

SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project

Terms of Reference

Title:	Project Consultant –To provide technical assistance in training and documentation of statistical processes for St.Vincent and the Grenadines
Location:	The Ministry of Finance, Economic Planning, and Information Technology (MoFEP)
Duration:	Four (4) Months
Tentative Start Date:	August 2025

Background

The OECS Data for Decision Making (DDM) Project (the Project) is a regional project that seeks to improve the capacity of participating Eastern Caribbean countries to produce and publicly disseminate statistical data for country and regional level analytics. It will be implemented by Grenada, Saint Lucia, St. Vincent and the Grenadines, and the OECS Commission. The Project seeks to achieve its objective by strengthening both national and regional level capacities and fostering regional coordination. At the national level, Component 1 and Component 2 of the Project will strengthen national statistical systems through (i) statistical modernization and capacity building, and (ii) data production, analysis, and dissemination, with a focus on the population and housing census, living conditions surveys, labor market surveys, and agricultural census. At the regional level, Component 3 of the Project will support the OECS Commission's mandate for regional integration and the strengthening of the regional statistical system. Component 4 will support project implementation, and Component 5 will provide a contingency option for immediate surge funding in the event of a national emergency. The Project is to be implemented over a five-year period ending in June 2027. Additional details on the Project can be found [here](#) (link to Project Appraisal Document).

Under Component 1, The Project will document the statistical processes of the Central Statistical Office and Stakeholders in the National Statistical System. Proper documentation is crucial for archiving and future replication or redesign of activities. Documentation of Statistical Processes involves recording of statistical activities, including the concepts, definitions, and methods used to collect, process, and analyze data. This documentation promotes effective and informed use of data and is critical to support succession planning and ensure the continuity and development of statistical activities.

In this regard, the Statistical Office under the OECS Data for Decision Making Project is seeking to hire an experienced consultant with expertise in Documentation of Statistical Processes.

Scope of Work

The expected activities to be carried out by the consultant are:

- To ensure the objectives, roles and expectations are aligned with the Statistics Office. Draft a detailed plan outlining scope, methodology, timeline, and risks. Engage technical staff and users to identify needs, gaps, and priorities. Assess current documentation, workflows, and tools used in statistical processes. Present and finalize the report based on stakeholder feedback.
- **Data Collection:** Document current methodologies, tools, and techniques used for data collection in various statistical activities such as censuses, surveys, and other data-gathering exercises. Develop standardized procedures and guidelines for data collection to ensure consistency and accuracy across different statistical activities.
- **Data Management and Storage:** Document the processes involved in the management, organization, and storage of data, including data archiving and retrieval methods. Create standards and best practices for data management to ensure data integrity, security, and accessibility.
- **Data Sharing Protocols:** Document the protocols and agreements for data sharing between the Statistical Office and other institutions, ensuring compliance with data privacy and security regulations. Create frameworks and guidelines for effective data sharing, promoting collaboration and data integration across institutions.

Deliverables

1. Inception Report including a detailed plan with methodology, timeline, and risks for the documentation of the statistical activities such as censuses, surveys, and other data-gathering exercises
2. Detailed documentation/assessment of current methodologies, tools, and techniques used for data collection, data management, and data sharing and presentation to the Statistics Office and relevant stakeholders of initial findings and recommendations for review and feedback.

3. Development of standardized procedures and guidelines for collection, management, and sharing of data.

Qualifications

- A Masters degree in statistics, economics or related field from a recognized university. A PhD degree will be an added asset.
- At least 5 Years of experience in statistical data collection operations, data processing and analysis in a statistical office.
- At least 5 years of experience in documentation of statistical activities and the use of best practices and standards for the documentation of statistical processes
- At least 5 years of experience with data collection, data management and storage, and data sharing protocols.
- Familiarity with international standards in the development of statistics, such as those set by the United Nations or other relevant bodies, is preferred.

Payment and Duration of the Consultancy

The selected consultant will be hired over the period of four months (4) and the consultancy will cover associated travel cost. Payment will be effected according to the following schedule:

- The consultant will receive 10% upon signature and submission of an inception report.1:Detailed plan for the documentation of the statistical activities such as censuses, surveys, and other data-gathering exercises
- The consultant will receive 45% upon completion of deliverable 2: Detailed documentation/assessment of current methodologies, tools, and techniques and presentation of initial findings and recommendations
- The consultant will receive 45% upon completion of deliverable 3: Development of standardized procedures and guidelines.

Reporting Obligations

The consultant will work under the direct supervision of the Chief Statistician of the Statistical Office, in close collaboration with relevant Staff of the Statistical Office. The consultant will follow an agreed code of conduct, and when engaging in activities such as workshops and consultations will share information with participants on accessing the available grievance mechanisms.