

**SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project**

Title:	Project Consultant – Technical Assistance to develop a Data Privacy Policy and Protocol
Location:	The Ministry of Finance, Economic Planning, and Information Technology (MoFEP)
Duration:	Two (2) Months
Tentative Start Date:	March 2025

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).

The St. Vincent and the Grenadines Statistical Office is mandated to collect, process, analyze, and disseminate statistical data to support evidence-based decision-making for the Government and other stakeholders. The data collected by the statistical office are to be used exclusively for statistical purposes only and it is important to always ensure that confidentiality and privacy of respondents is always protected. Therefore, it is critical to establish a robust Data Privacy Policy and Protocol to ensure compliance with legal and regulatory requirements, safeguard data subjects’ rights, and maintain public trust.

In this regard, the Statistical Office under the OECS Data for Decision Making Project is seeking to hire an experienced consultant with expertise in the development of data privacy policy and protocols to provide technical assistance in the development of a data privacy policy and protocol for the Statistical Office.

Objective

The objective of this consultancy is to develop a Data Privacy Policy and Protocol for the Statistical Office that:

- Aligns with national and international data protection standards and regulations and the Statistics Act
- Provides clear guidelines for the collection, processing, storage, sharing, dissemination, and disposal of data.
- Ensures the protection of personal and sensitive data while supporting the operational needs of the Statistics Office.

Scope of Work

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

- Conduct a needs assessment and gap analysis to evaluate the current data management and privacy practices within the Statistics Office.
- Review existing laws, regulations, and standards relevant to data privacy and protection.
- Engage stakeholders (staff, data providers, and users) to understand data privacy concerns and expectations.
- Draft a Data Privacy Policy and Protocol tailored to the operational and legal context of the Statistics Office.
- Provide recommendations for policy implementation, including roles, responsibilities, and training needs.
- Present the draft policy to key stakeholders for review and incorporate feedback.
- Deliver a final Data Privacy Policy and Protocol document and an implementation roadmap

Deliverables

- Inception report detailing the methodology, work plan, and timelines.(15 days after the signing of the contract)
- Needs assessment and gap analysis report.(4 weeks after the signing of the contract)
- Draft Data Privacy Policy and Protocol document.(6 weeks after the signing of the contract)

- Finalized Data Privacy Policy and Protocol document incorporating stakeholder feedback.(8 weeks after the signing of the contract)
- Implementation roadmap with recommendations for training and capacity-building.(8 weeks after the signing of the contract)

Qualifications

- Master's in Statistics, Law, Data Management, Information Technology, or a related field
- At least five years experience in developing data privacy policies and protocols or similar frameworks.
- At least five years of experience working on data protection regulations
- Strong knowledge of data privacy policies and protocols and best practices.
- Familiarity with the operations of a Statistical Office is an added asset

Payment and Duration of the Consultancy

The selected consultant will be hired over the period of two (2) months and the consultancy will cover associated travel cost. Payment will be effected according to the following schedule:

1. The consultant will receive 10% of the contract upon the inception report detailing the methodology, work plan, and timelines
2. The consultant will receive 20% for the production of a needs assessment and gap analysis report.
3. The consultant will receive 20% of the contract for the submission of the draft Data Privacy Policy and Protocol document.
4. The consultant will receive 40% of the contract upon finalized Data Privacy Policy and Protocol document incorporating stakeholder feedback.
5. The consultant will receive the remaining 10% of the contract for the implementation roadmap with recommendations for training and capacity-building

Reporting Obligations

The consultant will work under the direct supervision of the Chief Statistician of the Statistical Office, in close collaboration with relevant Staff of 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.