

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

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

**Assignment Title: Project Consultant – St. Vincent and the Grenadines Tourism Satellite Account
Project**

Reference No.: SVG-DDMP-CS-INDV-29

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](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). Component 2 of the project supports the compilation of the tourism satellite account (TSA).

Tourism is one of the more dynamic and competitive industries which requires innovation and adaptation to meet the changing needs and desires of visitors. It is also an industry that directly and indirectly impacts other industries for example, transportation (car rentals, taxi services, education, health and wellness, accommodation, food, and beverage industries) as classified by the UN International Standard Industrial Classification (ISIC). The industry is an excellent source of foreign exchange earnings and provides some level of stability and growth in the economy. However, the measurement of tourism's contribution to the Gross Domestic Product (GDP) is calculated in St. Vincent and the Grenadines using the Accommodation & Restaurant industries which grossly understates the sector's contribution. As such, there is a need to more accurately measure the contribution of tourism to Gross Domestic Product as it can reveal additional revenue sources generated from visitor consumption.

In this regard, the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture and the St. Vincent and the Grenadines Tourism Authority in partnership with the Statistical Office (SO) seek to hire a consultant to provide technical assistance in improving the system of tourism statistics (STS), compiling the Tourism Satellite Account (TSA), and building the capacity of the Statistics Office to independently compile the TSA in the future..

The consultant will be required to work closely with the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture, St. Vincent and the Grenadines Tourism Authority, Ministry of Finance, Economic Planning and Information Technology, other relevant stakeholders (e.g. Immigration, Customs), and the Statistics Office to ensure the highest level of collaboration and standardization possible. The Statistical Office will provide supervision of the consultant, coordination support and data access as needed for the consultant to perform his/her work with support from the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture and the St. Vincent and the Grenadines Tourism Authority. The consultant 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>)

Objective

The overall objective of the consultancy is to improve the System of Tourism Statistics (STS) and build local capacity to compile the Tourism Satellite Account (TSA). This will require:

- Establishing an integrated framework for the systematic collection and management of tourism statistics
- Harmonizing data from multiple sources (visitor surveys, border statistics, household expenditure, business and establishment surveys, employment and environmental statistics)
- Producing internationally comparable indicators on inbound, outbound, and domestic tourism flows

Building national capacity at the Statistics Office to compile and maintain the TSA in accordance with TSA-RMF 2008

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:

Scope of Work

The consultant will work in close collaboration with the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture, St. Vincent and the Grenadines Tourism Authority, Ministry of Finance, Economic Planning and Information Technology, Statistical Office, and other relevant stakeholders (Immigration, Customs) to compile and finalize the Tourism Satellite Account (TSA) Tables 1–10 for St. Vincent and the Grenadines in accordance with the TSA-RMF 2008 guidelines.

Overall Responsibilities

The consultant will:

- Collaborate with all relevant institutions to compile TSA Tables 1–10

- Assess and utilize data from Supply and Use Tables (SUT), national accounts, surveys, and administrative sources
- Set up and implement the reconciliation procedure to balance the supply and use of tourism products and services
- Produce preliminary and final TSA Tables 1–10
- Estimate the contribution of tourism to GDP, employment, and other key economic aggregates
- Identify data and methodological gaps and provide recommendations to improve future TSA updates
- Prepare and submit preliminary and final reports documenting data sources, methods, and results

Deliverables

The Consultant will provide the following:

No	Deliverable	Description	Timeline (after contract signing)
a	Inception Report and Detailed Work Plan	Including a timeline for all activities, data needs, institutional coordination and capacity-building plan	Month 1
b	Preliminary TSA Tables 1-4 and 10	Initial compilation of inbound domestic, outbound, internal consumption, and non-monetary indicators for review and validation	Month 4
c	Preliminary TSA Tables 5 and 6	Compilation of production accounts and reconciliation between supply and use tables and use of tourism products and services	Month 6
d	Preliminary TSA 7-9	Compilation of employment of tourism industries, tourism gross fix capital formation and tourism collective consumption	Month 8
e	Draft Final TSA	Consolidated draft report including TSA tables 1-10, methodological notes,	Month 10

		analysis of tourism contribution to GDP and employment and recommendation	
f	Final TSA Report	Final report incorporating feedback from stakeholders and international reviewers (if applicable)	Month 12
g	Final Datasets and Documentation Package	Clean datasets, codes and scripts, data dictionaries, methodology notes and “readme” documentation produced under the consultancy	Month 12
h	Capacity Building/Training	Design and deliver training to at least two people from the Statistics Office to use and update the TSA for analysis and decision making	Month 12

Qualifications

- An advanced degree (Master’s or above) in Statistics, Economics, Data Science, Accounts, Finance, Planning, or a closely related field
- At least 8 years of professional experience in the above fields, including a minimum of 4 years directly related to Tourism Satellite Accounts and tourism statistics
- Demonstrated knowledge of international standards and guidelines for TSA compilation, including those of UNWTO, WTTC, and CTO
- Proven experience in compiling TSA tables and integrating tourism statistics with national accounts, preferably in the Caribbean or similar contexts
- Strong organizational, planning, and problem-solving skills, with a track record of delivering high-quality results within agreed timelines
- Excellent oral and written communication skills in English, with the ability to engage effectively with diverse stakeholders
- Experience in capacity building and training of government/statistical staff is highly desirable

Payment and Duration of the Consultancy

1. The selected consultant will be hired over the period of one (1) year. Payment will be effected according to the following schedule:
2. 10% of the contract, upon signature.
3. 20% of the contract, upon submission of the inception report and work plan. 1 month after contract signing
4. 30% upon submission of the preliminary TSA tables 1 to 6 and 10 described in a draft TSA report. 6 months after contract signing
5. 30% of the remaining contract upon submission and satisfactory completion of final TSA tables 1 to 6 and 10, and final TSA tables 7 to 9 described in a final TSA report. 12 months after contract signing
6. 10% for training/capacity building for at least two people from the Statistics Office to use and update the TSA for analysis and decision making. 12 months after contract signing

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 **Monday, January 19, 2026, 2:00 p.m.**

The Chairman
Central Procurement Board
Ministry of Finance, Economic Planning, etc.
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St. Vincent and the Grenadines
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