

SAINT VINCENT AND THE GRENADINES
OECS Data for Decision Making Project

Title:	Individual Consultant – Preparation of Main Analytical Census Report
Location:	The Ministry of Finance, Economic Planning, and Information Technology (MoFEP)
Duration:	Three (3) 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 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](#) (link to Project Appraisal Document).

The population and housing census in St. Vincent and the Grenadines is carried out every 10 years and is one of the largest data collection activities undertaken by the National Statistical Office. The latest round of census data collection commenced in August of 2023. The census provides a count of the population and housing stock and collects information on the social, demographic, economic and geographic characteristics of the country.

The population and housing census provides a wealth of information which can be analysed by different geographic levels such as communities, enumeration districts, parishes and at the national level. The census serves as the backbone for population estimates, sample frames and geographical data for the Statistical Office’s survey programmes and provides information for researchers, students, development partners, private sector and the general public. The Statistical Office 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 an analytical report for the 2023 Population and Housing Census.

Objectives

This consultancy is to produce a comprehensive analytical report based on the census data. The report should:

- Highlight key demographic, social, and economic trends.
- Provide in-depth analysis of housing conditions and living standards.
- Identify spatial and temporal variations in population characteristics.
- Offer policy-relevant recommendations based on the findings.

Scope of Work

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

- Work in collaboration with the Chief Statistician and engage with key stakeholders such as Government Ministries, Departments and Agencies (MDAs), CARICOM, OECS and other key users to inform work plan and agree on the content of the report.
- Review the census dataset and related documentation to understand the data structure and variables.
- Work in collaboration with the Chief Statistician and the survey unit to decide on topics/chapters and design a structured outline for the main analytical report, aligning with CARICOM and OECS Tabulation Plans.
- Generate Sustainable Development Goals (SDGs) indicators and other key indicators captured in the Census.
- Perform detailed statistical analyses, including disaggregations by age, sex, location, and other relevant variables.
- Ensure that the main analytical reports include tables, graphs and use of maps to illustrate findings
- Meet with representatives of the Statistics Office to discuss the draft analytical report.

Deliverables

- An inception report with the schedule of activities. – 2 weeks after contract signing
The inception report should include: the work plan, timelines and proposed outline of the report.

- Draft main analytical report – 8 weeks after contract signing
- Discuss the draft analytical report to the Statistics Office with key findings and indicators captured in the census -9 weeks after contract signing
- Final main analytical report – 11 weeks after contract signing
- Draft presentation of key findings based on the main analytical report to be used for dissemination activities – 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 Statistics Office incorporated -12 weeks after contract signing

Qualifications

- Master's in Statistics, Economics or other related discipline.
- A PhD in Statistics, Economics or other related discipline would be an added asset
- At least 5 years of demonstrated experience leading the (a) analysis of large datasets and (b) preparation of census reports.
- At least 5 years experience in data analysis and visualization tools, including generating data maps.
- At least 5 years experience in statistical software such as SPSS, Stata, R or other related statistical software

Payment and Duration of the Consultancy

The selected consultant will be hired over the period of three (3) 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 signature.
2. The consultant will receive 30% of the contract for the production of the draft analytical report.
3. The consultant will receive 40% of the contract for the submission of the final main analytical report, satisfactory to the Chief Statistician, and draft presentation of key findings based on the main analytical report to be used for dissemination activities.
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 Chief Statistician.

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.