



CONSULTANCY

ON

INTERNATIONAL TRADE IN

SERVICES STATISTICS

ST. KITTS AND NEVIS

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LIST OF ACRONYMS AND ABBREVIATIONS

AGS	Advisory Group on Statistics
BMP6	Balance of Payments Manual Version 6
CARICOM	Caribbean Community
CARTAC	Caribbean Regional Technical Assistance Centre
CCS	Caribbean Community Secretariat
CESAP	CARICOM Economic Statistics Action Plan
CSME	CARICOM Single Market and Economy
ECCB	Eastern Caribbean Central Bank
ECLAC	Economic Commission for Latin America and the Caribbean
EDF	European Development Fund
EU	European Union
GDP	Gross Domestic Product
GIS	Geographic Information Systems
ICT	Information and Communication Technology
ICP	International Comparison Programme
IDB	Inter-American Development Bank
IDPs	International Development Partners
IT	Information Technology
MRDS	Minimum Required Data Set
NSDS	National Strategy for the Development of Statistics
NSOs	National Statistical Offices
PARIS21	Partnership in Statistics for Development in the Twenty- First Century

LIST OF ACRONYMS AND ABBREVIATIONS

RSWP Regional Statistical Work Programme

SNA System of National Accounts

UNSD United Nations Statistics Division

BACKGROUND INFORMATION

1.1 Beneficiary Country

All Member States of the Community.

1.2 Contracting Authority

The Caribbean Community Secretariat will be the Contracting Authority.

1.3 Relevant Country Background

The Caribbean Community and Common Market was established in 1973 by the Treaty of Chaguaramas. In 1989, the Heads of Government of the Caribbean Community (CARICOM) declared their intention to deepen the integration process and to strengthen the Caribbean Community in all its dimensions through the establishment of the CARICOM Single Market and Economy (CSME). The CSME was supposed to be one aspect of the response to the challenges and opportunities presented by the changes in the global economy. For this purpose the Revised Treaty of Chaguaramas establishing the Caribbean Community including the CSME was signed by the Heads of Government in 2001. The fundamental objective of the CSME is to achieve a single economic space that will foster growth and will result in sustained development of the standard of living of all Caribbean peoples. The Single Market was established in 2006 and comprises all Member States except The Bahamas, Montserrat and Haiti. Key elements of the CSME are - **Free Movement of Capital, Labour, Goods, and the Provision of Services and the Right of Establishment within Member States of the CSME.**

In July 2009, officials and stakeholders from a wide cross-section of the Services Sector within the CSME identified nine (9) broad elements which should be addressed in a Regional Strategic Plan for Services. During that year, also, the Council for Trade and Economic Development (COTED) established the national and regional institutional arrangements: **National Focal Points (NFP), National Focal Point Persons (NFPP), National Coordinating Committees (NCC) and the Regional Services Project Steering Committee (RSPSC)** respectively, for the Preparation of the Plan. The Plan is expected to cover all Services.

In 2010, the COTED, based on recommendations of the Regional Steering Committee, approved eleven (11) elements which should be addressed by the Plan, namely –

- (i) External Environment;**
- (ii) Goal;**
- (iii) Policy Framework;**
- (iv) Legislative Framework;**
- (v) Incentives;**

- (vi) **Human Resource Requirements;**
- (vii) **Financial Requirement;**
- (viii) **Technological Needs;**
- (ix) **Cross-Sectoral Linkages;**
- (x) **Constraints;**
- (xi) **Other.**

The COTED also identified seven (7) sub-sectors for which priority attention would be given:

- (i) **Financial Services;**
- (ii) **Information and Communication Technology Services;**
- (iii) **Professional Services;**
- (iv) **Tourism Services;**
- (v) **Education Services;**
- (vi) **Health and Wellness Services;**
- (vii) **Recreational, Cultural and Sporting.**

1.4 Current State of Affairs in the Relevant Sector

The implementation of the CSME requires statistical information to guide and monitor its progress of integration and to assess its impact and achievements. In recent years, weaknesses in the statistical systems in the Region have been addressed through a number of initiatives executed by the CARICOM Secretariat with the support of the Standing Committee of Caribbean Statisticians (SCCS) and its sub-group, the CARICOM Advisory Group on Statistics (AGS). Initiatives in statistics were also implemented by a number of International Development Partners (IDPs) sometimes in collaboration with the CARICOM Secretariat. These initiatives were geared to improve the range and quality of statistics and were supported by a number of International Development Partners (IDPs) culminating with significant support from the European Union under the Ninth European Development Fund (Ninth EDF), Caribbean Integration Support Programme. Support to the strengthening of statistical systems in the Region under the Ninth EDF targeted three (3) results areas which were: Intra-regional statistical infrastructure harmonised; Statistical programming and production and dissemination of key Economic Statistics improved and Training delivered and Economic Statistics used in the monitoring of the Regional Integration Process.

Some of the key achievements under the result on the *harmonising of the intra-regional statistical infrastructure* included improvement in the SCCS as a decision-making forum through streamlining of the organisation and conduct of its meetings; the revision of its Terms of Reference and Rules of Procedure in accordance with best practices and the support to the functioning of the AGS that followed up and advanced the decisions of the SCCS.

In the area of Trade in Services Statistics, support was provided under The Ninth EDF project – Develop and Implement the CARICOM Economic Statistics Action Plan – Trade in Services and Investment Statistics, which sought to build on past projects that were previously executed by the CARICOM Secretariat in the Region in collaboration with other developmental partners in order to improve the quality of services data and to build capacity in this area. The activities

were aimed at harmonising an approach to data collection through the use of common classifications and methodologies. Focus was placed on the imports and exports of services according to the Balance of Payments Manual- Fifth Edition (BPM5) and Extended Balance of payments (EBOPS) out of the Manual of Statistics in Trade in Services (MSITS) 2002; the provision of in-country technical assistance and training as well as stakeholder sensitisation and the assessment of the availability of appropriate data capture mechanisms to compile and disseminate statistics of International Trade in Services and Investment Flows in the Region. Strengthening of statistics on production of services was supported through two (2) consultancies, the first which produced an assessment report and an action plan and based on recommendations in the action plan, the second consultancy sought to deliver technical assistance and training with focus on the System of National Accounts 1993 (1993 SNA).

However, there are still gaps that need to be addressed in all the areas towards further strengthening and improvement of the harmonisation of statistics in the region. In addition, the international standards for the compilation of National Accounts, Balance of Payments and Statistics on International Trade in Services have since been updated with the 2008 SNA, BPM6 and the MSITS 2010, respectively. In the area of Trade in Services Statistics, work will continue to improve the compilation of statistics on International Trade in Services, according to the EBOPS classification, based on the MSITS 2010.

The current project will target the following -

- (a) **to further improve** and bridge the data gaps that exists in the Region at the level of the Extended Balance of Payment Services (EBOPS) classification, as recommended in the Manual of Statistics on International Trade in Services (MSITS) 2010;
- (b) **to reinforce and enable** the implementation of frameworks that have been produced under the Ninth EDF such as the refinement and pilot testing in selected countries of the Common Core Trade in Services Questionnaire(s) to compile detailed additional data on intra/extra regional trade in services statistics and data by modes of delivery for selected areas of statistics on trade in services;
- (c) **to focus** on key areas of trade in services statistics in keeping with the regional priority sectors identified by the Twenty-Ninth Meeting of the COTED;
- (d) **to provide** support through the recruitment of consultants/project assistants to support data compilation in selected countries requiring such support and at the CARICOM Secretariat.

1.5 Related Programmes and Other Donor Activities

The area of services has benefitted from prior interventions from CIDA, USAID and more recently the European Union under the Ninth European Development Fund (Ninth EDF), Caribbean Integration Support Programme which was to support the statistical information required to guide and monitor the implementation of the CARICOM Single Market and

Economy (CSME). A baseline situational assessment was conducted and individual CARICOM Economic Statistics Action Plan (CESAPs) was developed for each country visited by the consultant as well as an overall CESAP. The common guidelines document was revised and the instrument for the collection of more detailed data was drafted. A regional training workshop was also conducted to inform on the conceptual framework for the compilation of these statistics and to discuss the draft questionnaire. Some Member States have been able to provide statistics in accordance with the EBOPS 2002 classification format.

2. OBJECTIVE, PURPOSE AND EXPECTED RESULTS

2.1 Overall Objective

The overall objective is to **provide the decision-makers in CARICOM with core, high quality statistics for the establishment and monitoring of the CSME.**

2.2 Purpose

The project seeks to **to develop and strengthen the capacity of the regional and national statistical systems to produce and disseminate harmonised statistics on Trade in Services and Investment through** providing technical and administrative support to the Director of Statistics of St. Kitts and Nevis in the area of Trade in Services Statistics **in accordance with international and regional recommendations..**

The aim is to improve the capacity to measure the sectoral contribution of international flows of services to the economy. The project will also assess the impact of services, support the process of capacity-building and methodological improvement in increasing the scope of investment statistics, as well as inflows and outflows of investment by source/destination; country (intra/extra regional, industry and type of investment).

2.3 Results to be achieved:

2.3.1 Overall Result:

Production of trade in services statistics at the level of the EBOPS including the main categories, relevant sub-components and related supplementary items, improved.

2.3.2 Specific Results

- (i) Situational Assessment on the status of Statistics on International Trade in Services (specifically with respect to the priority services sector for which Regional Strategic Plans are being prepared) supported ;
- (ii) Technical and Administrative support provided to capacity-building activities on the production of Statistics on International Trade in Services Statistics;
- (iii) Common Core Trade In Services Questionnaire (s) focusing on the compilation of services statistics at the level of the EBOPS and disaggregation by trading

partners refined in accordance with the Manual on Statistics of International Trade in Services 2010 (MSITS2010);

- (iv) Assistance provided for pilot-testing of the Common Core Trade in Services Questionnaire (s);
- (v) Trade in Services statistics at the level of the EBOPS compiled/developed including improving the quality of the data, bridging of the existing data gaps for relevant sub-components and supplementary items of the EBOPS, and in compiling by modes of delivery and by trading partners;
- (vi) Conduct of national training workshop facilitated to enable harmonisation and the sharing of best practices with respect to Services Statistics at the level of the EBOPS based on items;
- (vii) Support provided for the process of building capacity in countries including the successes, best practices as well as challenges documented and disseminated.

3. ASSUMPTIONS AND RISKS

3.1 Assumptions underlying the project intervention

The assumptions and risks associated with this contract are those attributed to the project of which the contract is a part, *viz*:

- (i) Member States assign and make available counterparts from the NSOs and other key agencies responsible for the developmental work in the area of National Accounts/Short-term Indicators and related areas;
- (ii) Member States are able to undertake the relevant preparatory and follow up work before and after the technical assistance missions and training workshop(s) in order to realise the project results;
- (iii) The consultant is able to work individually in country to deliver the required technical assistance.

3.2 Risks

- (i) NSOs are not supplied with the requisite resources to undertake the improvements recommended in the technical assistance and training activities;
- (ii) Lack of timely response by Member States;
- (iii) Scheduling of vacation by counterparts in Member States during planned country missions may affect the execution of these missions;

- (iv) The occurrence of natural disasters in the Region may inhibit the implementation of the project as planned.

4. SCOPE OF THE WORK

4.1 General

4.1.1 Project description

The project will utilise the services of a lead consultant to conduct a situational assessment in the seven (7) pilot countries on the status with respect to statistics in the priority areas that have been identified and to review and formulate a work plan for the provision of the required technical assistance and training to assist countries in filling the data gaps in Trade in Services Statistics. Key aspects of this support are the obtaining of more detailed data on Trade in Services as well as information by direction of trade, trading partners and intra/extra-regional trade. A consultant/project assistant will be provided in each of the seven (7) pilot countries.

The lead Consultant will also be required to revise and update the questionnaire on Trade in Services Statistics; pilot-test the questionnaire (or sector specific questionnaires) in the seven (7) pilot countries; provide technical assistance in these countries to improve the statistics on Trade in Services Statistics. The lead Consultant will also have to facilitate a Regional Workshop to reinforce and harmonise the in-country technical assistance in order to enable the production of comparable services Statistics across countries and in the sharing of best practices across all countries.

The Consultant Project Assistant would provide support to the lead consultant in the implementation of the project activities in the respective countries.

The work to be undertaken under the consultancy should be in accordance with the Manual on Statistics of International Trade in Services 2010 (MSITS 2010). The Extended Balance of Payments Services Classifications (EBOPS) including supplementary items and the Foreign Affiliate Statistics (FATS) are critical aspects of this support.

The project will focus on building the capacity of the Regional and National statistical Systems for the collection, compilation, analysis and dissemination of international trade in services statistics, in accordance with international and regional recommendations.

The project's interventions will build on work already undertaken in the Region as summarised in Section 1.4. Further, wherever possible, collaborative work would be undertaken with key partners as occurred under the Ninth EDF. It is anticipated that at the national level the intervention will also target key users, producers, suppliers of services statistics and other stakeholders relative to sensitising and informing about the progress of the project and the implications for the resulting estimates and for the data to be provided.

While general support is to be provided to all services sector, there are priority sectors that will be targeted for support. The priority services sectors to be addressed under this consultancy are: Financial Services; Professional Services; Information Communication Technology (ICT); Cultural and Entertainment Services; Health and Wellness Services; Sports Services; Education Services and Tourism Services. This focus does not however preclude general or specific support to other areas of statistics that are needed or which may particularly relevant to countries.

4.1.2 Geographical area to be covered

Member States of the Caribbean Community are to be covered in this Project

4.1.3. Target group

The target group comprises personnel in NSOs and other relevant producing agencies/organisations as well as key users of statistics. The pilot countries are: Antigua and Barbuda, Dominica, Grenada, Jamaica, Saint Lucia, St. Kitts and Nevis and Suriname.

The regional training would be open to all Member States.

4.2 Specific Activities

- (a) **Provide** support to the National Statistical Office for the production of Trade in Services Statistics to enable improvement of these statistics;
- (b) **Assist** in the conduct of the situational assessment to obtain information on the status of the production of Trade in Services Statistics (TIS) including the degree of adoption of the Manual of International Trade in Services Statistics 2010 (MSITS 2010) methodological guidelines with specific reference to the priority services sectors.
- (c) **Assist** relative to (b) in the determination of the data gaps relative to the methodological changes and improvements in the sources of data required for the production of the Extended Balance of Payments in Services (EBOPS) based on the MSITS 2010 and specifically data by direction of trade in services.
- (d) **Assist** in the formatting, administering and other improvement of survey instruments that are to be used in the pilot-test and in the follow-up of responses of this activity.
- (e) **Assist** in the compilation of data received from respondents to the pilot.
- (f) **Assist** in the monitoring of activities identified for completion, under the project activity to include:
 - (i) activities pertaining to the adoption of the MSITS 2010,

- (ii) updating of the EBOPS and other relevant Classification systems and
 - (iii) the development and production of FATS.
- (g) **Support** related activities as required by:
- (i) **following-up** the conduct of country assessments
 - (ii) **preparing** background reports and basic research,
 - (iii) **compiling** relevant data, and
 - (iv) **producing** technical reports and publications as required.
- (h) **Prepare** and monitor the implementation of activities of the project, including revising the work schedule for various Project activities if needed in accordance with the timetable established in the Work Plan;
- (i) **Assist** in making travel arrangements as required in the undertaking of training/in country support and related activities;
- (j) **Assist** in the general administration of the Project including preparatory and follow-up work for the conduct of project activities;
- (k) **Maintain** an efficient system for the filing of all project documentation and prepare draft responses as required;
- (l) **Undertake** any other duties that may be assigned from time to time by the Director of Statistics of St. Kitts and Nevis or his/her designate.

4.3 Project Management

4.3.1 Responsible body

The **CARICOM Secretariat Regional Statistics Programme** will be responsible for managing the project.

4.3.2 Management structure

The Director of Statistics, St. Kitts and Nevis will directly monitor the work of the Consultant/Project Assistant. However, the Project Director, Regional Statistics, will be the Project Manager/ Supervisor and will have direct responsibility for the project. The Project Director reports to the Deputy Secretary-General of the CARICOM Secretariat, who will have overall responsibility for the project. The Project Director will be supported by the Deputy Programme Manager, Regional Statistics, the Deputy Programme Manager, Services of the Trade and Economic Integration Directorate, and by other staff of the Regional Statistics

Programme and Services Programme. The proposed support under the Tenth EDF has been presented to the AGS and the SCCS and monthly reports will be required on the work put in place by the Consultant Project Assistant for submission to the Project Director, Regional Statistics.

4.3.3 Facilities to be provided by the Contracting Authority and/or other parties

The Director of Statistics, St. Kitts and Nevis will provide reasonable office accommodation in accordance with the schedule of activities required by these terms of reference.

5. LOGISTICS AND TIMING

5.1 Location

The home base for the Consultant will be St. Kitts and Nevis.

5.2 Commencement date and Period of execution

The intended commencement date is **January 2 2016** and the period of execution of the contract **twelve (12) months**.

6. REQUIREMENTS

6.1. Personnel

Must possess at least three (3) or more of the following specifications:

- (a) At least five (5) passes at the Cambridge General Certificate of Education (GCE) Ordinary Level or Caribbean Examination Council (CXC), General Proficiency which must include Mathematics and English with grades 1 or 2 and its equivalent for the other bodies;
- (b) Four (4) years experience in working in statistics at the national level as a senior clerk or higher level or at least 8 years of experience working in statistics at a lower level or any equivalent combination of qualification, training and experience;
- (c) First year level Royal Statistical Society Examination or similar qualification;
- (d) Project management experience will be an asset;
- (e) Very strong written and verbal communication skills;
- (f) Excellent computer skills including Excel spreadsheet, Power Point, Word Access.

6.2 Equipment

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract. The Department of Statistics, St Kitts and Nevis will provide the Consultant with the equipment required to undertake the work under the project.

7. REPORTS

7.1 Reporting requirements

Please refer to Article 26 of the General Conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section 4.2 of these Terms of Reference (which are restated below). Each report shall consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, of the incidental expenditure and of the provision for expenditure verification.

The following reports should be provided based on activities undertaken in pursuance of the contract activities:

- (i) **Preparation and submission** of a detailed Work Plan to complete all of the activities in the Terms of Reference 10 days after submission of the contract;
- (ii) **Preparation and submission** of monthly Reports – not later than 10 days after the end of the month;
- (iii) **Submission** of the Final Report no later than 20 days after the submission of the draft reports and incorporating feedback from the CCS and Member States.

8. MONITORING AND EVALUATION

8.1 Definition of indicators

- (i) Work Plan;
- (ii) Twelve monthly Reports.
- (iii) Reports on other capacity-building activities conducted;
- (iv) Presentations at regional and national workshops on Services Statistics;
- (v) Draft Project Report;
- (vi) Final project report.

8.2 Special requirements

None

APPENDIX 1

LIST OF CARICOM MEMBER STATES

Antigua and Barbuda

The Bahamas

Barbados

Belize

Dominica

Grenada

Guyana

Haiti

Jamaica

Montserrat

Saint Lucia

St. Kitts and Nevis

St. Vincent and the Grenadines

Suriname

Trinidad and Tobago