

**Saint Vincent and the Grenadines
OECS DATA FOR DECISION MAKING PROJECT**

**Request for Expressions of Interest
Consulting Services – Firm**

**Assignment Title: Consultancy for the Execution of the 2026 Survey of Living Conditions (SLC) and four rounds of 2026 Quarterly Labour Force Surveys (LFS)
Reference No.: SVG-DDMP-CS-QCBS-1**

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).

The Government of St. Vincent and the Grenadines, through its Statistical Office (SO), is committed to enhancing its capacity to generate high-quality, timely, and policy-relevant statistical data. To support evidence-based decision-making and to meet regional and international reporting obligations, the SO will undertake two flagship household surveys with the support of the Project in 2026:

- The Survey of Living Conditions (SLC), including a Household Budget Survey (HBS), to begin 1st February 2026 and run for 12 months.
- The OECS Harmonized Labour Force Survey (LFS), aligned with the standards set by the International Conference of Labour Statisticians, to begin 1st April 2026 and run for 12 months.

These surveys are pivotal for informing poverty reduction strategies, labour market policies, and Sustainable Development Goal (SDG) reporting.

In this regard, the SO under the OECS Data for Decision Making Project is seeking to hire a highly experienced consulting firm with a proven track record in executing household surveys, preferably within small island developing states (SIDS), to ensure operational excellence, data integrity, and adherence to internationally recommended methodological standards and best practice. The firm will also be responsible for enhancing the capacity of the Statistical Office (SO) to carry out future households' surveys independently.

The consulting firm will work under the direct supervision of the Chief Statistician of the SO, in close collaboration with relevant Staff of the SO. The consulting firm 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. 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, Economic Planning and Information Technology now invites eligible Consulting Firms to indicate their interest in providing the Services. The expected activities to be carried out by the consultant are:

Objective

The objective of this consultancy is to support the SO in ensuring the successful implementation of the 2026 Survey of Living Conditions and the Labour Force Survey beginning in 2026, and to strengthen the capacity of the SO to carry out household surveys.

Scope of Work

The selected consultancy firm will support the SO in the design and implementation of the SLC and the OECS Harmonized LFS. The engagement must be carried out in a timely manner, with a focus on ensuring operational excellence, data integrity, and adherence to internationally recommended methodological standards and best practice. The scope of work includes, but is not limited to, the following components:

- A. Project Mobilization**
- B. Human Resources and Staffing**
- C. Survey Preparation and Training**
- D. Fieldwork Execution**
- E. Data Management and Quality Assurance**
- F. Reporting and Documentation**
- G. Capacity Building**
- H. Partnerships**

DELIVERABLES AND TIMELINES FOR SURVEY OF LIVING CONDITIONS AND LABOUR FORCE SURVEYS

Deliverable	Deadline
1. Inception Report, including plan for facilitating knowledge transfer and hands-on learning to build capacity of SO staff for conducting future rounds of the SLC and LFS independently	2 weeks from contract signing
2. Draft and final survey instruments and associated CAPI applications in Survey Solutions for both SLC and LFS	SLC-6 weeks after contract signing(Indicative target date:14 th January 2026)

	LFS-10 weeks after contract signing (Indicative target date:15 th February 2026)
3. Monitoring plans for the fieldwork including a monitoring dashboard for both SLC and LFS	SLC-10 weeks after contract signing (Indicative target date:15 th February 2026) LFS- 18 weeks after contract signing(Indicative target date: 15 th March 2026)
4. Final sample selection using the 2021 PHC as the census frame for both SLC and LFS	SLC-4 weeks after contract signing (Indicative target date:1 st January 2025) LFS-8 weeks after contract signing(Indicative target date:1 st February 2026)
5. Training material and Delivery of training for both SLC and LFS	SLC-8 weeks after contract signing(Indicative target date:1 st February 2026) LFS-18 weeks after contract signing (Indicative target date:15 th March 2026)
6. Pre-Test & Pilot Report for both SLC and LFS	SLC-7 weeks after contract signing (Indicative target date:20 th January 2026) LFS-13 weeks after contract signing (Indicative target date:6 th March 2026)
7. Bi-weekly reports summarizing the implementation of quality assurance protocols for both SLC and LFS	Two times per week for both SLC and LFS
8. Raw Dataset for both SLC and LFS	SLC-60 weeks after contract signing (Indicative target date:1 st March, 2027) LFS-One month after each quarter of survey
9. Final Dataset & Methodology Report for both SLC and LFS	SLC-68 weeks(Indicative target date:15 th May 2027) LFS- Three months after each quarter of survey
10. Anonymized microdata for both SLC and LFS	SLC-69 weeks after contract signing (Indicative target date:22 nd May 2027) and LFS -one month after each quarter of survey
11.Final report detailing capacity gaps and capacity building plan, proposing specific activities (e.g., workshops, on-the-job training,	SLC-71 weeks after contract signing(Indicative target date:5 th - 14 th June 2027)

mentorship) aimed at addressing the identified gaps	
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Firm qualifications

The selected survey firm is expected to possess demonstrated technical expertise, operational capacity, and relevant experience to support the preparation and implementation of large-scale household surveys in developing country contexts. Specifically, the firm must meet the following qualifications:

- A. Proven Experience in Implementing Large-Scale Household Surveys**
- B. Technical Capacity in Sampling and Survey Methodology**
- C. Instrument Development and Digital Data Collection**
- D. Fieldwork Management and Enumerator Training**
- E. Data Quality Assurance**
- F. Institutional Capacity and Staffing**
- G. Experience in Developing Country Contexts**

Personnel qualifications

The firm should have the following personnel with the relevant qualification as part of the team (maintaining gender balance and including national experts where appropriate and possible):

- A. Team Leader / Project Manager**
- B. Survey Methodologist**
- C. Sampling Specialist / Statistician**
- D. Data Processing Specialist / CAPI Developer**
- E. Field Coordinator / Field Operations Expert**
- F. Quality Assurance Expert**

Payment and Duration of the Consultancy

The selected consulting firm will be hired over the period of Twenty (20) months. Payment will be effected according to the following schedule:

1. The consulting firm will receive 10% of the total contract value upon the satisfactory completion of deliverable 1.
2. The consulting firm will receive 20% of the total contract value upon the satisfactory completion of deliverables 2 - 6 for the SLC.
3. The consulting firm will receive 20% of the total contract value upon the satisfactory completion of deliverables 2 - 6 for the LFS.
4. The consulting firm will receive 20% of the total contract value upon the satisfactory completion of deliverables 7 - 10 for the SLC.

5. The consulting firm will receive 20% of the total contract value upon the satisfactory completion of deliverables 7 - 10 for the LFS.

The consulting firm will receive 10% of the total contract value upon the satisfactory completion of deliverable 11.

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" Fifth Edition September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A firm will be selected in accordance with the Quality and Cost-Based Selection method set out in the Procurement Regulations. Further information can be obtained at the address below during the hours 9:00 to 15:30 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **Tuesday, October 28, 2025, 2:00 p.m.**

The Chairman

Central Procurement Board

Ministry of Finance, Economic Planning, etc.

2nd Floor, Administrative Building

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St. Vincent and the Grenadines

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