

Terms of Reference

Title:	Consultant – Technical Assistance on the Revision of the Statistical Act for Saint Vincent and the Grenadines.
Location:	Saint Vincent and the Grenadines – The Ministry of Finance, Economic Planning, and Information Technology (MoFEP)
Duration:	Six (6) months
Tentative Start Date:	November 2024

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, 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 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 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 [here](#) (link to Project Appraisal Document).

Under Component 1, the Project is seeking a technical expert to advise the Government of Saint Vincent and the Grenadines (GoSVG) on revisions to the Statistics Act, No. 24 of 1983, which is still in effect. The Statistical Act of 1983 mandates the Statistical Office (SO), under the Ministry of Finance Economic Planning and Information Technology to:

- (a) Collect, compile, analyse, abstract, and publish statistical information relative to the agricultural, commercial, industrial, financial, social, and general activities and conditions of the inhabitants of Saint Vincent and the Grenadines.
- (b) Collaborate with the departments of the Government in the collection, compilation, and publication of statistical records of administration.
- (c) Take any census of Saint Vincent and the Grenadines.
- (d) Organise a scheme of coordinated social and economic statistics about Saint Vincent and the Grenadines.

The Act defines the role of the SO, definitions and principles of official statistics, the procedures for the conduct of censuses and surveys, collection of statistics and the publication of statistical information. It protects the privacy of the data producers and confidentiality of the information collected. Whereas the Act outlines the work of the SO, it does not explicitly define the roles and responsibilities of other producers of data within the National Statistical System (NSS), articulating clauses on statistical data collection and classification, dissemination of and their relationships with the SO.

The Act is also not explicit about the governance and the requisite coordination of the NSS, which are critical to enhancing unified statistical programming and reporting, quality monitoring, methodology, data sharing and dissemination. These constraints can propagate duplication of services and hinder harmonisation efforts in statistical programmes in the NSS.

The Census and Statistical Act, No. 24 of 1983, lacks critical principles needed to ensure quality, timeliness, relevance, and accountability in the production of official statistics. Revisions should establish the necessary legal foundations to address critical issues of the NSS, specifying the role of the SO as a coordinating, monitoring and supervisory body for the NSS and articulating clauses on statistical data collection and classification, dissemination of information and confidentiality of data.

According to the United Nations Fundamental Principles of Official Statistics, statistical legislation provides an enabling institutional and regulatory framework for the publication and management of official statistics. Without well-articulated legislation for statistics, the country's ability to produce timely, credible and impartial statistics to inform evidence-based policymaking, to monitor implementation of National Plans, and to track progress towards regional and international commitments is greatly limited. A modernised Statistical Act should provide the legal foundations to collect and disseminate data to support the design of pro-poor policies, inclusive growth, and the effective monitoring and evaluation of policies and programmes.

Scope of Work

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

- Review Census and the Statistical Act No. 24 of 1983 for St. Vincent and the Grenadines and other relevant laws which impact data production and dissemination by the SO and the broader NSS.
- Consult with key stakeholders including the Ministry of Finance, Economic Planning and Information Technology, other Ministries, Departments and Agencies that comprise the NSS for inputs for a revised Statistical Bill
- Prepare a draft of the revised Statistical Bill, incorporating international best practices (UN Fundamental Principles of Official Statistics), relevant guidelines for the Caribbean Community, and stakeholder inputs. The consultant should be familiar with the key Caribbean Community documents include the following:

- Common Framework for Statistics Legislation in CARICOM (CARICOM Secretariat, 2011);
 - CARICOM Statistics Model Bill (CARICOM Secretariat, 2011);
 - Review of CARICOM Statistics Legislation (ECLAC, 2020);
 - Recommendations from the Standing Committee of Caribbean Statisticians
- Make presentations of the draft updated Statistical Bill and relevant background documents to the Steering Committee. The Steering Committee will endorse and submit the recommended bill to Cabinet
 - Finalize the Statistical Bill, addressing comments as needed

Deliverables

- a) In person presentations of reviews of relevant laws and recommendations for revision of the Statistical Act (expected November 2024)
- b) Presentation of a draft revised Statistical Bill to the Project Steering Committee (December 2024)
- c) Presentation of a draft revised Statistical Bill to Cabinet incorporating comments/revisions made by the Steering Committee (January 2025)
- d) Final Statistical Bill (March 2025)

Qualifications

- Master's degree (or higher) in Legal Drafting, Statistics or any other related field
- At least 5 years of relevant work experience in the following areas: (a) best practices in statistics legislation, (b) preparation of model statistics legislation, (c) preparation and revision of national statistical laws.
- Experience in conducting at least 2 similar assignments assignments/consultancies in updating national statistical legislation within the last five years.
- Fluency in English and excellent writing and editing skills.

Payment and Duration of the Consultancy

The selected consultant will be hired over the period (6) months and the consultancy will cover associated travel costs. Payment will be effected according to the following schedule:

1. 30% of the contract for presentations of reviews of relevant laws and recommendations for revision of the Statistical Act to the Project Steering Committee.
2. 30% of the contract for the draft revised Statistical Bill and presentation to the Project Steering Committee and Cabinet
3. 40% of the contract upon submission of a final updated Statistics Bill

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.