that takes into consideration any issues identified by stakeholders involved in the process.	20 working days after the execution of the submission and approval of the summary report, presentations to stakeholders and community, and two (2) day training workshop

2.3.2 Electronic copies of both draft and final report will be presented to the Chief Statistician, Statistical Office, and the Director of Economic Planning, Ministry of Finance, Economic Planning and Information Technology, in Microsoft Word 2010 or later version, font size 12 with 1.5-line spacing format.

## 3. CHARACTERISTICS OF THE CONSULTANT

<b>Duration of Consultancy</b>	It is anticipated that the consulting services will require a maximum of 90-person days and will last over a period of six (6) months.
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<p><b>Consultant Qualifications and Experience</b></p>	<p>The Consultant shall at a minimum, possess the following qualifications and experience:</p> <ul style="list-style-type: none"> <li>• Advanced degree or masters’ degree from a recognised university in sociology, demography, development studies, social policy, statistics, or any social sciences.</li> <li>• A minimum of 5 years’ experience in analysing qualitative data from household surveys, Focus Group discussions, community workshops or similar participatory research; or through conducting social research, and in developing relevant recommendations based on the observations and consultation with participating stakeholders.</li> <li>• Demonstrated experience in the use of a common software such as Dedoose, NViVO, MAXQDA to undertake analyses.</li> <li>• Demonstrated thorough knowledge and understanding of poverty and social research. Experience with performing qualitative analyses of Participatory Poverty Assessments or similar research, data coding and social policy analysis.</li> <li>• Proven experience with preparing technical and analytical reports derived from the capture of qualitative data similar to the PPA. Experience in other Caribbean countries is preferred.</li> </ul>
<p><b>Competencies</b></p>	<ul style="list-style-type: none"> <li>• Excellent report writing, editing, conceptual, analytical and communication skills, preferably demonstrated by publications;</li> <li>• Excellent presentation skills including the ability to present technical materials to a mixed audience in a very clear and concise manner;</li> <li>• Demonstrated competencies in Microsoft Office (Excel, PowerPoint, etc.) and or equivalent software programmes;</li> <li>• Cultural and political awareness and sensitivity, particularly in relation to the subject matter of the interviews</li> </ul>

#### **4. INPUTS BY THE CLIENT**

4.1 The SO will provide the consultant with all relevant documentation and resources, within the first ten (10) days after the initiation of the contract to facilitate the execution and completion of the consultancy.

4.2 The SO and the Ministry of Finance, Economic Planning and Information Technology (MoFEP) will facilitate access to relevant members of staff and management as well as key stakeholders.

## 5. REPORTING/SUPERVISION

5.1 Throughout the assignment, the Consultant will be required to work closely with the Chief Statistician, and any other Statistical Office staff assigned. The Statistical will transfer all transcriptions and where required original recordings this analysis. The Ministry of National Mobilisation will assign a senior team member to provide support in the facilitation of community engagement sessions where necessary.

5.2 All communication to the Chief Statistician will be copied to the Director of Economic Planning and the Project Coordinator, of the HDSD Project, except in cases where data deemed confidential under the Census and Statistics Act, No. 24 of 1983 is being transmitted. Where confidential data is being transmitted, this will be between the Chief Statistician and the Consultant. However, the Project Coordinator of the HDSD Project would be informed of such communication.

## 6. COMPENSATION

6.1 The Consultant shall be paid a fixed fee commensurate with the services required. In addition, the Consultant shall be eligible for approved reimbursable travel and communication expenses incurred whilst conducting activities as outlined within this Terms of Reference.

6.2 Payments will be made on receipt and acceptance of reports to the Client. The payment schedule shall be as follows:

<b>Deliverables</b>		<b>Payment Schedule</b>
1.	Inception Report	10%
2.	Draft annotated outline and structure of the PPA report	15%
3.	Submission of a comprehensive draft report	25%
4.	Short summary report and PowerPoint presentation	15%
5.	Execution of two (2) day training session	
6.	Submission of final version of the report for acceptance	20%
7.	Presentation of results to community leaders and members	15%

## 7. CONFIDENTIALITY OF DATA

7.1 Given the nature of the tasks for this consultancy, the Consultant will be required to adhere to the following terms or conditions:

- (a) The use of and access to any data and information from the Statistical Office will be in accordance with the articles of Statistics Act, No 24 of 1983. The Consultant will be required to sign the data confidentiality policy/oath of the SO and adhere to its terms and conditions.

- (b) The Consultant will not be allowed to retain any of the data provided by the Statistical Office during the course of the assignment.
- (c) All results and data from the work undertaken during this consultancy remains the property of the Government of St. Vincent and the Grenadines.

## **8. APPLICATION PROCEDURE**

8.1 The Consultant shall submit:

- (a) Recent curriculum vitae with minimum of three (3) traceable and recent references.
- (b) Sample report of a similar using qualitative data to present a social activity previously conducted.