

Terms of Reference
Tourism Satellite Account
St. Vincent and the Grenadines Ministry of Tourism, Civil Aviation, Sustainable
Development and Culture, Tourism Authority & the Statistics Office

Title:	Project Consultant – St. Vincent and the Grenadines Tourism Satellite Account Project
Location:	Ministry of Tourism, Civil Aviation, Sustainable Development and Culture
Duration:	One year
Tentative Start Date:	February 2026

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). 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.

The UN System of National Accounts 2008 (2008 SNA) recommends the compilation of satellite accounts to capture complex activities. The United Nations World Tourism Organisation (UNWTO) provides specific guidance on the compilation of basic tourism statistics and Tourism Satellite Accounts (TSA). The TSA is a globally accepted conceptual framework developed by the UNWTO for measuring the direct contribution of the tourism sector to the economy.

The TSA consists of the following ten tables:

Table 1: Inbound tourism expenditure by products and classes of visitors

Table 2: Domestic tourism expenditure by products and classes of visitors and types of trips

Table 3: Outbound tourism expenditure by products and classes of visitors

Table 4: Internal tourism consumption by products

Table 5: Production accounts of tourism industries and other industries

Table 6: Total domestic supply and internal tourism

Table 7: Employment in the tourism industries

Table 8: Tourism gross fixed capital formation of tourism industries and other industries

Table 9: Tourism collective consumption by products and levels of government

Table 10: Non-monetary indicators.

A System of Tourism Statistics (STS) is a statistical framework that provides the concepts, classifications, data sources, and methods needed to collect, compile, and disseminate statistics on tourism.

[TSA-RMF 2008](#) provides the updated common conceptual framework for constructing a TSA. It adopts the basic system of concepts, classifications, definitions, tables and aggregates of the System of National Accounts 2008 (SNA 2008), the international standard for a systematic summary of national economic activity from a functional perspective.

Considering the current situation, 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.

General Description of the Assignment

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, if not locally contracted, is expected to visit St. Vincent and the Grenadines at a minimum twice during the consultancy. The first visit would be for stakeholder engagement and data gathering, and the second visit would be to present and discuss the findings with the relevant stakeholders and conduct capacity building/training with the Statistics Office. The Consultant will engage in a briefing meeting with the Chief Statistician, the Permanent Secretary of the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture, and relevant staff of the Ministry as well as the Chief Immigration Officer, Director of Economic Planning, Chief Executive Officer of the SVG Port Authority, the Comptroller of the Customs and Excise Department, and the Project Coordinator of the OECS Data for Decision Making Project at the start of the project to develop an inception report and a detailed work plan, including timelines for completing the activities under the consultancy and a capacity building plan for the Statistics Office.

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
- Harmonising 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

Specific Tasks: Overall Responsibilities and Compilation of TSA Tables 1–10

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

Compilation of TSA Tables 1–10

Table 1 – Inbound Tourism Expenditure by Products and Forms of Tourism

- Compile data on inbound tourism expenditure, disaggregated by product and by form of tourism (overnight visitors, same-day visitors)
- Use data from visitor expenditure surveys, border entry records, and administrative sources (e.g., immigration, customs)
- Ensure coherence with the balance of payments travel account and other national statistics

Table 2 – Domestic Tourism Expenditure by Products and Types of Trips

- Compile domestic tourism expenditure by products and by purpose of trip
- Utilize data from household and tourism expenditure surveys and other administrative records
- Ensure consistency with total household final consumption expenditure in the national accounts

Table 3 – Outbound Tourism Expenditure by Products and Destinations

- Compile outbound tourism expenditure by products and by main destination region
- Use household and travel surveys, payment card data, and balance of payments statistics
- Validate estimates in coordination with the central bank and statistical office

Table 4 – Internal Tourism Consumption

- Integrate data from inbound, domestic, and outbound tourism expenditure to derive internal tourism consumption
- Ensure reconciliation with total final consumption expenditure in national accounts
- Document assumptions and adjustments used to estimate non-monetary tourism consumption

Tables 5 and 6 – Production Accounts, Gross Value Added of Tourism Industries and Reconciliation of Supply and Use

- Review and assess Supply and Use Table (SUT) data sources, classifications, and methodologies to identify resource and data gaps for TSA compilation
- Collect and integrate additional data as needed and conduct a gap analysis
- Produce preliminary and final TSA Tables 5 and 6 ensuring consistency between output, intermediate consumption, and gross value added (GVA) of tourism industries
- Implement a reconciliation procedure to balance supply and use of tourism products and services

Table 7 – Employment in the Tourism Industries

- Collaborate with the Ministry of Labour, the National Insurance Service (NIS), and the National Statistical Office to obtain employment and labor market data
- Identify and apply appropriate data sources and methodologies to estimate employment in tourism industries
- Support the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture in coordinating with other relevant data holders (e.g. business registries, establishment surveys)
- Compile and validate estimates consistent with TSA classifications and definitions

Table 8 – Tourism Gross Fixed Capital Formation (GFCF)

- Assist the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture and the St. Vincent and the Grenadines Tourism Authority in compiling estimates of tourism GFCF
- Use data from the national accounts, establishment surveys, and administrative sources.
- Document the allocation methodology used to distinguish tourism GFCF from total GFCF and other industries.

Table 9 – Tourism Collective Consumption by Products and Level of Government

- Identify components of tourism collective non-market services at different levels of government.
- Use budget data from the Ministry of Finance, Economic Planning and Information Technology and the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture.
- Compile and validate the Tourism Collective Consumption table in line with TSA: RMF 2008 recommendations.

Table 10 – Non-monetary Indicators

- Compile key non-monetary indicators (e.g., number of establishments, capacity, employment, arrivals, and nights spent) from administrative and survey sources

- Ensure that non-monetary indicators are consistent with monetary aggregates in the TSA framework
- Validate results and prepare methodological documentation.

Training/Capacity Building

The consultant is expected to build national capacity at the Statistics Office to compile and maintain the TSA in accordance with TSA-RMF 2008. The training should include, but not be limited, to the following

Explain the role of TSA as an extension of the national accounts, showing how tourism contributes to GDP, employment, and foreign exchange

- Explain concepts of Internal, inbound, and domestic tourism consumption and Tourism direct GDP and value added
- Classifying data according to International Standard Industrial Classification (industries) and Central Product Classification (CPC).
- Train on methods to address data gaps and adjust for missing or inconsistent information
- Step-by-Step Table Construction for the TSA (Tables 1-10)
- Linking tables to key indicators such as tourism GDP, employment, value added, and foreign exchange earnings.
- Setting up spreadsheet or software-based TSA models
- Documenting calculation methods.

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, analysis of tourism contribution to GDP and employment and recommendation	Month 10
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	Month 12

		TSA for analysis and decision making	
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Quality Assurance

- TSA should be aligned with international standards: TSA-RMF 2008
- There should be clear metadata documenting methods, assumptions, and classifications
- There should be rigorous validation and cross-checking of data sources (surveys, administrative records, border stats, enterprise data, national accounts)
- Comprehensive coverage of inbound, outbound, and domestic tourism
- Inclusion of all key tourism industries (accommodation, transport, food & beverage, cultural, recreational services)
- Data Confidentiality and Data Privacy
- Individual records obtained from surveys, administrative sources, or business registers shall be used exclusively for statistical purposes and shall not be disclosed in identifiable form to any third party
- Outputs must be presented only in aggregated form, ensuring that no person, household, or enterprise can be directly or indirectly identified
- The Consultant shall put in place appropriate technical measures to safeguard data (e.g. secure servers, password protection, encryption of files, restricted access).

Qualifications and experience

- 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

The selected consultant will be hired over the period of one (1) year. Payment will be effected according to the following schedule:

- 10% of the contract, upon signature.
- 20% of the contract, upon submission of the inception report and work plan. 1 month after contract signing
- 30% upon submission of the preliminary TSA tables 1 to 6 and 10 described in a draft TSA report. 6 months after contract signing
- 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
- 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

Reporting Obligations

The consultant will work under the direct supervision of the Chief Statistician and the relevant Heads of 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 when engaging in activities such as workshops.