

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

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

**Assignment Title: Supervisors for the 2026 Survey of Living Conditions (SLC)
Reference No.: SVG-DDMP-NCS-INDV- 15**

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 towards Non Consulting Services for Supervisors for the 2026 Survey of Living Conditions (SLC).

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. The Project is being 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 Survey of Living Conditions is a survey that gathers information about poverty and the circumstances in which people live, such as their access to resources, housing, education, and health. The results of this survey can be used to help the government and other organizations understand how people are managing, and to inform policy decisions. Based on international standards the data collection for this survey is usually done over a period of 9-12 months. The reason for the length of the survey is to ensure that the results are representative of a wide range of households and to capture trends.

A supervisor for a Survey of Living Condition (SLC) oversees and coordinates field activities to ensure accurate and timely data collection. They train and guide enumerators, plan daily schedules, monitor progress, and address challenges in the field. Supervisors review completed questionnaires for accuracy, conduct quality checks, and submit regular reports to the central team. They also ensure that all fieldwork follows established survey protocols, confidentiality rules, and ethical standards, serving as the key link between enumerators and survey management.

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

Scope of Work

- Coordinate and supervise all enumeration activities in the Enumeration District during the survey of living condition data collection process.
- Review and be familiar with the Enumerator’s and Field Supervisor’s manual, the survey questionnaire, and other relevant materials distributed at training sessions.
- Conduct random spot checks for 10% of interviews and re-interviews to verify data quality and enumerator performance.
- Accompany the Enumerator on interviews as needed, so that it can be observed whether the Enumerator is conducting the interview and using the instruments provided to him/her

correctly. If necessary, the Field Supervisor should demonstrate the correct procedure to the Enumerator, by conducting at least one such interview.

- In the event that an emergency arises that is likely to prevent the Enumerator from performing his/her duties, this must be communicated to the Statistical Office immediately;
- Resolve any conflicts that may arise in the field relating to the survey of living condition execution and relay all difficulties encountered by Enumerators to the to the Statistical Office
- Ensure Enumerators understand the boundaries of the Enumeration District to which they are assigned; the Field Supervisor shall assist the Enumerator regarding same.
- Instruct Enumerators to, and ensure that, questionnaires are completed using the “face to face” interview method only and as guided by the Enumerator’s manual, unless otherwise instructed to use another method
- Review all questionnaires in the Survey Solution platform under his/her assignment within three (3) days of submission of Enumerator and assess their completeness as guided by the Manual(s).
- Hold regular meetings with assigned Enumerators, so that all problems faced could be resolved. Notes of these meetings shall be kept so that information can be shared with the Statistics Office
- Ensure the quality, integrity and confidentiality of data collected by Enumerators.
- Assess the quality of each Enumerator’s work, as outlined within the Enumerator’s Manual, and determine the level of support each Enumerator requires.
- Communicate and report to the Statistical Office on enumeration and staffing activities.
- Attend all training sessions conducted on how to carry out the survey of living condition.
- In the event of refusals by households to allow assigned Enumerators to complete the survey of living condition questionnaires, make an effort to have this refusal changed to a completed survey questionnaire and indicate every incidence of this on the Refusal Record Form. In the event that the Enumerator is unsuccessful in having the household in question agree to complete the questionnaire, the matter must be referred to the Statistical Office.
- Ensure proper maintenance of all equipment issued and the secure backup of all data selected. Collect all software and documentation from the Enumerators assigned to you and ensure the safe return of them to the Statistical Office on completion of the enumeration process
- Reject, return, and discuss with the Enumerator any questionnaire with errors and omissions to be rectified. Questionnaires re-submitted, after corrections are completed, should be reviewed within one day of re-submission.
- Perform the duty of Enumerator, in the event that the assigned Enumerator is unable to perform his/her duties and approval from the Statistical Office is received.
- Submit reports and results to the Statistical Office as requested.
- Attend ALL meetings called by the Statistical Office
- Provide a final written report on each Enumerator at the end of the engagement
- Execute the aforementioned or any additional duties or instructions issued to him/her by the Statistical Office during the course of his/her employment.
- Replacement of electronic equipment and any disposal of electronic waste will follow e-waste procedures consistent with national regulations and the Environmental and Social Management Framework (ESMF).

Qualifications

- Five (5) CXC/CSEC including English, Mathematics and/or related subject
- At least 2 years' experience working in similar household survey or census
- Proficient in digital data collection tools and platforms
- Working knowledge of conducting or supervising surveys/census similar to the assignment described within this Terms of Reference.
- Working knowledge of the geography of Saint Vincent and the Grenadines.
- Proficiency in English

Reporting Obligations

The Field Supervisor will work under the direct supervision of the Statistics Office and in close collaboration with the assigned focal point of Public Sector Investment Programme Management Unit (PSIPMU). The Field Supervisor will follow an agreed code of conduct, and will share information on available grievance mechanisms as needed.

All communication with the Statistics Office will be copied to the OECS DDMP Project Coordinator, except in cases where data deemed confidential. Where confidential data is being transmitted, this will be between the Statistics and the Field Supervisor but the Project Team would be informed of such communication.

The detailed Terms of Reference can also be found at <https://procurement.gov.vc/eprocure/index.php/current-bids>

Applicants are required to complete and submit applications forms only by clicking or visiting the link:

<https://stats.gov.vc/>

The deadline for the submission of applications forms is Friday, March 20, 2026. Services are expected to commence in May, 2026.

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