

SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project

Title:	Thematic Census Report Writer
Location:	The Ministry of Finance, Economic Planning, and Information Technology (MoFEP)
Duration:	Three (3) 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 of the Project will strengthen national statistical systems through statistical modernization and capacity building. Component 2 supports 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).

The St. Vincent and the Grenadines Statistical Office conducted the Population and Housing Census (PHC) in 2023. The PHC provides comprehensive demographic, social, and economic data for evidence-based decision-making. To enhance the usability of census data, thematic reports are being developed to analyze key topics in detail. This consultancy seeks to engage an expert to draft a census thematic report for the Statistical Office.

Objectives

The objective of this consultancy is to produce a high-quality and policy-relevant thematic report on the following thematic area: Economic Activity (Labour Market Outcomes)

Initial research questions for the report include:

- What are the labour force participation ,employment rates(sectors and occupations) and unemployment rates in Saint Vincent and the Grenadines, and how do they vary by age, sex, and region?
- What are the main types of employment and industries in which people are engaged, and how are these distributed across different demographic groups?
- What barriers prevent individuals from entering the labour force or starting a business, and how do these differ across population groups?
- What are the main occupations and forms of employment by sector (e.g., government, private, self-employed)

Scope of Work

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

- Review and analyze census data related to the above thematic area.
- Prepare tables, graphs, and maps to support findings.
- Ensure alignment with national development policies and regional and international statistical standards.
- Incorporate feedback from the Statistical Office and key stakeholders
- Drafting of Report

Deliverables

- Inception Report – detailing the approach, work plan, and preliminary review of census data. (2 weeks after contract signing)
- Draft outline of the report to discuss with the Chief Statistician and relevant staff of the Statistics Office before starting to writing the report(5 weeks after contract signing)
- Draft Thematic Report – a complete first draft of the report for review with a replication package with the scripts to replicate the analysis including tables, graphs and maps. (2 month after contract signing)
- Final Thematic Report – incorporating feedback and finalized for publication, final replication files/outputs, and final modified databases. (3 months after contract signing)

Qualifications

- At least a master’s degree in Statistics, Demography, Economics, Social Sciences, or a related field; completed course work on labour economics as part of the degree preferred
- A PhD in Statistics, Demography, Economics, Social Sciences or other related discipline would be an added asset

- Five years' experience in data analysis (including census data) with a focus on Economic sectors and labor market outcomes.
- Five years' experience in report writing and policy analysis preferably related to censuses or surveys.
- At least five years of proficiency in statistical software (e.g SPSS, STATA, R) and data visualization tools.

Payment and Duration of the Consultancy

The selected consultant will be hired over the period of two (2) months and the consultancy will cover associated travel cost. Payment will be effected according to the following schedule:

1. The consultant will receive 10% of the contract upon signature.
2. The consultant will receive 40% of the contract for the production of the draft thematic report.
3. The consultant will receive 50% of the contract for the submission of the final thematic report with feedback from the Statistics Office and relevant stakeholders incorporated and replication package

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.