

SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project

Title:	Individual Consultant – Preparation of Main Analytical Census Report
Location:	The Ministry of Agriculture, Forestry and Rural Transformation
Duration:	Three (3) Months
Tentative Start Date:	February 2027

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 of the Project will strengthen national statistical systems through statistical modernization and capacity building. Component 2 supports 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](#).

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 (MAFRT) for the Census of Agriculture and Fisheries (CAF).

In March 2026 the 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.

The CAF will provide a wealth of information which can be analyzed by different geographic levels such as communities, enumeration districts, parishes and at the national level. The census serves as the backbone for sample frames and geographical data for programmes and provides information to researchers, students, development partners, private sector and general public. The MAFRT under the OECS Data for Decision Making Project is seeking to hire an experienced consultant with expertise in census data analysis and report writing to prepare a comprehensive and detailed analytical 2026 Census of Agriculture and Fisheries report

Objectives

The consultancy's objective is to produce a comprehensive and detailed analytical report based on the census data. The report should provide a detailed analysis of agricultural holdings and production systems, land use and livestock, fisheries activities and social socio-economic characteristics of agricultural and fishing households. In addition, it should provide policy relevant recommendations based on its findings.

Scope of Work

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

- Collaborate with the Ministry of Agriculture, Forestry and Rural Transformation; Ministry of Fisheries, Climate and Land Conservation and Climate Resilience; and the Agriculture and Fisheries Office to inform work plan and agree on the content, layout and draft report.
- Review the census dataset and related documentation to understand the data structure and variables. Ensure methodological soundness and consistency across all outputs including data quality and identifying issues requiring clarification.
- Prepare a comprehensive and detailed report that ensures quality, clarity, coherence, and accessibility for technical and non-technical audiences.
- Provide relevant recommendations grounded in empirical findings.
- Produce a replication package enabling full reproducibility of tables, figures, and statistical outputs.
- Reports must integrate visualizations and narrative interpretation, and should aligned with Food and Agriculture Organization of the United Nations' World Programme for the Census of Agriculture 2020 (FAO WCA 2020), OECS, and CARICOM statistical standards.

Deliverables

- Prepare an inception report outlining methodology, timelines, and reports structure – 2 weeks after contract signing.
- Draft main analytical report – 8 weeks after contract signing.
- Final main analytical report, reflecting feedback received during consultations – 11 weeks after contract signing.
- Draft presentation of key findings based on the main analytical report to be used for dissemination activities and replication packages enabling full reproducibility of tables, figures, and statistical outputs for the main Census Report– 11 weeks after contract signing.

- Final presentation with key findings and indicators based on the main analytical report to be used for dissemination activities with feedback from Ministry of Agriculture, Forestry and Rural Transformation and Ministry of Fisheries, Marine and Land Conservation and Climate Resilience incorporated -12 weeks after contract signing.

Qualifications

- Minimum Master's in Statistics, Economics, Agricultural Economics or other related discipline.
- Experience in Geographic Information Systems would be an asset.
- Minimum 2 years' experience analysing large datasets and preparing census or survey analytical reports.
- Minimum 2 years in relevant publication and agricultural expertise in agricultural production systems, land use, and fisheries.
- Minimum 2 years' experience using statistical software such as SPSS, Stata, R and visualization tools with statistical software or GIS software with the ability to produce maps.

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 consultant selected will be hired over the period of three (3) months and the consultancy will cover associated travel cost. A minimum of 3 trips over the duration of consultancy to prepare the reports and to present the report for validation. Payment will be effected according to the following schedule:

1. The consultant will receive 10% following the approval of the inception report.
2. The consultant will receive 30% of the contract to produce the draft analytical reports.
3. The consultant will receive 40% of the contract for the submission of the final main analytical and 3 thematic reports (crop, livestock, fisheries and aquaculture), the replication package and draft presentation of key findings based on the main analytical report to be used for dissemination activities to the satisfaction of the Permanent Secretary.
4. The consultant will receive the remaining 20% of the contract upon submission of the final presentation of key findings based on the main analytical report to be used for dissemination activities, satisfactory to the Permanent Secretary.

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 Agriculture and Fisheries Census Office, Ministry of Fisheries, Marine and Land Conservation and Climate Resilience and 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.