



## ORGANISATION OF EASTERN CARIBBEAN STATES

### INVITATION FOR EXPRESSIONS OF INTEREST

#### ***Consultancy to Establish a Mechanism for Collection, Calculation and Analysis of data and the reporting of information on the Direct and Indirect Benefits of the work of the Organisation to its Member States***

The Secretariat of the Organisation of Eastern Caribbean States (OECS) invites interested eligible consultants to submit Expressions of Interest for the provision of consultancy services to *Establish a Mechanism for Collection, Calculation and Analysis of data and the reporting of information on the Direct and Indirect Benefits of the work of the Organisation to its Member States*

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below.

**ORGANISATION OF THE EASTERN CARIBBEAN STATES**  
**Institutional Strengthening Project**  
**TERMS OF REFERENCE**

***Consultancy to Establish a Mechanism for Collection, Calculation and Analysis of data and the reporting of information on the Direct and Indirect Benefits of the work of the Organisation to its Member States***

**1. BACKGROUND**

As a result of the coming into force of the Revised Treaty of Basseterre which was signed by Member States of the Organisation of Eastern Caribbean States (OECS) in 2010, the OECS is currently undergoing major developmental transformation. This transformation has created the need for the strategic repositioning of the OECS Secretariat (OECSSSEC) to enable it to fulfill its new mandate under the Revised Treaty.

The Institutional Strengthening Project (ISP) of the OECS Secretariat (OECSSSEC) was developed as a direct response to the need for the strategic repositioning of the OECSSSEC so that there is greater operational effectiveness and efficiency in implementing the integration mandate and strategies on behalf of Member States as enshrined in the Revised Treaty of Basseterre.

Through the ISP, several important initiatives have been pursued, and others are now underway, all with the intent of inserting best practices into the operations and structure of the Secretariat, and developing new knowledge and skills in the staff of the Secretariat. Some of these initiatives include development of comprehensive guidelines for Project Cycle Management, Procurement/Contract Management, and Work Programme Preparation and Reporting; inclusive of the use of a Results-Based Management (RBM) approach.

As part of ongoing efforts to improve its accountability to Member States, the Secretariat is seeking to establish a sound mechanism for calculating benefits of its services to the nine (9) OECS Member States. This annual calculation will serve as a means of measuring the value of the work to its Member States and by extension assist in adopting scientific evidence based approach for the short and long term.

The Secretariat therefore wishes to commission a consultancy to “Establish a systematic and comprehensive mechanism for collection, calculation and analysis of data and the reporting of information on the direct and indirect benefits of the work of the Organisation to its Member States.”

## **2. PURPOSE AND OBJECTIVES**

The purpose of this consultancy is to support the long term relevance of the Organisation as it contributes to the development of its Member States. The specific objective of the consultancy is to establish a structured and comprehensive mechanism for collecting, calculating, analysing and reporting on the benefits derived by Member States as a result of the work of the Secretariat.

## **3. SCOPE OF WORK**

The Consultant will work closely with the Functional Cooperation and Programme Management Unit (FCPMU) to undertake the following tasks:

1. Meet with Senior Management and other officials of the OECSSEC to understand the needs of the OECSSEC in relation to the collection, calculation and analysis of data and the reporting of information on the Direct and Indirect Benefits of the work of the Organisation to its Member States.
2. Establish within the context of the operations of the Organisation the parameters for the definition of the Direct and Indirect Benefits of the work of the Organisation to its Member States detailing the tools and methods for collecting and analysing data.
3. Review the existing data collection method of financial and non-financial data and other relevant information (qualitative and quantitative).
4. Prepare an Inception Report focusing on the initial assessment, the proposed methodology and the detailed work plan for conducting the consultancy.
5. Develop a draft mechanism, inclusive of the methodological approach, for the collection, calculation and analysis of data and the reporting of information on the Direct and Indirect Benefits of the Organisation to its Member States.
6. Facilitate consultations and testing with relevant staff of the OECSSEC to get feedback on the draft mechanism.
7. Prepare final mechanism for the collection, calculation and analysis of data in the reporting of information on the Direct and Indirect Benefits of the work of the Organisation to its Member States.
8. Provide training to relevant staff of the OECSSEC in the collection, calculation and analysis of data and the reporting of information on the Direct and Indirect Benefits of the work of Organisation to its Member States.
9. Prepare a guideline document on for the collection, calculation and analysis of data and the reporting of information on the direct and indirect benefits of the work of the Organisation to its Member States.
10. Submit a Final Report on the consultancy which is to include, among other things:
  - A summary of the activities undertaken during the consultancy;
  - Recommendations on follow-up work which should be undertaken.

#### **4. APPROACH AND METHODOLOGY**

In order to achieve the objectives of this assignment the Consultant will:

- a. Carry out work at their office base, at the OECSSEC and at meeting venues, as determined by the OECS Secretariat;
- b. Under the direction of the Head- FCPMU:
  - i. Work closely with the Project Implementation Team of the ISP, the Finance Unit (FAU) and Heads of Unit of the OECSSEC.
  - ii. Meet or consult with other internal OECSSEC stakeholders, as necessary.

#### **5. DELIVERABLES/OUTPUTS**

1. Inception Report
2. Draft mechanism for collecting, calculating, analysing data and the reporting on the Direct and Indirect Benefits of the work of the Organisation to its Member States
3. Final mechanism for collecting, calculating, analysing data and the reporting on the Direct and Indirect Benefits of the work of the Organisation to its Member States
4. Guideline Document for collecting, calculating, analysing data and the reporting on the Direct and Indirect Benefits of the work of the Organisation to its Member States
5. Final Report on the Consultancy

#### **6. TIMEFRAME**

The consultancy should be conducted within a period of four (4) months.

#### **7. WORKING RELATIONSHIPS**

The Consultant will work under the direct supervision of the Head of FCPMU. The Consultant will also work closely with the Head of Finance Unit, the ISP Team and other Heads of Unit of the OECCSEC as deemed necessary.

#### **8. QUALIFICATIONS**

The Consultant should possess the following minimum qualification requirements:

1. A Masters Degree in Economics.
2. Knowledge of and/or skills in Econometrics
3. At least five (5) years of experience in Statistical and Socio-Economic analysis.
4. Familiarity with Results Based Management.
5. Analytical and problem-solving skills.
6. Excellent command of the English language (written and oral).

## **GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST**

### ***Consultancy to Establish a Mechanism for Collection, Calculation and Analysis of data and the reporting of information on the Direct and Indirect Benefits of the work of the Organisation to its Member States***

A Consultant wishing to signify his/her interest in undertaking the prescribed work is to submit an Expression of Interest (EOI) to include:

1. Information on the Consultant's qualifications, experience and competence relevant to the assignment, including a Curriculum Vitae;
2. A concept note on the planned framework for undertaking the assignment and a breakdown of the number of days required for each task.

The Consultant shall bear all costs associated with the preparation and submission of their Expressions of Interest.

The OECS is not bound to accept any Expression of Interest, and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

For more information or to submit Expressions of Interest, please contact:

Project Manager  
Institutional Strengthening Project  
OECS Secretariat  
Morne Fortune  
P.O. Box 179  
Castries  
SAINT LUCIA

At the following email address: [pnorville@oecs.org](mailto:pnorville@oecs.org)

Copied to:

Project Officer  
Institutional Strengthening Project  
OECS Secretariat  
Morne Fortune  
P.O. Box 179  
Castries  
SAINT LUCIA

At the following email address: [njnbaptiste@oecs.org](mailto:njnbaptiste@oecs.org)

Expressions of Interest can be submitted via email.

Expressions of Interest will be evaluated and the consultant with the highest score will be requested to submit a financial proposal which will be the basis for negotiations leading to a contract.

Expressions of Interest are to reach the OECS Secretariat no later than 4:00 pm local time in Saint Lucia, on Monday October 14, 2013.