



ORGANISATION OF EASTERN CARIBBEAN STATES

EXTENSION

REQUEST FOR EXPRESSIONS OF INTEREST

**NAME OF PROJECT - OECS REGIONAL HEALTH PROJECT
GRANT NO.: D513**

**ASSIGNMENT TITLE: CONSULTANCY FOR GEOGRAPHICAL INFORMATION
SYSTEMS OFFICER**

Reference No: LC-OECS COMMISSION-358455-CS-INDV

The Organisation of Eastern Caribbean States (OECS) has received financing from the World Bank toward the cost of the OECS Regional Health Project (ORHP), and intends to apply part of the proceeds for Consultancy for Geographical Information Systems Officer. The main outcome of the consulting services (“the Services”) is the greater appreciation, sharing, and use of geospatial data at the OECS Commission and across the OECS region.

The OECS now invites eligible Individual Consultants (“Consultant”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The minimum required qualifications and experience are listed in section 6.0 of the TOR below.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 and revised in November 2017 and August 2018 (‘Procurement Regulations’), setting forth the World Bank’s policy on conflict of interest. In addition, please refer to specific information on conflict of interest related to this assignment.

A Consultant will be selected in accordance with the Consultants’ Qualification selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *08:30 a.m. – 4:30 p.m. (0830 to 1630 hours)*.

Organisation of Eastern Caribbean States
OECS Regional Health Project
P.O. Box 179
Morne Fortune
Castries
Saint Lucia
TEL: +1 758-455-6349/68
E-mail: procurement@oecs.int

Individual Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services.

Expressions of Interest will be evaluated and the Individual Consultant with the most relevant experience and qualifications will be selected and requested to submit a proposal which will be the basis for negotiations leading to a contract.

An electronic copy of the Expressions of Interest must be sent by June 2, 2023 to:

Yasmine Anatole, Procurement Officer

At the following email address:

procurementbids@oecs.int

**copied to: sisera.simon@oecs.int
faith.hjnbaptiste@oecs.int**

The email submissions should include the name and address of the Consultant and shall be clearly marked in the subject line as **“Expression of Interest – “Consultancy for Geographical Information Systems Officer”**.

The Terms of Reference for the submission of expressions of interest for this consultancy is provided below.

Terms of Reference

1.0. BACKGROUND

The OECS Regional Health Project (ORHP) is currently being implemented in four (4) protocol member states of the Organisation of Eastern Caribbean States (OECS): the Commonwealth of Dominica, Grenada, Saint Lucia and Saint Vincent and the Grenadines (the “Participating States”). The main aim of the project is to improve the preparedness capacities of health systems for public health emergencies in the OECS region.

Fostering a culture of evidence-based decision-making is critical both in our emergency preparedness efforts as a region as well as in our daily operations. The availability of comparable, complete, reliable and regular data reduces the degree of uncertainty in decision-making, minimizes the need for approximation and enables the processes of policy formulation, decision making and monitoring of programmes designed to benefit the citizens of the OECS Region to be evidenced-based. To this end, the OECS Commission has established an integrated data management system, based on a GIS platform to enable easy and greater sharing, access, analysis and visualization of data and information across the region.

The OECS Commission and its Member States vary considerably in their GIS capabilities and consequently are unable to utilize existing resources and geodata to their fullest in decision-making on matters of national and regional interest. This assignment will support the effective management and use of geospatial data relevant to the OECS region and foster a supportive environment for GIS-related initiatives

2.0. PURPOSE OF THE CONSULTANCY

The GIS Officer will apply technical expertise to plan, implement, and coordinate all GIS-related initiatives at the OECS Commission and inspire a culture of integrating GIS into the daily work and practices of the OECS Commission. The Officer will work in close collaboration with the Project Manager of the OECS Regional Health Project and will be responsible for data collection and data management exercises, metadata development and management, analysis and preparation of maps and charts, and facilitation of training and capacity building exercises with relevant stakeholders within the OECS Commission and the Member States to effectively use the OECS GIS platform and resources.

The main outcome of this consultancy is greater appreciation, sharing, and use of geospatial data at the OECS Commission and across the OECS region.

3.0. SCOPE OF WORK

In keeping with the objectives, the Consultant is responsible for the following:

- Carry out a stocktaking and prepare work plan in consultation with relevant stakeholders within the agreed timeframe and format.
- Provide technical expertise on all GIS related matters and/or initiatives.
- Plan, coordinate and facilitate training and capacity building exercises with relevant stakeholders within the OECS Commission and the Member States in the analysis and use of GIS data to enhance decision making and emergency response.
- Prepare and facilitate presentations to relevant stakeholders on the uses and benefits of GIS data and visualizations for decision making and emergency response.
- Develop procedures for periodic updating of the geospatial data by relevant stakeholders.
- Develop user manuals and tool kits to support capacity building and use of geospatial data.
- Coordinate the updating of existing geospatial datasets at the OECS Commission, in collaboration with member states and other key stakeholders.
- Draft policies for using and sharing GIS data between Member States, organizations and partners
- Analyze, design, and prepare digital and paper maps.
- Provide quality assurance and quality control for geospatial datasets produced by the OECS.
- Review and monitor the OECS's Geospatial repository for accuracy and completeness.
- Undertake spatial data projects as needed, inclusive of data capture and data analysis.
- Assist in the coordination of License Agreements for maps and other datasets between the OECS Commission and other stakeholders.
- Manage the distribution and the use of mapping products and any other geospatial datasets held by the OECS Commission.
- Monitor and assess the various uses of the geospatial datasets by member entities/agencies.
- Provide technical advice on data conversion, image management and other related spatial analysis matters to key stakeholders.
- Work closely with regional entities involved in GIS mapping initiatives.
- Prepare/facilitate presentations on the Spatial Analysis Portfolio of the OECS Commission.

4.0. DURATION OF THE ASSIGNMENT

The Assignment is expected to be undertaken within *one hundred and twenty (120)* professional days and is scheduled to be conducted between *June 1, 2023, to December 15, 2023*. The Consultant shall take all the necessary steps to ensure that the entrusted task is executed properly and on schedule in accordance with the established Terms of Reference.

5.0 DELIVERABLES

The Consultant will be required to deliver the following:

| Deliverables | No. of Days | % Payment |
|--|---|------------------|
| 1. Inception Report, including a Detailed Workplan to guide the assignment. | 10 days after the commencement date of contract | 10 |
| 2. Situation Analysis and Detailed Training and Capacity Building Plan. | 20 days after the commencement date of contract | 10 |
| 3. Capacity building and training manuals, presentations and toolkits for relevant stakeholders at the OECS Commission and within the Member States. Including where relevant draft procedures/ guidance for updating and maintenance of the GIS databases including quality assurance and quality control measures. | 30 days after the commencement date of contract | 10 |
| 4. First training and capacity building report. <ul style="list-style-type: none"> • Progress on the execution of the training plan. • Progress on updating, analysing and using the geospatial datasets by member states and sharing GIS data on the OECS GIS Website. | 50 days after the commencement date of contract | 15 |
| 5. A. Draft policies for using and sharing GIS data between Member States, organizations and partners. B. Report on new spatial data initiatives, and datasets added/shared to the OECS GeoHUB. | 70 days after the commencement date of contract | 15 |

| Deliverables | No. of Days | % Payment |
|--|--|------------------|
| <p>6. Second training and capacity building report containing the following:</p> <ul style="list-style-type: none"> • Progress on the execution of the training plan. • Progress on updating, analysing and using the geospatial datasets by member states and sharing GIS data on the OECS GIS Website. | 90 days after the commencement date of contract | 15 |
| <p>7. Final Report detailing the following:</p> <ul style="list-style-type: none"> • Outcome of training and capacity building carried out during the assessment. • Updated training manuals, presentations, materials etc. for self-guidance. • Finalized procedures/guidance developed for the maintenance of the GIS Database. • Finalized policies for using and sharing GIS data between Member States, organizations, and partners. • An analysis of the use of the GIS Software and geospatial datasets by member states and recommendations for enhanced use and data sharing. • Update on all new spatial data initiatives and datasets added to the GIS databases of the OECS Commission and Member States. • Recommendations on the way forward for GIS at the OECS Commission and OECS Member States. | 120 days after the commencement date of contract | 25 |
| TOTAL | 120 | 100 |

6.0. SELECTION REQUIREMENTS

The successful Consultant shall meet the minimum experience and qualifications requirements outlined below and shall possess a range of skills in order to successfully undertake the assignment.

The Consultant in general, should possess the following experience:

Experience

1. Proven experience in successfully managing/supervising data in one of the following fields: social, education, health, regional integration, or environmental.
2. High proficiency in the use of GIS software and tools inclusive of the ESRI Suite of ArcGIS software.
3. Competent in the collection and management of metadata and related tools.
4. Experience in facilitating training.
5. Competent in creating and managing geodatabases
6. Experience working in the Caribbean/OECS Region.
7. Analytical and strong organisational skills.
8. Proficiency in English.
9. Able to build and maintain strong working relationships.
10. Able to work with minimal supervision.

Technical Qualifications

1. At least a Bachelor's degree in Geography, Urban Planning, Geo-informatics or a spatially related science, with emphasis on spatial analysis and spatial database design, creation and management.
2. A postgraduate degree in a related field will be preferred.
3. Post Graduate training and experience in GIS data collection, management, analysis and dissemination. 2-3 years minimum.

7.0 REPORTING REQUIREMENTS

The Project Management Team of the OECS Regional Health Project, implemented by the Health Unit of the OECS Commission will be supported by a Project Coordinating Team in providing technical guidance, advice and operational oversight in guiding the Consultant towards the accomplishment of the assigned tasks. The Project Coordinating Team will comprise the following OECS Divisions/Units inclusive of Regional Integration, Human and Social Division, Environmental Sustainability Division, Legal and Governance Division, Procurement Unit, Information Technology Unit, Statistical Services Unit and Communications Unit.

In the conduct of work, the Consultant shall cooperate fully with the relevant departments and Units of the OECS Commission, Government Ministries, Departments and Agencies and other key partners and stakeholders in each Member State and within the OECS/CARICOM.

The Consultant will submit all reports in both Microsoft Word and PDF formats.

In addition to the reports and documents outlined in Section 5.0 Deliverables, the contracted consultant will also report progress periodically as necessary and as agreed with the Project Management Team. Payment will be remitted subject to the approval of deliverables by the Project Management Team and based on the Consultant's price proposal and agreed payment schedule.