

## Terms of Reference

Title:	National Census Coordinator for the Census of Agriculture and Fisheries
Location:	Saint Vincent and the Grenadine - Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour
Duration:	12 months
Tentative Start Date:	January 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 is being 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 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 supports the OECS Commission's mandate for regional integration and the strengthening of the regional statistical system. Component 4 supports project implementation, and Component 5 provides a contingency option in the event of a national emergency. The Project is being implemented over a five-year period ending in June 2027. Additional details on the Project can be found [here](#) (link to Project Appraisal Document)

Saint Vincent and the Grenadines had conducted its last Census of Agriculture and Fisheries (CAF) in 2000. Previous rounds of the CAF had been implemented in 1946, 1961, 1972, and 1985/86. Since the 2000 CAF, several changes have occurred in the country, which have strongly impacted the agriculture sector and the national economy in general. The Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRIL) in cooperation with the Statistical Office, Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology (CSO) is currently planning to conduct the next Census of Agriculture in 2025, following the FAO's guideline World Census of Agriculture (WCA) 2020 recommendations.

Agricultural statistics are needed to monitor the existing agricultural and food supply conditions and to provide accurate and reliable information to help governments and other users in the process of short-term decision-making. The CAF is the backbone of the entire Agricultural Statistical System. In the absence of a new CAF, the country lacks the capacity to produce, analyze and report on the minimum set of agricultural indicators.

The Project is seeking to hire a technical expert for the role of National Census Coordinator (NCC) for the Census of Agriculture and Fisheries(CAF).The National Census Coordinator (NCC) is responsible for managing and coordinating the census in close coordination with the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL).

### Objectives

- Efficiently and effectively perform administrative management of the agriculture and fisheries census.
- Timely execution of the agriculture and fisheries census activities.
- Efficiently and effectively manage each phase of the census cycle
- Effectively manage the census team composed of two broad staff categories: the office staff and the field staff.

### Scope of Work

The expected activities to be carried out by the National Census Coordinator are:

- Plan, manage, organise and coordinate field work activities for the pretest, pilot census and main census.
- Evaluate the findings from the pre-test and pilot and coordinate the implementation of any needed adjustments to the questionnaire and/or operational procedures in the field or at headquarters.
- Provide guidance on strategic issues to census field staff under his/her coordination and communicate expectations and critical decisions to the executive management of the Census Steering Committee (CSC)
- Periodically report on the status of implementation of the census activities to the executive management of the Census Steering Committee (CSC) and organise regular meetings with office staff responsible for the different areas of census work and with regional census coordinators to assess the census' progress.
- Address any issues that have major implications for the census programme and ensure timely implementation of census plan, quality control plan and other documents and make necessary amendments and revisions.
- Maintain effective coordination amongst census technical team to ensure that national interests are effectively addressed in terms of delivering quality census outputs.

- Participate in and guide the development of the implementation plan for the data collection.
- Develop mechanism for quality control, including daily analysis of the Survey Solutions census database at the census headquarters to provide daily feedback to field supervisors on potential issues, and conduct field visits to monitor and validate quality of fieldwork of geographical preparations and enumerations.
- Coordinate the planning, organization, execution and management of training activities for national counterparts as needed.
- Collaborate with data processing staff to prepare timelines for verification and validation of data.
- Coordinate the development of training plans and ensure timely training of staff involved in census activities field work and data processing.
- Prepare quarterly progress reports of the 2025 CAF activities and consolidate quarterly progress reports for submission to the World Bank, census technical team and the project implementation unit.
- Coordinate the development of the 2025 CAF and Post Enumeration Survey (PES) instruments and ensure efficient sampling for the PES
- Coordinate and support the development and implementation of PES schedule of activities, analysis of the PES data and production of reports including documenting lessons learned and best practices.
- Undertake other tasks relevant to the 2025 CAF that may be required.
- Replacement of electronic equipment and any disposal of electronic waste will follow e-waste procedures consistent with national regulations and the Environmental and Social Management Framework(ESMF).

## **Deliverables**

Deliverables expected from the National Census Coordinator will include, but are not limited to:

- Inception report
- Census training plan to ensure timely training of staff, fieldwork activities, data processing (coding, data entry) and analysis
- Monthly Census Implementation Reports
- Outline Census Public Awareness and Communication Strategy
- Creation of Press Releases

## Qualifications/Selection Criteria

- Bachelors degree in Statistics, Agriculture, Economics, Business Administration or any other related field.
- At least five years' experience in project formulation and coordination.
- Minimum of five years experience in the management of large-scale statistical operations, including censuses and surveys
- At least 2 years' experience in the use of Computer-Assisted Personal Interviews (CAPI) software, specifically Survey Solutions
- Demonstrated strong communication and writing skills in English (please submit writing sample).
- Proficiency in MS Office (Word, Excel, Access, Outlook).
- Familiarity with project management systems and UN-FAO recommendations for conducting an agricultural census will be an asset

## Reporting Obligations

The consultant will work under the direct supervision of the Permanent Secretary and in close collaboration with the assigned focal point of Public Sector Investment Programme Management Unit (PSIPMU). The consultant will follow an agreed code of conduct, and when engaging in activities such as workshops and consultations will share information in accessing the available grievance mechanisms.

All communication with the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL) will be copied to the OECS DDMP Project Coordinator, except in cases where data deemed confidential. Where confidential data is being transmitted, this will be between the Ministry of Agriculture Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL) and the contractor, but the Project Team would be informed of such communication.

At the closing of the contract, the consultant's performance will be assessed by the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL)

In accordance with the incident reporting requirements of the project, any accidents, injuries, violence, protests, or other incidents that occur while conducting the census work must be immediately reported to the Project Coordinator OECS DDMP.