

Saint Vincent and the Grenadines
OECS DATA FOR DECISION MAKING PROJECT

Request For Expressions of Interest
Consulting Services – Individual Consultant
Assignment TITLE: ENUMERATOR FOR THE 2026 LABOUR FORCE SURVEY
Reference No.: SVGDDMP-NCS-INDV-16

The OECS Data for Decision Making (DDM) Project (the Project) is a regional project that seeks to strengthen the capacity of participating Eastern Caribbean countries to produce and publicly disseminate statistical data for country- and regional-level analysis. It will be implemented by Grenada, Saint Lucia, Saint Vincent and the Grenadines, and the OECS Commission. The Project seeks to achieve its objective by strengthening national- and regional-level capacities and fostering regional coordination.

A Labour Force Survey (LFS) provides estimates of employment and unemployment, as well as other labour market indicators. These estimates are used to inform the development and implementation of labour market policies and programmes. Saint Vincent and the Grenadines conducted its last Labour Force Survey in 2021. The Statistical Office will be implementing the OECS Harmonized Labour Force Survey in 2026.

An Enumerator is a person who visits households or businesses to collect data on households, individuals, or businesses for surveys or censuses. This data is essential for evidence-based planning and policy development. As an Enumerator, your role will involve visiting households to gather information on labour market outcomes and ensuring that the data collected is accurately captured and recorded.

The detailed Terms of Reference (TOR) for the assignment can be found at the following link:
<https://procurement.gov.vc/eprocure/index.php/current-bids>

Applicants are required to complete and submit their application forms through the following link:
<https://docs.google.com/forms/d/1UwgsWa9TEWIMgVN8hLCxm-Yq-8AdSNSS7sSTBPGIP8I/>

The Ministry of Finance and Economic Planning invites eligible Consultants to express their interest in providing the required Services. The scope of work, expected deliverables, and required qualifications and experience are outlined below.

Scope of Work

The expected activities to be carried out by the Enumerator include, but are not limited to:

- Attend all training sessions conducted on how to carry out the LFS.
- Review and become familiar with the Enumerator's Manual, LFS questionnaire, and other relevant materials distributed during the training sessions.
- Attain a working knowledge of the boundaries of the Enumeration District(s) to which the Enumerator is assigned. If the Enumerator is unsure of the boundaries, they should consult the Field Supervisor for guidance.
- Bring to the attention of the Field Supervisor any incidents, refusals, or challenges encountered in the field, including instances where individuals refuse to participate in the LFS interview.
- Strictly comply with the code of conduct and data confidentiality protocols.
- Use the assigned Enumeration District map(s) to identify the households selected for the Labour Force Survey.
- Complete an LFS questionnaire for each selected household in accordance with the guidelines stipulated in the Enumerator's Manual.
- Complete LFS questionnaires using face-to-face interviews only, unless otherwise instructed to use another approved method.
- Visit every selected household within the boundaries of the assigned Enumeration District.
- Conduct interviews only within the boundaries of the Enumeration District(s) to which the Enumerator is assigned.
- Agree with respondents on a date and time for the interview if the first visit is not convenient for completing the questionnaire.
- Record responses to each question accurately and precisely, as provided by respondents and in accordance with the Enumerator's Manual.
- Double-check the data collected and identify any discrepancies in accordance with the guidelines provided in the Enumerator's Manual.
- Ensure the quality, integrity, and confidentiality of data collected from participants.
- Maintain close communication with the assigned Field Supervisor and bring to their attention any instances where individuals refuse to participate in the survey, as well as any difficulties encountered or matters of concern.
- Complete an LFS refusal record for each individual or household that refuses to participate in the interview.
- Ensure the proper maintenance and care of any hardware, software, and documents used for the purposes of the assignment.
- Submit all completed questionnaires and Interview Records daily to the assigned Field Supervisor for review and evaluation through the Survey Solutions platform, using the tablet application and internet connection provided. All assigned tasks must be completed within sixteen (16) weeks of the assignment of tasks to facilitate timely payment.
- Submit reports and results to the Field Supervisor as requested.
- Provide the Field Supervisor with a mobile telephone number, email address, and place of residence. This information is important because the work assignment must be completed within the specified timeframe, and the Enumerator's progress will therefore be monitored closely.
- Attend meetings called by the Field Supervisor or the Statistical Office.

Qualifications

1. Minimum Requirements

- A minimum of three (3) CXC/CSEC subjects, including English and Mathematics, and/or a qualification in a related field.
- Experience conducting interviews for at least one household survey or Census, or experience using the Survey Solutions platform.
- Proficiency in digital data collection tools and platforms.
- Working knowledge of conducting Labour Force Surveys or other surveys similar to the assignment described in these Terms of Reference would be an asset.

2. Competencies

- Excellent interpersonal, oral, and written communication skills.
- Fluency in English, both verbal and written, is required.
- Results-oriented, creative, confident, self-motivated, and responsive to feedback.
- Ability to work effectively both independently and as part of a team.
- Persistence when faced with problems or challenges.
- Ability to identify issues, opportunities, and risks and articulate them effectively.
- Ability to relate effectively to community members and demonstrate sensitivity to differences in culture, gender, religion, race, and age.
- Ability to work within established deadlines.

Submission of Expressions of Interest

A Consultant will be selected in accordance with the Individual Consultant (IC) Selection method, as set out in the Public Procurement Act, 2018. Further information may be obtained from the address provided below between the hours of 9:00 a.m. and 3:30 p.m.

The deadline for the submission of applications forms by link only, should be no later than **Friday, October 2, 2026**.

Recardo Frederick

Director of Economic Planning
Economic Planning Division
Ministry of Finance and Economic Planning
First Floor, Administrative Building
Bay Street
Kingstown
Saint Vincent and the Grenadines

E-mail: cenplan@svgcpd.com, scstewart@svgcpd.com, tcharles@svgcpd.com,
csamuel@svgcpd.com and jjames@gov.vc