

Terms of Reference
Agriculture and Fisheries Data Processing Consultant
Saint Vincent and the Grenadines

Title:	Technical Expert on Census Data Processing for the 2026 Agriculture and Fisheries Census -- Individual Consultant
Location:	Ministry of Agriculture, Forestry and Rural Transformation
Duration:	Four (4) months
Tentative Start Date:	November 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 is being implemented by Grenada, Saint Lucia, Saint 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 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 at [here](#) (Project Appraisal Document).

The Statistical Office (SO), a unit within the Economic Planning Division of the Ministry of Finance, Economic Planning and Information Technology, 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 by law is responsible for conducting censuses and surveys but delegated that authority to the Ministry of Agriculture, Forestry and Rural Transformation for the Census of Agriculture and Fisheries (CAF).

In March 2026 the Ministry of Agriculture, Forestry and Rural Transformation (MAFRT) embarked on the CAF. The CAF is the largest undertaking by the Ministry which will provide a wealth of information for planning, budgeting and decision making. The actual data collection for the CAF commenced on the 9th March 2026 and is expected to be completed by 30th October, 2026.

In preparation for processing post enumeration, the MAFRT is seeking technical assistance from an experienced consultant to develop a data processing methodology for the CAF database based on international best practices and to apply the methodology in collaboration with the MAFRT staff to produce the final database and statistical tables. Data collection for the CAF was done using Survey Solutions.

Objectives

The overall objective of the consultancy is to ensure the production of a high quality, fully validated, anonymized, and analysis-ready Agriculture and Fisheries Census (CAF) 2026 database, consistent with national, regional and international statistical standards.

Scope of Work

The expected activities to be carried out by the consultant are:

- a) Assess the quality of the initial CAF database including a review of data collection operations and quality controls.
- b) Establish a detailed methodology to produce preliminary and final versions of the CAF database covering:
 - Data cleaning rules.
 - Variable labelling and coding conventions.
 - Imputation strategies and justification.
 - Outlier detection and resolution.
 - Aggregation procedures.
 - Metadata standards (e.g., codebooks, data dictionaries).
 - Develop all required scripts/programs (e.g., Stata, R, Python, SQL) for cleaning, imputation, validation, and tabulation.
 - Apply cleaning, imputation, and validation procedures.
 - Produce tabulation-ready datasets and metadata (codebooks, data dictionaries).
 - Maintain version control, change logs, and documentation of all modifications.
- c) Prepare a report discussing the findings of the assessment and the methodology for data cleaning, imputations, etc.
- d) Ensure secure, confidential, and compliant handling of all CAF data throughout the consultancy.
- d) Provide a training plan and conduct a minimum of 5 training days for 10 staff on data processing tools and methodologies using SPSS:
 - Data cleaning.
 - Variable labeling and coding.
 - Imputation strategies.
 - Outlier detection.
 - Aggregation rules.

- Metadata documentation.
- e) Develop and implement data security and confidentiality protocols. Ensure secure storage and handling of census data, apply anonymization techniques where required and ensure compliance with statistical confidentiality standards.
- Encryption.
 - Access control.
 - Secure storage.
 - Backup and recovery.
 - Anonymization techniques.
 - Compliance with statistical confidentiality standards.

Deliverables

- a) Prepare a written report on the findings of the assessment and the methodology for data cleaning, data imputations, and data management.
- b) Produce a clean version of the database after initial cleaning prior to imputation with metadata for validation in R and SPSS.
- c) Final version of the CAF database, data processing programs (covering all modifications from the initial to final database), methodological documents, statistical tables and presentations.
- d) Replication package of the data cleaning programme and outputs in R and SPSS.
- e) All deliverables must be accepted by the Permanent Secretary or their representative, the CAF Census Coordinator and the Statistical Office, to be considered completed.
- f) Language Requirements: All deliverables must be provided in English.

Qualifications/Selection Criteria

- Minimum of a Master's degree in Statistics, Computer Science, Data Science or other related disciplines
- At least 2 years of relevant work experience in each of the following areas:
 - (a) Data quality assessments,
 - (b) Cleaning of survey/census databases, and
 - (c) Development and application of imputation strategies/methodologies.
- Knowledge of current international best practices on processing of survey/census data, including imputation methodologies and when to use them.
- Minimum 2 years' experience using statistical software such as Survey Solutions, CSPro, SPSS, Stata, R, Python and visualization tools.
- Fluent in English and excellent writing and editing skills

Confidentiality

The Consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The Consultant will sign a confidentiality agreement and may not utilise the information gathered for presentations or studies related to this consultancy even beyond the period of the contract.

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 to meet and present. Payment will be made according to the following schedule:

- 20% for Assessment Report (draft).
- 20% for methodological report (draft).
- 30% for preliminary versions of the CAF database, replication scripts, statistical tables, final training plan and evidence of trained staff.
- 30% for final versions of assessment report, methodological report, database, replication scripts, statistical tables and methodological documents (updated with any changes).

Reporting Obligations

The consultant will work under the direct supervision of the Permanent Secretary or their representative of the Ministry of Agriculture, Forestry and Rural Transformation, in close collaboration with the Statistical Office and the CAF 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.