

Terms of Reference

Title:	Survey Solution Expert
Location:	Saint Vincent and the Grenadines - Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour
Duration:	12 months
Tentative Start Date:	December 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).

Saint Vincent and the Grenadines had conducted its last Census of Agriculture and Fisheries (CAF) in 2000. Previous rounds of the CAF had been implemented in 1946, 1961, 1972, and 1985/86. Since the 2000 CAF, several changes have occurred in the country, which have strongly impacted the agriculture sector and the national economy in general. The Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRIL) in co-operation with the Statistical Office, Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology (CSO) is currently planning to conduct the next Census of Agriculture in 2025, following the FAO's guideline World Census of Agriculture (WCA) 2020 recommendations.

Agricultural statistics are needed to monitor the existing agricultural and food supply conditions and to provide accurate and reliable information to help governments and other users in the process of short-term decision-making. The CAF is the backbone of the entire Agricultural Statistical System. In the absence of a new CAF, the country lacks the capacity to produce, analyze and report on the minimum set of agricultural indicators.

The Project is seeking to hire a Survey Solutions Expert to support the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRITIL) to develop the census data entry application in Survey Solution and to manage the Survey Solution platform at the headquarters level, create and assign workload to supervisors and enumerators, trouble shoot any issues with the tablets or survey solution application, assist with the creation and distribution of maps on the tablets and securely manage the tablets.

Objectives

- Effective and accurate electronic data collection during the execution of the CAF.
- Well-functioning electronic equipment throughout the CAPI data collection.
- Strong relationships and information exchange with the IT, resulting in effective and rapid support for basic IT-related issues for data collection applications and data transfer.

Scope of Work

- Support the development of the user flows and the implementation of the electronic version of the questionnaires in Survey Solutions.
- Prepare, in close collaboration with the Census Project Focal Team and the Statistical Office, the Survey Solutions script of the agriculture and fisheries census questionnaires.
- Contribute to the preparation of the field pre-test of the questionnaires and the pilot censuses. Assist with updating of the Survey Solutions script after the pretesting and pilot stages.
- Support remotely the installation of the Survey Solutions software kit (i.e. 'Headquarters Application') on a government server. Ensure effective functioning of this government server to store the data collected using CAPI devices.
- Produce a user manual for the survey solution application and contribute to the initial in-house testing of the CAPI application.
- Modify the CAPI application based on the results from the pretest and census pilot.
- Assist in conducting training workshops on the use of Survey Solutions for headquarters staff, supervisors, and enumerators, in preparation for the pilot census.
- Support the distribution of data collection assignments to supervisors and enumerators.
- Prepare and upload maps or any other documents on the tablets that may be needed for the successful implementation of the census

- Prepare the tablets with the CAPI applications and any other application that is required for the successful implementation of the census
- Troubleshoot any issues that may arise with the tablets and CAPI applications
- Validate the data submitted to the headquarters application
- Replacement of electronic equipment and any disposal of electronic waste will follow e-waste procedures consistent with national regulations and the Environmental and Social Management Framework (ESMF).

Deliverables

Deliverables expected from the Survey Solution Expert will include, but are not limited to:

- Inception report
- Finalized and updated (with changes from the pretest and census pilot) Survey Solutions versions of the questionnaires for the census of agriculture and fisheries
- Survey Solutions application set up on tablets for the CAF.
- Final Survey Solutions user manual for the CAF for the training of enumerators.
- A final report on conducting CAPI- with Survey Solutions by identifying best practices, main issues encountered, and lessons learnt about the process
- Survey Solution application properly managed and functioning for the execution, quality control and data collection for the CAF

Qualifications/Selection Criteria

- Bachelor's degree in Computer Science, IT, Statistics, or a closely related field
- At least 2 years' experience in the design and implementation of CAPI systems specifically Survey Solutions
- At least 3 years' experience in developing CAPI applications using Survey Solutions Software.
- 2 years' experience in managing and coordinating a survey or census using Survey Solutions.

Reporting Obligations

The Survey Solution expert will work under the direct supervision of the National Census Coordinator of the Ministry of Agriculture and Fisheries and in close collaboration with the assigned focal point of Public Sector Investment Programme Management Unit (PSIPMU). The Survey Solution expert will follow an agreed code of conduct, and when engaging in activities such as workshops and consultations will share information in accessing the available grievance mechanisms.