

**Saint Vincent and the Grenadines
OECS DATA FOR DECISION MAKING PROJECT**

**Request for Expressions of Interest
Consulting Services- individual consultant**

**Assignment Title: Thematic Census Report Writer (Education & Training)
Reference No: SVG-DDMP-CS-INDV35**

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 population and housing census, living conditions surveys, labour market surveys and agriculture census. At regional level component 3 of the project will support the Commission's mandate for regional integration and the strengthening of 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 project can be found here:

https://documents1.worldbank.org/curated/en/520151651261033077/pdf/Grenada-Saint-Lucia-Saint-Vincent-and-the-Grenadines-Organization-of-Eastern-Caribbean-States-Commission-OECS-Data-for-Decision-making-Project.pdf?_gl=1*1ixhs96*_gcl_au*MTc4ODI0MTE2NC4xNzIzMDczMjly).

The St Vincent and the Grenadines Statistical Office conducted the Population and Housing Census (PHC) in 2023. THE PHC provided comprehensive demographic, social, and economic data for evidence-based decision-making. To enhance the usability of census data, thematic reports are being developed to analyze key topics in detail. This consultancy seeks to engage an expert to draft a census thematic report for the Statistical Office.

In this regard, the Statistical office under the OECS Data for Decision Making Project is Seeking to hire an experienced consultant with expertise in Thematic Census report Writer (Education & Training).

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. The detailed Terms of Reference (TOR) for the assignment can be found at the following link:

(https://www.gov.vc/images/projects/Draft_Terms_of_Reference_for_Census_Thematic_Report_Education.pdf)

Objectives

The objective of this consultancy is to produce a high-quality and policy-relevant thematic report on the following thematic area: Education & Training

Initial research questions for report include:

- What are the current patterns of educational participation and attained across different age groups, sexes, and regions in Saint Vincent and the Grenadines?
- What types of certifications and examinations have been attained, and how do these vary by demographic and socio-economic factors?
- What are the levels and characteristics of training received for employment purposes, and how do they relate to certification, duration, and training method?

What disparities exist in access to education and training, and what barriers are reported that hinder participation or completion?

The Ministry of Finance, Economic Planning and information Technology now invites eligible consultants to indicate their interest in providing the services. The expected activities to be carried out by the consultant:

Scope of Work

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

- Review and analyze census data related to the above thematic area
- Prepare tables, graphs, and maps to support findings
- Ensure alignment with national development policies and regional and international statistical standards.
- Incorporate feedback from the Statistical Office and key stakeholders
- Drafting of report

Deliverables

- Inception Report – detailing the approach, work plan, and preliminary review of census data. (2 weeks after contract signing)
- Draft outline of the report to discuss with the Chief Statistician and relevant staff of the Statistics Office before starting to write the report (5 weeks after contract signing)
- Draft Thematic Report – a complete first draft of the report for review with a replication package with the scripts to replicate the analysis including tables, graphs and maps. (2 months after contract signing)

Qualifications

- At least a master's degree in Statistics, Demography, Economics, Social Sciences or other related field
- A PhD in Statistics, Demography, Economics, Social Sciences or other related discipline would be an added asset
- Five years' experience in data analysis (including census data) for education sector
- Five years' experience in education report writing and policy analysis preferably related to censuses or surveys
- At least five years of proficiency in statistical software (e.g. SPSS, STATA, R and data visualization tools).

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 following schedule:

1. The consultant will receive 10% of the contract upon signature.
2. The consultant will receive 40% of the contract for the production of the draft thematic report.
3. The consultant will receive 50% of the contract for the submission of the final thematic report with feedback from the Statistics Office and relevant stakeholders incorporated and replication package.

The attention of interested Consultants is drawn to section III, paragraphs, 3.14, 3.16, and 3.17 of the world bank's "Procurement Regulations for IPF Borrowers" Fifth Edition September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on Conflict of interest.

A Consultant will be selected in accordance with the individual consultant (IC) Selection method set out in the p

Procurement Regulations. Further information can be obtained at the address below during the hours 9:00 to 15:30 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by Monday, September 22, 2025, 2:00 P.M.

The Chairman

Central Procurement Board

Ministry of Finance, Economic planning, etc.

2nd Floor, Administrative building

Bay Street, Kingstown

St. Vincent and the Grenadines

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