

Saint Vincent and the Grenadines
OECS DATA FOR DECISION MAKING PROJECT

Request for Expressions of Interest
Consulting Services – Individual Consultant

Assignment TITLE: TECHNICAL EXPERT ON CENSUS DATA PROCESSING FOR THE
2026 AGRICULTURE AND FISHERIES CENSUS
Reference No.: SVG-DDMP-CS-INDV-22A

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.

The Statistical Office, a unit within the Economic Planning Division of the Ministry of Finance and Economic Planning, is the principal producer of official statistics in Saint Vincent and the Grenadines. While the Statistical Office is responsible by law for conducting censuses and surveys, it has delegated this authority to the Ministry of Agriculture, Forestry and Rural Transformation (MAFRT) for the Census of Agriculture and Fisheries (CAF). Data collection for the CAF commenced on March 9, 2026, using the Survey Solutions platform, and is expected to be completed by October 30, 2026.

A Technical Expert on Census Data Processing assesses the quality of collected census data and designs and applies the methodology needed to transform it into a reliable final database. This includes developing data cleaning, coding, imputation and validation procedures, producing statistical tables and metadata, training national staff, and ensuring that census data is handled securely and in accordance with statistical confidentiality standards.

The Project is seeking to engage an experienced Individual Consultant to develop a data processing methodology for the CAF database based on international best practices, and to apply that methodology in collaboration with MAFRT staff to produce a high-quality, fully validated, anonymized and analysis-ready CAF 2026 database and statistical tables, consistent with national, regional and international statistical standards.

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>

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

Scope of Work

The expected activities of the Consultant include, but are not limited to:

- Assess the quality of the initial CAF database, including a review of data collection operations and quality controls.
- Establish a detailed methodology to produce preliminary and final versions of the CAF database, covering data cleaning rules; variable labelling and coding conventions; imputation strategies and their justification; outlier detection and resolution; aggregation procedures; and metadata standards (e.g., codebooks and data dictionaries).
- Develop all required scripts and programs (e.g., Stata, R, Python, SQL) for data cleaning, imputation, validation and tabulation.
- Apply the cleaning, imputation and validation procedures to the CAF database.
- Produce tabulation-ready datasets and metadata, including codebooks and data dictionaries.
- Maintain version control, change logs and documentation of all modifications made to the database.
- Prepare a report discussing the findings of the assessment and the methodology for data cleaning, imputation and data management.
- Provide a training plan and conduct a minimum of five (5) training days for ten (10) MAFRT staff on data processing tools and methodologies using SPSS, covering data cleaning, variable labelling and coding, imputation strategies, outlier detection, aggregation rules and metadata documentation.
- Develop and implement data security and confidentiality protocols, including encryption, access control, secure storage, backup and recovery, and anonymization techniques, ensuring compliance with statistical confidentiality standards.
- Ensure the secure, confidential and compliant handling of all CAF data throughout the consultancy.

Deliverables

The Consultant will be required to submit the following deliverables:

- A written report on the findings of the assessment and the methodology for data cleaning, data imputation and data management.
- A clean version of the CAF database after initial cleaning and prior to imputation, with metadata, for validation in R and SPSS.
- The final version of the CAF database, data processing programs (covering all modifications from the initial to the final database), methodological documents, statistical tables and presentations.
- A replication package of the data cleaning programme and outputs in R and SPSS.

All deliverables must be provided in English and must be accepted by the Permanent Secretary of MAFRT or their representative, the CAF Census Coordinator and the Statistical Office, in order to be considered complete.

Duration and Reporting

The consultancy is expected to be completed within a period of four (4) months, with a tentative start date of November 2026. The Consultant will work under the direct supervision of the Permanent Secretary of the Ministry of Agriculture, Forestry and Rural Transformation or their representative, in close collaboration with the Statistical Office and the CAF Office. The Consultant will be required to sign a confidentiality agreement and maintain full confidentiality of all data and documentation.

Qualifications

- Minimum of a Master's degree in Statistics, Computer Science, Data Science or a related discipline.
- At least two (2) years of relevant work experience in each of the following areas: (a) data quality assessments; (b) cleaning of survey/census databases; and (c) development and application of imputation strategies/methodologies.
- Knowledge of current international best practices in the processing of survey/census data, including imputation methodologies and when to apply them.
- Minimum of two (2) years' experience using statistical software such as Survey Solutions, CPro, SPSS, Stata, R and Python, as well as data visualization tools.
- Fluency in English, with excellent writing and editing skills.

Selection Method

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.

Expressions of Interest must be submitted in writing to the address provided below, either in person or by email, no later than **Friday, November 6, 2026**.

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