

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

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

**Assignment Title: Technical Expert on Census Data Processing for the 2023 St. Vincent and the Grenadines Population and Housing Census
Reference No.: SVG-DDMP-CS-INDV-24**

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 Expert on Census Data Processing 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).

The Statistical Office (SO) is a unit within the Economic Planning Division of the Ministry of Finance, Economic Planning and Information Technology and is the principal producer of official statistics in Saint Vincent and the Grenadines in collaboration with other Ministries Departments and Agencies within the National Statistical System (NSS). The SO and other government agencies provide quality official statistics to inform planning, budgeting and decision-making.

In June 2023 the SO embarked on the Population and Housing Census (PHC). The PHC is the largest undertaking by the Statistical Office and provides a wealth of information for planning, budgeting and decision making. The SO commenced its listing exercise of the Population and Housing Census (PHC) in June 2023. The actual data collection for the PHC commenced on the 22nd August 2023 and was completed on 30th June, 2024. There are approximately 13 Census divisions in St. Vincent and the Grenadines. Currently, the PHC is at a stage where it needs to be processed. As a result, the SO is seeking the technical assistance of an experienced consultant to define a data processing methodology for the PHC database based on international best practices and to apply the methodology in collaboration with the SO staff to produce the final database. Data collection for the PHC was done using Survey Solutions.

The consultant will work under the direct supervision of the Chief Statistician of the SO, in close collaboration with relevant Staff of the SO. 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://www.gov.vc/images/RequestForExpressionsofInterest/Terms_of_Reference_for_Technical_Expert_on_Census_Data_Processing_Final.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 an assessment of the quality of the initial PHC database containing the unmodified unit records. The written assessment should include an evaluation of the data collection operation and quality controls, the state of the initial database, and a comparison with other population benchmarks.
- b) Advise the SO in defining a methodology for data cleaning (including labeling of the final census database), data imputations (if needed), and data management. This includes drafting a document on the methodology.
- c) Implement the data cleaning (including labeling of the final census database) and (imputation) methodology, agreed with the Chief Statistician, working in close collaboration with SO staff. This includes developing the necessary programs/codes.
- d) Conduct review and quality control of the final PHC database, programs, and documentation. This includes presentation of results to the SO Chief Statistician, Ministry officials, and other stakeholders for validation.

The consultant is expected to carry out this work in person at the SO office.

Qualifications

- Minimum of a Master's degree in Statistics, Computer Science, Data Science or other related disciplines
- At least 5 years of relevant work experience in each of the following areas:
 - (a) Census data quality assessments,
 - (b) Cleaning of census and survey databases, and
 - (c) Development and application of imputation strategies/methods.
- Demonstrated knowledge of current international best practices on data processing of census data, including imputation methodologies and when to use them.
- Fluency in English and excellent writing and editing skills

Deliverables

- a) Assessment report of the quality of the initial (unmodified) 2023 PHC database. It should include, among other things, a summary of the initial database and key observations, an evaluation of the data collection operation and quality controls, and a comparison with other population benchmarks.
- b) Draft document of the methodology for the PHC data cleaning, data imputation, and data management.
- c) Preliminary versions of the PHC database, programs, and documentation. These drafts should be complete and ready for validation.
- d) Final versions of the PHC database, data processing programs (covering all modifications from the initial to final database), methodological documents, and presentations.

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 consultancy is expected to be completed within a period of four (4) months and will cover associated travel costs. Payment will be effected according to the following schedule:

- 20% for Assessment Report (final)
- 20% for draft Methodological Document
- 30% for preliminary versions of the PHC database, programs, and related documentation.
- 30% for final versions of database, programs and related documentation, and methodological documents (updated with any changes).

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, December 30, 2024, 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

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