

SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project

Title:	Consultancy for the Execution of the 2026 Survey of Living Conditions (SLC) and four rounds of 2026 Quarterly Labour Force Surveys (LFS)
Location:	The Ministry of Finance, Economic Planning, and Information Technology (MoFEP)
Duration:	Twenty (20) Months
Start Date:	November 2025

Background

The OECS Data for Decision Making (DDM) Project (henceforth 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 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 strengthens 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 supports the OECS Commission's mandate for regional integration and the strengthening of the regional statistical system. Component 4 supports project implementation, and Component 5 provides a contingency option for immediate surge funding in the event of a national emergency. The Project is being implemented over a five-year period ending in June 2027. Additional details on the Project can be found [here](#).

The Government of St. Vincent and the Grenadines, through its Statistical Office (SO), is committed to enhancing its capacity to generate high-quality, timely, and policy-relevant statistical data. To support evidence-based decision-making and to meet regional and international reporting obligations, the SO will undertake two flagship household surveys with the support of the Project in 2026:

The Survey of Living Conditions (SLC), including a Household Budget Survey (HBS), to begin 1st February 2026 and run for 12 months.

- The OECS Harmonized Labour Force Survey (LFS), aligned with the standards set by the International Conference of Labour Statisticians, to begin 1st April 2026 and run for 12 months.

These surveys are pivotal for informing poverty reduction strategies, labour market policies, and Sustainable Development Goal (SDG) reporting. Given the scale and importance of these

activities, the project plans to engage a highly experienced consulting firm with a proven track record in executing household surveys, preferably within small island developing states (SIDS), to ensure operational excellence, data integrity, and adherence to internationally recommended methodological standards and best practice. The firm will also be responsible for enhancing the capacity of the Statistical Office (SO) to carry out future households surveys independently.

Objective

The objective of this consultancy is to support the SO in ensuring the successful implementation of the 2026 Survey of Living Conditions and the Labour Force Survey beginning in 2026, and to strengthen the capacity of the SO to carry out household surveys.

Scope of Work

The selected consultancy firm will support the SO in the design and implementation of the SLC and the OECS Harmonized LFS. The engagement must be carried out in a timely manner, with a focus on ensuring operational excellence, data integrity, and adherence to internationally recommended methodological standards and best practice. The scope of work includes, but is not limited to, the following components:

A. Project Mobilization

- Develop and finalize a detailed and realistic work plan in close coordination with the SO, ensuring alignment of and adherence to timelines, staffing, and deliverables.
- Support the SO in planning and coordinating all logistical aspects of the surveys, including procurement of materials, transportation arrangements, and setup of necessary field infrastructure.

B. Human Resources and Staffing

- While the SO will oversee the recruitment and contractual management of field staff (enumerators and supervisors), the firm will provide technical and operational support throughout the recruitment, selection, and onboarding process.
- Assist in determining the optimal team composition and organizational structure to deliver high-quality fieldwork. Final staffing plans must be reviewed and approved by the SO. Based on current timelines and expected sample sizes, the SLC and LFS teams are respectively expected to be made up of approximately 5 supervisors and 25 enumerators and 3 supervisors and 15 enumerators.
- Support team supervision, performance monitoring, and overall field management throughout implementation.

C. Survey Preparation and Training

- Assist with the preparation of the survey instruments (questionnaires, enumerator manuals, field protocols) including organization of stakeholders consultations in close collaboration with the SO, the International Labour Organization (ILO), and the World Bank Living Standards Measurement Study (LSMS) team.

- Assist the SO in preparing the questionnaires (including the listing questionnaire) in Computer-Assisted Personal Interviewing (CAPI) using the Survey Solutions platform.
- Coordinate the preparation and finalization of Geographic Information Systems (GIS) maps, leveraging the most recent Population and Housing Census (PHC) results and other relevant geographic data sources, required for the implementation of the SLC and LFS enumeration exercises;
- Develop the design and prepare the selection of a representative sample for each survey (approximately 1,700 households for the SLC and 1,800 households for the LFS). The sample design for the SLC will be reviewed by the LSMS team, while the ILO will support and review the LFS sample design.
- Organize and conduct pilot training and pilot fieldwork to ensure that instruments are fit for purpose, and that CAPI applications function properly in field conditions. For SLC, the pilot training will be done in close collaboration with the LSMS team.
- Support configuration and distribution of tablets.
- Deliver training of field staff (enumerators and supervisors) for the main data collection, with modules covering survey content, interviewing techniques, field protocols, ethics, and use of CAPI tools.
- Support the development of monitoring plans for the fieldwork.
- Review, recommend and program validation and consistency checks to be built into the online SLC and LFS Survey Solutions data entry tools deployed on the tablets and to be developed for Survey Solutions 'headquarters'.
- Support programming of the high-frequency checks to be run daily on the incoming data and development of monitoring dashboard;

D. Fieldwork Execution

- Support the listing exercise, including monitoring during the listing exercise, and document the listing.
- Support the roll out of the fieldwork, including developing the fieldwork plan, operational procedures, and field manuals, and support creation of fieldwork assignments.
- Provide close technical assistance to the SO during fieldwork implementation.
- Ensure daily coordination with SO field teams to monitor progress, resolve issues, and implement corrective actions as needed.

E. Data Management and Quality Assurance

- Support real-time data collection monitoring, validation, and synchronization through the Survey Solutions platform.
- Assist with ongoing updates and improvements to the CAPI instruments during data collection, based on feedback from the field.

- Conduct routine data quality checks and field monitoring visits, including spot checks, back checks, and performance audits.
- Prepare periodic reports summarizing the implementation of quality assurance protocols, main findings from consistency checks, and any data-related issues encountered.
- Recommend and help implement corrective actions during data collection to ensure high data quality and adherence to protocols.

F. Reporting and Documentation

- Prepare and submit raw and cleaned datasets for both the SLC and LFS. Sampling weights, complete metadata, and replication files.
- Submit methodological reports detailing survey design, implementation, sampling, and quality assurance procedures. All the information should be detailed in a Basic Information Document (BID).
- Process and clean the raw survey data, generate survey weights, and deliver raw and final clean datasets to the SO in CSV, Stata and SPSS format, ready for immediate analysis.
- Prepare anonymized versions of final SLC and LFS data to be made publicly available in the [OECS microdata catalogue](#), following the guidelines of the [OECS Regional Data Governance Council](#) (under preparation) or those of the SO.

G. Capacity Building

- Facilitate knowledge transfer and hands-on learning, with the goal of equipping SO staff with the skills and tools needed to independently conduct future rounds of the SLC and LFS.
- Collaborate closely with the SO staff to build institutional capacity throughout all phases of the project.
- Assess gaps in the technical, operational, and analytical capacity of the SO to implement future SLCs, LFSs, and comparable data collection activities. Based on this assessment, prepare a concise report detailing capacity gaps and propose specific activities (e.g., workshops, on-the-job training, mentorship) aimed at addressing the identified gaps.
- The OECS Commission is currently preparing a training program for statistical offices in the region. The survey firm is expected to ensure that any capacity building activities are complementary to this effort and do not replicate OECS Commission training activities.

H. Partnerships

- The survey firm is expected to implement the activities outlined in this ToR in partnership with other institutions in accordance with the guidance of the SO. Examples may include but are not limited to the development of the SLC instruments with the World Bank's LSMS team and development of the LFS instruments with the ILO.

Deliverables and Timelines for Survey of Living Conditions and Labour Force Surveys

Deliverable	Deadline
1. Inception Report, including plan for facilitating knowledge transfer and hands-on learning to build capacity of SO staff for conducting future rounds of the SLC and LFS independently	2 weeks from contract signing
2. Draft and final survey instruments and associated CAPI applications in Survey Solutions for both SLC and LFS	SLC-6 weeks after contract signing (Indicative target date: 14 th January 2026) LFS-10 weeks after contract signing (Indicative target date: 15 th February 2026)
3. Monitoring plans for the fieldwork including a monitoring dashboard for both SLC and LFS	SLC-10 weeks after contract signing (Indicative target date: 15 th February 2026) LFS- 18 weeks after contract signing (Indicative target date: 15 th March 2026)
4. Final sample selection using the 2021 PHC as the census frame for both SLC and LFS	SLC-4 weeks after contract signing (Indicative target date: 1 st January 2025) LFS-8 weeks after contract signing (Indicative target date: 1 st February 2026)
5. Training material and Delivery of training for both SLC and LFS	SLC-8 weeks after contract signing (Indicative target date: 1 st February 2026) LFS-18 weeks after contract signing (Indicative target date: 15 th March 2026)
6. Pre-Test & Pilot Report for both SLC and LFS	SLC-7 weeks after contract signing (Indicative target date: 20 th January 2026) LFS-13 weeks after contract signing (Indicative target date: 6 th March 2026)

7. Bi-weekly reports summarizing the implementation of quality assurance protocols for both SLC and LFS	Two times per week for both SLC and LFS
8. Raw Dataset for both SLC and LFS	SLC-60 weeks after contract signing (Indicative target date:1 st March, 2027) LFS-One month after each quarter of survey
9. Final Dataset & Methodology Report for both SLC and LFS	SLC-68 weeks(Indicative target date:15 th May 2027) LFS- Three months after each quarter of survey
10. Anonymized microdata for both SLC and LFS	SLC-69 weeks after contract signing (Indicative target date:22 nd May 2027) and LFS -one month after each quarter of survey
11.Final report detailing capacity gaps and capacity building plan, proposing specific activities (e.g., workshops, on-the-job training, mentorship) aimed at addressing the identified gaps	SLC-71 weeks after contract signing(Indicative target date:5 th - 14 th June 2027)

Firm qualifications

The selected survey firm is expected to possess demonstrated technical expertise, operational capacity, and relevant experience to support the preparation and implementation of large-scale household surveys in developing country contexts. Specifically, the firm must meet the following qualifications:

Proven Experience in Implementing Large-Scale Household Surveys

- A minimum of five (5) years of verifiable experience in the design, implementation, and analysis of large-scale household surveys, including at least two (2) surveys of comparable scope and complexity (e.g., Household Income and Expenditure Survey, Household Budget Survey or Survey of Living Conditions).

- Experience must include all major phases of survey implementation: sampling design, questionnaire development and testing, enumerator recruitment and training, field data collection, data quality assurance, data cleaning, and reporting.

Technical Capacity in Sampling and Survey Methodology

- Demonstrated expertise in probabilistic sampling methods aligned with international standards (e.g., ILO, World Bank, UN guidelines).
- Capacity to produce representative estimates at national and relevant subnational levels.
- Familiarity with the integration of survey weights, stratification, and clustering in survey design and analysis.

Instrument Development and Digital Data Collection

- Experience in designing and adapting survey questionnaires to national contexts while maintaining comparability with international standards.
- Proficiency in the use of Survey Solutions as a digital data collection platforms, including tool development, scripting, and field deployment.

Fieldwork Management and Enumerator Training

- Demonstrated experience in field operations planning and supervision, including logistics, quality control procedures, and risk management in similar activities.
- Documented experience in designing and delivering at-scale enumerator and supervisor training programs.

Data Quality Assurance

- Demonstrated experience in the establishment of systems and tools for real-time and post-collection data quality monitoring and verification In similar activities
- Experience implementing validation checks, re-interviews, and other quality assurance mechanisms during data collection.

Institutional Capacity and Staffing

- Availability of a multidisciplinary team with expertise in statistics, survey methodology, labor economics, social policy, and field operations.
- Financial and operational capacity to manage complex, multi-phase survey projects within specified timelines and budgets.

Experience in Developing Country Contexts

- Demonstrated understanding of the operational and logistical challenges of conducting household surveys, preferably in small island states, including rural and hard-to-reach areas, is highly preferred.

- Previous work with national statistical offices or international development partners in similar settings is highly desirable.

Personnel qualifications

The firm should have the following personnel with the relevant qualification as part of the team (maintaining gender balance and including national experts where appropriate and possible):

Team Leader / Project Manager

- Role: Overall coordination, client liaison, team supervision, delivery of outputs
- Qualifications & Experience:
 - Master's degree or PhD in economics, Statistics, Social Sciences, Project Management or related field
 - At least 10 years of experience managing large-scale household surveys
 - Proven track record of leading multi-disciplinary teams in developing countries
 - Demonstrated experience in planning, reporting, and stakeholder engagement skills

Survey Methodologist

- Role: Design of survey instruments, sampling strategy, methodology documentation
- Qualifications & Experience:
 - Master's or PhD in Survey Methodology, Statistics, or Demography
 - Minimum 7 years' experience in designing household surveys
 - Minimum 5 years' experience in questionnaire design, sampling methods (stratified, cluster), and survey protocols
 - Familiarity with relevant international standards (e.g., World Bank LSMS, ILO, UN guidelines)

Sampling Specialist / Statistician

- Role: Sample design, weighting procedures, and variance estimation
- Qualifications & Experience:
 - Master's degree in Statistics, Applied Mathematics, Economics or other related fields
 - PhD degree in Statistics, Applied Mathematics, Economics or other related fields will be an asset
 - Minimum 5 years' experience in survey sampling and design
 - Minimum of 3 years' experience in calculating design effects, sample size using census frames
 - Minimum of 5 years' experience with household surveys (e.g. LFS, LSMS)

Data Processing Specialist / CAPI Developer

- Role: Develop and test Survey Solutions applications, manage data systems
- Qualifications & Experience:

- Bachelor's degree in computer science, Statistics, Information Systems or other related fields
- At least 5 years' experience in data processing for large-scale surveys
- At least 2 years' experience in CAPI platform development (Survey Solutions preferred)
- Demonstrated knowledge of data validation, syncing, encryption, and backup systems

Field Coordinator / Field Operations Expert

- Role: Supervise fieldwork logistics, team deployment, monitoring
- Qualifications & Experience:
 - At least an associate degree in Social Sciences, Management, or related field
 - Minimum 5 years' experience in managing/coordinating household surveys and censuses
 - At least 5 years' experience in training and managing enumerators and supervisors
 - Demonstrated skills in logistics planning, troubleshooting, and daily progress tracking

Quality Assurance Expert

- Role: Develop and implement quality control protocols for fieldwork and data
- Qualifications & Experience:
 - At least a Bachelor's Degree in Statistics, Project Management, or related field
 - At least 5 years' experience in quality assurance for household surveys
 - Demonstrated experience with back-checks, spot-checks, field audits, and real-time monitoring tools

Payment and Duration of the Consultancy

The selected consulting firm will be hired over the period of Twenty (20) months. Payment will be effected according to the following schedule:

1. The consulting firm will receive 10% of the total contract value upon the satisfactory completion of deliverable 1.
2. The consulting firm will receive 20% of the total contract value upon the satisfactory completion of deliverables 2 - 6 for the SLC.
3. The consulting firm will receive 20% of the total contract value upon the satisfactory completion of deliverables 2 - 6 for the LFS.
4. The consulting firm will receive 20% of the total contract value upon the satisfactory completion of deliverables 7 - 10 for the SLC.
5. The consulting firm will receive 20% of the total contract value upon the satisfactory completion of deliverables 7 - 10 for the LFS.

6. The consulting firm will receive 10% of the total contract value upon the satisfactory completion of deliverable 11.

Reporting Obligations

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.

Annex



LFS_questionnaire_CAPI.pdf

[ILO Model LFS Questionnaire for CAPI- 2024 Job-type start](#)