

**GOVERNMENT OF ST VINCENT AND THE GRENADINES**

**MINISTRY OF URBAN DEVELOPMENT, ENERGY, SEAPORTS,  
GRENADINES AFFAIRS AND LOCAL GOVERNMENT**

**TERMS OF REFERENCE  
FOR THE  
ENGAGEMENT OF CONSULTANT  
FOR  
CEMETERY MANAGEMENT PROJECT**

## **BACKGROUND**

At present, there are forty-five (45) active state-owned public cemeteries across St. Vincent and the Grenadines. Twenty-five percent (25%) of which are full or approaching their capacity. Finding suitable lands to replace or expand those cemeteries is challenging due to competing demands for housing and agriculture. In addition, there is no formal standards and guidelines in place for the selection of to use as cemetery.

The current dominant burial method is inground burial, where unwallied graves are dug six feet (6ft) which can only be reopened to bury an adult family member after a minimum of seven (7) years. Headstones are optional and can only be used with approval from Local Government.

Some families choose not to utilise headstones, consequently, a lot of graves cannot be reopened to facilitate additional burial as in these instances it is impossible to ascertain the identity of the deceased buried in the unmarked graves. Thus, any opportunity to reuse those graves is lost. The unsystematic way in which graves are dug in most cemeteries also contributes to the inefficient use of the limited burial space.

An estimation of the lifespan of existing and new cemeteries is critical to future planning as it relates to allocation of lands for future cemetery. Also, of importance is determining the amount of land that should be reserved for cemeteries within specific geographical locations. In addition to that there is a need to establish a cemetery management system and a standardized pricing structure for burials.

The GOSVG, through Ministry of Urban Development, Energy, Seaports, Grenadines Affairs and Local Government is hereinafter referred to as “the Client”. The Client requires an individual to fulfil the scope outlined below.

## **OBJECTIVE:**

The objective of the consultancy is to improve cemetery management through digital mapping, the creation of a management structure, developing and implementing sustainable burial methods, and modernizing the cemetery fee’s structure.

## **SCOPE:**

- An assessment of the current burial methods and recommendation of more efficient and sustainable burial options that can be implemented in St. Vincent and the Grenadines;
- An estimation of the lifespan of existing public cemeteries based on an analysis of population distribution and annual burial data;
- A projection of the lifespan of new cemeteries based on proposed sustainable alternative burial options;
- Recommend guidelines for the locating/siting of new cemeteries;
- Develop a Cemetery Management System;
- Review cemetery pricing structure;
- Training of staff members in recommended areas of cemetery management.

## **EXPERTISE REQUIRED FOR THE ASSIGNMENT**

- MSc. Environmental Science and Management, Geography or a similar field.
- Knowledge of cemetery regulations, procedures.
- Knowledge of multiple burial methods.
- Knowledge of Public Health Regulations

## **DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT**

- Public Health Act
- Cemetery maps (where available)

## **DURATION**

This consultation should be completed within four (4) months of the start date.

## **REPORTS**

The consultant shall provide to the employer four (4) copies of all reports for distribution to the relevant agencies and funding agencies.

- Inception report shall be submitted within four (4) weeks from the commencement of the project.
- A preliminary report shall be submitted within four (4) weeks of acceptance of the Inception Report.
- A final report shall be submitted not later than eight (8) weeks following the acceptance of the Preliminary Report.