

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

**Request for Expressions of Interest  
Consulting Services – Individual Consultant**

**Assignment Title: Preparation of Main Analytical Census Report  
Reference No.: SVG-DDMP-CS-INDV-32**

The Government of Saint Vincent and the Grenadines (GoSVG) has applied for financing from the World Bank toward the cost of the OECS Data for Decision Making Project (DDMP), and intends to apply part of the proceeds for consulting services for the Preparation of Main Analytical Census Report for the 2023 St. Vincent and the Grenadines Population and Housing Census.

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 is being implemented by Grenada, Saint Lucia, St. Vincent and the Grenadines, and the OECS Commission. The Project is being implemented over a five-year period ending in June 2027.

Additional details on the Project can be found at the following link: ([https://documents1.worldbank.org/curated/en/520151651261033077/pdf/Grenada-Saint-Lucia-Saint-Vincent-and-the-Grenadines-Organization-of-Eastern-Caribbean-States-Commission-OECS-Data-for-Decision-Making-Project.pdf?\\_gl=1\\*1ixhs9b\\*\\_gcl\\_au\\*MTc4ODI0MTE2NC4xNzIzMDCzMjIy](https://documents1.worldbank.org/curated/en/520151651261033077/pdf/Grenada-Saint-Lucia-Saint-Vincent-and-the-Grenadines-Organization-of-Eastern-Caribbean-States-Commission-OECS-Data-for-Decision-Making-Project.pdf?_gl=1*1ixhs9b*_gcl_au*MTc4ODI0MTE2NC4xNzIzMDCzMjIy) ).

The population and housing census in St. Vincent and the Grenadines is carried out every 10 years and is one of the largest data collection activities undertaken by the National Statistical Office. The latest round of census data collection commenced in August of 2023. The census provides a count of the population and housing stock and collects information on the social, demographic, economic and geographic characteristics of the country.

The population and housing census provides a wealth of information which can be analyzed by different geographic levels such as communities, enumeration districts, parishes and at the national level. The census serves as the backbone for population estimates, sample frames and geographical data for the Statistical Office's survey programmes and provides information for researchers, students, development partners, private sector and the general public. The Statistical Office under the OECS Data for Decision Making Project is seeking to hire an experienced consultant with expertise in census data analysis and report writing to prepare an analytical report for the 2023 Population and Housing Census. The detailed Terms of Reference (TOR) for the assignment can be found at the following link: ([https://www.gov.vc/images/RequestForExpressionsOfInterest/Terms\\_of\\_Reference\\_for\\_Census\\_Main\\_Analytical\\_Report.pdf](https://www.gov.vc/images/RequestForExpressionsOfInterest/Terms_of_Reference_for_Census_Main_Analytical_Report.pdf))

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Consultants to indicate their interest in providing the Services. The expected activities to be carried out by the consultant are:

- a) Work in collaboration with the Chief Statistician and engage with key stakeholders such as Government Ministries, Departments and Agencies (MDAs), CARICOM, OECS and other key users to inform work plan and agree on the content of the report.
- b) Review the census dataset and related documentation to understand the data structure and variables.
- c) Work in collaboration with the Chief Statistician and the survey unit to decide on topics/chapters and design a structured outline for the main analytical report, aligning with CARICOM and OECS Tabulation Plans.
- d) Generate Sustainable Development Goals (SDGs) indicators and other key indicators captured in the Census.
- e) Perform detailed statistical analyses, including disaggregations by age, sex, location, and other relevant variables.
- f) Ensure that the main analytical reports include tables, graphs and use of maps to illustrate findings
- g) Meet with representatives of the Statistics Office to discuss the draft analytical report.

### **Qualifications**

- Master's in Statistics, Economics or other related discipline.
- A PhD in Statistics, Economics or other related discipline would be an added asset
- At least 5 years of demonstrated experience leading the (a) analysis of large datasets and (b) preparation of census reports.
- At least 5 years' experience in data analysis and visualization tools, including generating data maps.
- At least 5 years' experience in statistical software such as SPSS, Stata, R or other related statistical software

### **Deliverables**

- a) An inception report with the schedule of activities. – 2 weeks after contract signing
- b) The inception report should include: the work plan, timelines and proposed outline of the report.
- c) Draft main analytical report – 8 weeks after contract signing
- d) Discuss the draft analytical report to the Statistics Office with key findings and indicators captured in the census -9 weeks after contract signing
- e) Final main analytical report – 11 weeks after contract signing
- f) Draft presentation of key findings based on the main analytical report to be used for dissemination activities – 11 weeks after contract signing
- g) Final presentation with key findings and indicators based on the main analytical report to be used for dissemination activities with feedback from Statistics Office incorporated -12 weeks after contract signing.

All deliverables must be accepted by the Chief Statistician and the Project Coordinator to be considered completed.

Language Requirements: All deliverables above should be provided in English.

### **Payment and Duration of the Consultancy**

The selected consultant will be hired over the period of three (3) months and the consultancy will cover associated travel cost. Payment will be effected according to the following schedule:

- The consultant will receive 10% of the contract upon signature.
- The consultant will receive 30% of the contract for the production of the draft analytical report.
- The consultant will receive 40% of the contract for the submission of the final main analytical report, satisfactory to the Chief Statistician, and draft presentation of key findings based on the main analytical report to be used for dissemination activities.
- The consultant will receive the remaining 20% of the contract upon submission of the final presentation of key findings based on the main analytical report to be used for dissemination activities, satisfactory to the Chief Statistician.

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 Consultant will be selected in accordance with the Individual Consultant (IC) 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 **Friday, March 21, 2025, 2:00 p.m.**

The Chairman  
Central Procurement Board  
Ministry of Finance, Economic Planning, etc.  
2nd Floor, Administrative Building  
Bay Street, Kingstown  
St. Vincent and the Grenadines  
E-mail: [cenplan@svgcpd.com](mailto:cenplan@svgcpd.com) [tcharles@svgcpd.com](mailto:tcharles@svgcpd.com) [scestewart@svgcpd.com](mailto:scestewart@svgcpd.com) [csamuel@svgcpd.com](mailto:csamuel@svgcpd.com)  
[jbyron@svgcpd.com](mailto:jbyron@svgcpd.com) [medwards-john@svgcpd.com](mailto:medwards-john@svgcpd.com)