

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

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

**Assignment Title: Technical Assistance to develop a Data Privacy Policy and Protocol  
Reference No.: SVG-DDMP-CS-INDV-30**

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 Technical Assistance to develop a Data Privacy Policy and Protocol.

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 St. Vincent and the Grenadines Statistical Office is mandated to collect, process, analyze, and disseminate statistical data to support evidence-based decision-making for the Government and other stakeholders. The data collected by the statistical office are to be used exclusively for statistical purposes only and it is important to always ensure that confidentiality and privacy of respondents is always protected. Therefore, it is critical to establish a robust Data Privacy Policy and Protocol to ensure compliance with legal and regulatory requirements, safeguard data subjects' rights, and maintain public trust.

In this regard, the Statistical Office under the OECS Data for Decision Making Project is seeking to hire an experienced consultant with expertise in the development of data privacy policy and protocols to provide technical assistance in the development of a data privacy policy and protocol for the Statistical Office. 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\\_Development\\_of\\_a\\_Data\\_Privacy\\_Policy\\_and\\_Protocol.pdf](https://www.gov.vc/images/RequestForExpressionsOfInterest/Terms_of_Reference_Development_of_a_Data_Privacy_Policy_and_Protocol.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) Conduct a needs assessment and gap analysis to evaluate the current data management and privacy practices within the Statistics Office.

- b) Review existing laws, regulations, and standards relevant to data privacy and protection.
- c) Engage stakeholders (staff, data providers, and users) to understand data privacy concerns and expectations.
- d) Draft a Data Privacy Policy and Protocol tailored to the operational and legal context of the Statistics Office.
- e) Provide recommendations for policy implementation, including roles, responsibilities, and training needs.
- f) Present the draft policy to key stakeholders for review and incorporate feedback.
- g) Deliver a final Data Privacy Policy and Protocol document and an implementation roadmap.

### **Qualifications**

- Master's in Statistics, Law, Data Management, Information Technology, or a related field
- At least five years experience in developing data privacy policies and protocols or similar frameworks.
- At least five years of experience working on data protection regulations.
- Strong knowledge of data privacy policies and protocols and best practices.
- Familiarity with the operations of a Statistical Office is an added asset.

### **Deliverables**

- a) Inception report detailing the methodology, work plan, and timelines.(15 days after the signing of the contract)
- b) Needs assessment and gap analysis report.(4 weeks after the signing of the contract)
- c) Draft Data Privacy Policy and Protocol document.(6 weeks after the signing of the contract)
- d) Finalized Data Privacy Policy and Protocol document incorporating stakeholder feedback.(8 weeks after the signing of the contract)
- e) Implementation roadmap with recommendations for training and capacity-building.(8 weeks after the signing of the contract)

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 the inception report detailing the methodology, work plan, and timelines
- The consultant will receive 20% for the production of a needs assessment and gap analysis report.

- The consultant will receive 20% of the contract for the submission of the draft Data Privacy Policy and Protocol document.
- The consultant will receive 40% of the contract upon finalized Data Privacy Policy and Protocol document incorporating stakeholder feedback.
- The consultant will receive the remaining 10% of the contract for the implementation roadmap with recommendations for training and capacity-building

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 28, 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) [scstewart@svgcpd.com](mailto:scstewart@svgcpd.com) [csamuel@svgcpd.com](mailto:csamuel@svgcpd.com)  
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