

SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project

Title:	Project Consultant – Technical Assistance to Set up a National Statistical System(NSS) Council (Governance Structure)
Location:	The Ministry of Finance, Economic Planning, and Information Technology (MoFEP)
Duration:	Four (4) Months
Tentative Start Date:	November 2025

Background

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 Statistical Office of St.Vincent and the Grenadines is responsible for the coordination of the National Statistical System (NSS), and dissemination of official statistics that support policy formulation, decision-making, and national development. Under Component 1 of the DDM Project, the Statistical Office has finalized a National Strategy for the Development of Statistics and a National Statistical Assessment in 2023 and is currently undertaking a revision of the Statistical Act, alongside the development of a Data Privacy Policy and a Data Dissemination Policy. Complementing these activities, the Statistical Office is seeking to hire an experienced consultant to develop the Governance Structure required for the establishment of a National Statistical System (NSS) Council.

1. Objective

The primary objective of this assignment is to develop a governance framework for the NSS that ensures effective coordination, compliance with statistical best practices and the Statistical Act, stakeholder engagement, and sustainability. The governance structure should enable the NSS Council to enhance institutional collaboration and promote the credibility, relevance, and quality of official statistics.

2. Scope of Work

The consultant will carry out the following tasks:

Task 1. Inception, Stakeholder Mapping, and Engagement

1. Review key documents (draft NSDS, 2023 National Statistical Assessment, draft Statistical Act, draft Data Privacy and Dissemination Policies).
2. Map key stakeholders (government MDAs, regulators, academia, private sector, civil society, development partners) with influence/interest analysis.
3. Conduct consultations to identify user needs and priority use cases.
4. Prepare a structured stakeholder engagement and communication plan to support buy-in for the Council.

Task 2. Legal, Institutional, and Policy Gap Assessment

1. Review existing legal, institutional, and policy frameworks governing the NSS.
2. Assess gaps against international best practices and benchmarks (e.g., UN Fundamental Principles of Official Statistics, CARICOM/GLOS guidance, SDG frameworks).
3. Draw comparative lessons from similar Small Island Developing States (SIDS) or regional peers.

Task 3. Governance Framework and Operating Model

1. Define the Council's legal basis, mandate, composition, appointment rules, tenure, quorum, voting, conflict-of-interest, transparency, and reporting lines.
2. Define governance arrangements, including roles and responsibilities of the NSO, sectoral agencies, statistical councils, and advisory committees.
3. Recommend necessary legal and regulatory reforms.
4. Develop guidelines and SOPs for operationalizing the governance framework.
5. Specify the NSO's coordination and standard-setting roles, including dispute resolution and alignment with national data governance bodies.
6. Design the Council Secretariat (hosting arrangement, staffing profiles).

7. Propose performance monitoring indicators and financing options to ensure sustainability of the Council.

Task 4. Data Sharing, Access, Quality Assurance, and Capacity Building

1. Draft a model Interagency Data Sharing Agreement/MoU and Data Access Protocol (purposes, permitted uses, privacy and security, retention, audit).
 2. Propose privacy safeguards, including privacy impact assessments and statistical confidentiality protections.
 3. Develop SOPs for accessing and using administrative data, with feedback loops for quality assurance and integration with survey data.
 4. Recommend a quality assurance approach aligned with international frameworks and provide basic training materials to support implementation.
 5. Propose appropriate channels for dissemination of data and analytics to promote uptake and use in policy decisions.
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3. Deliverables

1. **Inception Report** – methodology, workplan, stakeholder map, engagement and communication plan.
 2. **Stakeholder Consultation Report** – inputs and findings from consultations.
 3. **Framework Assessment Report** – draft and final versions, with international benchmarking and lessons from peers.
 4. **Draft Governance Framework** – structure, legal and institutional arrangements, coordination mechanisms.
 5. **Draft Implementation Guidelines and SOPs** – practical steps for operationalization.
 6. **Validation Workshop & Presentation** – in-country stakeholder engagement.
 7. **Final Governance Framework Package** – governance framework, legal/regulatory instruments, guidelines, SOPs, costed phased implementation plan, risk and mitigation note, and training/knowledge-transfer materials.
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4. Qualifications

- Advanced degree in Statistics, Economics, Public Administration, Governance, or related field.
- Minimum 5 years' experience in:

- Designing governance structures and coordination mechanisms for statistical/public institutions.
 - Drafting or revising statistical legislation/regulations and data-sharing frameworks.
 - Stakeholder engagement, legal/policy assessments, and advisory work.
 - In-depth knowledge of the role of national statistical offices, strategic planning, and NSS coordination (preferably in the Caribbean or SIDS).
 - Familiarity with international statistical frameworks (e.g., UN Fundamental Principles of Official Statistics, SDG monitoring).
 - Strong analytical, communication, and report-writing skills.
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5. Duration and Payment

The consultancy will last four (4) months. Payments will be made against deliverables as follows:

Deliverable	% of Contract
Inception Report	10%
Framework Assessment Report (final), Stakeholder Report, Validation Workshop	20%
Draft Governance Framework, Guidelines, SOPs	30%
Final Governance Framework Package	40%

Reporting Obligations

The consultant will work under the direct supervision of the Chief Statistician of the Statistical Office, in close collaboration with relevant Staff of the Statistical Office. 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.