SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project

Title:	**Project Consultant – Technical Assistance to develop a National Data Dissemination Policy for the Statistics Office**
Location:	The Ministry of Finance, Economic Planning, and Information Technology (MoFEP)
Duration:	Two (2) Months
Tentative Start Date:	October 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).

In 2023 the Statistical Office (SO) in collaboration with PARIS21 conducted a National Strategy for the Development of Statistics and an assessment of the National Statistical System which provided the core foundation to inform the future direction of the NSS over the five years from 2023 to 2027. In addition the SO is undertaking a revision of the Statistical Act, No. 24 of 1983 through a consultancy under the project. The Statistical Act defines the role of the SO, definitions and principles of official statistics, the procedures for the conduct of censuses and surveys, collection of statistics and the publication of statistical information. It protects the privacy of the data producers and confidentiality of the information collected. Whereas the Act outlines the work of the SO, it does not explicitly define the roles and responsibilities of other producers of data within the National Statistical System (NSS), articulating clauses on statistical data collection and classification, dissemination of and their relationships with the SO. The Act is also not explicit about the governance and the requisite coordination of the NSS, which are critical to enhancing unified statistical programming and reporting, quality monitoring,

methodology, data sharing and dissemination. These constraints can propagate duplication of services and hinder harmonisation efforts in statistical programmes in the NSS. The Statistics Act lacks critical principles needed to ensure quality, timeliness, relevance, and accountability in the production of official statistics. To enhance transparency, accessibility, and usability of official statistics, a National Data Dissemination Policy needs to be developed to complement the Statistical Act. This policy will provide a framework for the dissemination of statistical information, ensuring data quality, accessibility, confidentiality, and compliance with international best practices and the Statistics Act.

In this regard, the SO under the OECS Data for Decision Making Project is seeking to hire an experienced consultant to develop a National Data Dissemination Policy for the SO. The consultant is expected to align the Data Dissemination Policy to the revised Statistical Act and National Strategy for the development of Statistics and would be expected to work closely with the SO and use the revised statistical act for the execution of this consultancy.

Objective

The objective of this consultancy is to develop a National Data Dissemination Policy that:

- Promotes the transparent, timely, and equitable dissemination of statistical information.

- Defines standards and guidelines for data sharing, accessibility, and confidentiality.

- Strengthens the institutional capacity of the SO to manage data dissemination effectively.

- Aligns with international standards, such as the United Nations Fundamental Principles of Official Statistics and the Statistics Act of St. Vincent and the Grenadines.

Scope of Work

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

1. Conduct a comprehensive review of existing data dissemination practices and policies of the SO and GOSV, including related legislation and policies.

2. Assess user needs and stakeholder expectations for statistical data dissemination, including accessibility, formats, and timelines.

3. Assess current practices against international standards and best practices.

4. Draft a National Data Dissemination Policy, addressing key areas such as:

   - Data release schedules and formats.
   - Confidentiality and privacy
   - Data sharing and data access

- - Roles and responsibilities of stakeholders
  - Communication strategies for disseminating statistics to different stakeholders

5 Facilitate consultations with key stakeholders and incorporate feedback to finalize the policy document.

6 Develop an implementation plan, including recommendations for capacity building, infrastructure, and resource requirements.

Deliverables

- Inception report detailing the methodology, work plan, and timeline-2 weeks after contract signing

- Assessment of existing data dissemination practices of the SO and GOSV (including related legislation and policies), Stakeholder analysis report and summary of user needs-4 weeks after contract signing

- Draft National Data Dissemination Policy-6 weeks after contract signing

- Final National Data Dissemination Policy-8 weeks after contract signing

- Implementation plan with actionable recommendations-8 weeks after contract signing

Qualifications

- Master's in Statistics, Economics, Public Policy, or a related field

- At least five years experience in data dissemination for official statistics or related areas.

- At least five years of experience with international standards for dissemination of official statistical data

- At least five years of experience in data dissemination policy development

- Excellent analytical, writing, and communication skills

- Familiarity with national statistical and legal environment will be an added asset

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:

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1. The consultant will receive 10% of the contract upon the inception report detailing the methodology, work plan, and timelines

2. The consultant will receive 20% for Stakeholder analysis report and summary of user needs

3. The consultant will receive 20% of the contract for the submission of the Draft National Data Dissemination Policy

4. The consultant will receive 40% of the Final National Data Dissemination Policy upon approval of by the Chief Statistician

5. The consultant will receive the remaining 10% of the contract for the implementation plan with actionable recommendations

Reporting Obligations

The consultant will work under the direct supervision of the Chief Statistician of the SO, in close collaboration with relevant Staff of the SO. 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.