



Organisation of Eastern Caribbean States



REQUEST FOR EXPRESSIONS OF INTEREST

Organisation of Eastern Caribbean States OECS Data for Decision Making (DDM) Project

Grant No.: IDA – E0360

Assignment Title: Consulting Services for an Ex-Post Assessment of the 2020 Round of the Population and Housing Census

Reference No.: *LC-OECS COMMISSION-415671-CS-INDV*

The Organisation of Eastern Caribbean States (OECS) Commission has received funding from the World Bank toward the cost of the OECS Data for Decision Making (DDM) Project and intends to apply part of the proceeds for Consulting Services for an Ex-Post Assessment of the 2020 Round of the Population and Housing Census.

The overall objective of the Consultancy is to provide the RDGC and other statistics decision makers in OECS MS with information to guide decision making in relation to planning and executing future population and census rounds. More specifically, the information provided by this consultancy should support take-up of good practices and lessons learned from the 2020 round of PHC, including risk mitigation strategies, and guide planning and execution of the 2030 census round in OECS MS, methodological considerations on innovations and capacity enhancing strategies.

The assignment is expected to be undertaken over a period of four (4) month period.

The OECSC now invites eligible Individual Consultants ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The minimum required qualifications and experience are listed in section 7 of the Terms of Reference (TOR) below. The details of the services required are available in the TOR which is available on the official website: www.oecs.org.

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.

Individual Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest (EOI) providing information demonstrating that they have the required qualifications and relevant experience to perform the services (*Curriculum Vitae, description of similar assignments, etc*).

Expressions of Interest can be submitted via email.

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

Tameeka Jn Baptiste Junior Procurement Officer
OECS Commission Morne Fortuné P.O. Box 1383
Castries Saint Lucia Telephone: 758-455-6408
Email: procurementbids@oecs.int

Copied to:

Ms. Sherma Beroo, sherma.beroo@oecs.int

Ms. Jenna Flavien, jenna.flavien@oecs.int

An Individual Consultant will be selected in accordance with the World Bank's Procurement Regulations for IPF Borrowers, Fifth Edition, September 2023.

Expressions of Interest will be evaluated and the Individual Consultant with the most relevant experience and qualifications will be selected and requested to submit a proposal which will be the basis for negotiations leading to a contract.

An electronic copy of Expressions of Interest are to reach the OECS Commission by **October 16, 2025** addressed to:

Ms. Tameeka Jn Baptiste, Junior Procurement Officer At the following email address:

procurementbids@oecs.int copied to sherma.beroo@oecs.int

Ms. Jenna Flavien, jenna.flavien@oecs.int

The email submissions should include the name and address of the Consultant and shall be clearly marked in the subject line as "**Consulting Services for an Ex-Post Assessment of the 2020 Round of the Population and Housing Census**".

The Terms of Reference for this consultancy and EOI template are provided below.



TERMS OF REFERENCE

CONSULTING SERVICES FOR AN EX-POST ASSESSMENT OF THE 2020 ROUND OF THE POPULATION AND HOUSING CENSUS

1. ABOUT THE OECS

The Organisation of Eastern Caribbean States (OECS) is an International Inter-governmental Organisation dedicated to regional integration in the Eastern Caribbean. Its vision for 2020-2024 is "A better quality of life for the people of the OECS". Its mission is: "To drive and support sustainable development through regional integration, collective action and development cooperation". The OECS came into being on June 18th, 1981, when seven Eastern Caribbean countries signed a treaty agreeing to cooperate and promote unity and solidarity among the Members. The Treaty became known as the Treaty of Basseterre, named in honour of the capital city of St. Kitts and Nevis where it was signed.

2. PROJECT BACKGROUND

The Organization of Eastern Caribbean States is implementing a regional statistical capacity building project, financed by the World Bank Group, with Grenada, Saint Lucia, and Saint Vincent and the Grenadines (Participating Countries). The OECS Data for Decision Making (DDM) Project (called "Project" going forth) comprises five components that will be implemented over a five-year period. At the national level, Component 1 and Component 2 of the Project will 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 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 OECS Commission will be responsible for the implementation of Component 3. The Project aims to improve the capacity of participating countries to produce and publicly disseminate statistical data for country and regional level analytics, which will enable greater data-driven decision making at both the national and regional levels.

For additional information, see the Project Appraisal Document (Report No: PAD4314) (<http://documents.worldbank.org/curated/en/520151651261033077/Grenada-Saint-Lucia-Saint-Vincent-and-the-Grenadines-Organization-of-Eastern-Caribbean-States-Commission-OECS-Data-for-Decision-Making-Project>) and Financing Agreement (<http://documents.worldbank.org/curated/en/099540006172231884/P174986080af360d20a39f013f5cdf84a18>).

3. INTRODUCTION

The 2020 round of Population and Housing census created unprecedented challenges and opportunities for OECS Member States (OECS MS) which can be used to inform future censuses of the member countries. Some of the challenges were general across all Member States and others were specific to certain countries. These challenges included financial constraints which were experienced by all Member States and resulted in reductions in Census budgets with implications for all aspects of census operations and processes.

Moreover, all countries were impacted by the COVID-19 Pandemic which contributed to delays in the implementation of Census activities in several countries. The pandemic resulted in high attrition of experienced enumerators which affected planning and implementation of Census operations.

To meet mandates for physical interviews in a period of reduced face to face interaction, countries resorted to other enumeration and data collection methods, such as use of Computer Assisted Web Interviewing (CAWI) and Computer Assisted Telephone Interviewing (CATI).

Interruptions other than the COVID 19 Pandemic also affected census implementation including natural disasters e.g. volcano eruptions and hurricanes and political factors such as the calling of national elections with lengthy campaigns affected countries such as Grenada. Enumeration was challenging in the midst of a tense political climate at the start of the campaign and after elections resulting in low response rates and under-coverage.

As a result of these and other challenges many countries completed their census data collection much later than anticipated, with countries completing their data collection in 2022, 2023 or even in 2024. Originally member states were expected to have completed their censuses by 2021 or 2022.

The impact of these diverse challenges and events, and of the resulting delays in data collection, processing and dissemination on the accuracy, completeness, and reliability of census data from the 2020 PHC is unknown but potentially severe. To learn from the experiences of the 2020 round of PHC and guide decision making in relation to planning and executing future population and census rounds, the OECS Regional Data Governance Council (a regional body tasked with harmonizing data policies and practices) is seeking expressions of interest in a consultancy to conduct an ex-post assessment of the 2020 Round of Population and Housing Censuses that were conducted by all OECS MS. The consultancy is expected to produce:

- (i) A detailed assessment of the use of established best practices, impacts of major events, capacity and resource gaps on operations of the 2020 round of PHCs and evaluation of potential implications for resulting data quality;
- (ii) a guidance note for planning and executing future census operations that is based on the finding from the assessment; and
- (iii) A road map for preparing the 2030 PHC round that draws on the findings from the assessment.

This Terms of Reference (TOR) outlines the scope of work, responsibilities and deliverables expected from the Consultant.

4. OBJECTIVES

The overall objective of the Consultancy is to provide the RDGC and other statistics decision makers in OECS MS with information to guide decision making in relation to planning and executing future population and census rounds. More specifically, the information provided by this consultancy should support take-up of good practices and lessons learned from the 2020 round of PHC, including risk mitigation strategies, and guide planning and execution of the 2030 census round in OECS MS, methodological considerations on innovations and capacity enhancing strategies.

To this effect, the Consultancy will:

1. Determine the use of best practices, recommendations, and quality guidelines in Census Operations by OECS MS during the 2020 round of censuses and evaluate potential implications on data quality.
2. Document the impact of major events, such as the COVID-19 pandemic, other natural disasters, and elections, on the conduct of census activities and evaluate the potential consequences for the reliability of the 2020 PHC data.
3. Identify and describe deficiencies in capacity and resource gaps to undertake 2020 PHCs and evaluate potential implications on data quality.
4. Use information obtained in 1.-3. to develop (i) a guidance note for national decision makers and NSOs for planning and executing future census operations, and (ii) a road map for OECS MS, the RDGC, and the OECS Commission to prepare for the 2030 PHC round, including recommendations for concrete actions and timelines.

5. SCOPE OF SERVICES

The consultant will be required to perform the following services and tasks remotely:

4.1 Inception Report

Provide a detailed workplan to carry out the consultancy, including:

- Proposed methodology for secondary analysis/desk reviews and primary data collection
- A preliminary outline for the assessment report, and timeframes for each major task e.g. desk review, consultations, surveys, data analysis, drafting of assessment report, road map, and guidance note.
- A plan for conducting stakeholder engagements, interviews and consultations with the producers and users of census data. Producers include Chief Statisticians, Directors of Statistics and Chief Census Officers and other key senior staff at the NSOs and Ministries. Users of census data include government ministries, policy makers and planners, private

sector, academic and research institutions, development partners, media and civil society as well as the general public. These consultations/interviews/engagements/discussions with users and producers will entail obtaining the perspectives and opinions on whether the PHC met data user needs. Securing the views of data users will also facilitate improvement, ownership and increased utilization of census data.

4.2 Assessment Report

- Provide a detailed assessment of (i) the use of best practices, recommendations, and quality guidelines in the 2020 PHC round in all OECS MS, as per the Handbook on the Management of Population and Housing Census (UNSD), and (ii) the impact of major events, such as elections, the COVID-19 pandemic and other shocks, like natural disasters, on census operations.
- Describe relevant deficiencies in capacity and resource gaps that impacted the conduct of 2020 PHCs.
- Evaluate potential consequences of (i) and (ii) on resulting data quality in the 2020 PHC round.

The following areas of census operations should be assessed in all OECS Member States:

- a. Planning, organization and management (to include all phases of the census process e.g. implementation plan, budget, recruitment and remuneration payment of data collection staff)
- b. Questionnaire design
- c. Mapping and geospatial data
- d. Data collection modality
- e. Census methodology (full field enumeration (traditional census), register based census, combined methodology)
- f. Data processing, data analysis and dissemination
- g. Quality assurance
- h. Data documentation
- i. Evaluation of results (this could include post-enumeration survey)
- j. Innovation in the 2020 rounds of PHCs

The assessment should include an identification of the areas in which countries encountered the most challenges, highlighting the differences across member states, the resulting consequences of those experiences and, where applicable, the actions taken to mitigate those challenges and their success.

The following methods should be used to obtain the information for the assessment which will be conducted remotely:

- Secondary analysis/Desk review of relevant documents, reports, guidelines, tools, methodologies used in each aspect of census operations and any other available documentation relevant to the ex-post assessment of the 2020 Round of PHCs conducted by OECS Member States
- Primary data collection through engagements, interviews, discussions and consultations with census data producers and users

4.3 Guidance Note for Planning and Executing Future Census Operations

Based on the findings of the assessment report, prepare a guidance note for planning and executing future census operations. The guidance note should cover the same areas of census operations as the Assessment Report (see detailed list above under Assessment Report) and provide guidelines for each of these. It should draw on international standards, best practices, and lessons learned from the 2020 round of PHCs and include recommendations for building resilience of census operations to shocks like natural hazards and for addressing related emergency situations. The audience of the guidance note are NSOs and national census decision makers.

4.4 Road Map for 2030 PHC Round Preparation

Based on the findings of the assessment report, prepare a road map for OECS MS, the RDGC, and the OECS Commission to prepare for the 2030 PHC round, outlining proposed actions and timelines. The roadmap should cover:

- Harmonization, including production of methodological guidelines and practical tools by the RDGC
- Coordination with CARICOM and other relevant standard setting bodies
- Budgeting, Resource Mobilization and Fundraising
- Advocacy and Communication
- Capacity Building and Technical Assistance
- Testing of innovations, use of new technologies and alternative data sources for census data collection

Presentation to RDGC

Present Assessment Report, Road Map for 2030 PHC Round Preparation, and Guidance Note for Planning, and Executing Future Census Operations to RDGC. The outputs should be submitted to the RDGC with sufficient time to review and submit comments ahead of the presentation. The presentation should provide the opportunity to clarify questions on the

outputs, discuss comments received from the RDGC, and agree on how these will be addressed. Decisions on how to finalize Assessment Report, Road Map for Capacity Building, and Guidance Note for Planning based on these discussions should be documented in meeting minutes of the presentation that will be circulated within the RDGC.

Final Assessment Report, Road Map and Guidance Note

Finalize Assessment Report, Road Map and Guidance Note based on feedback received from RDGC and as agreed on in presentation of draft outputs to RDGC.

The assignment is expected to be undertaken over a four (4) month period.

6. DELIVERABLES AND PAYMENT SCHEDULE

Deliverables	Estimated time of delivery from contract commencement date	Payment percentage
Inception report covering the detailed work plan and methodology including details and timeframe for each of the planned phases and activities	Within two (2) weeks	20%
Draft Assessment Report, Road Map for 2030 PHC Round Preparation, and Guidance Note for Planning and Executing Future Census Operations shared with RDGC for review	Within ten (10) weeks	40%
Presentation of Assessment Report, Road Map for 2030 PHC Round Preparation, and Guidance Note for Planning and Executing Future Census Operations to RDGC	Within twelve (12) weeks	15%
Final Assessment Report, Road Map and Guidance Note based on feedback received from RDGC and as agreed on in presentation of draft outputs to RDGC	Within sixteen (16) weeks	25%

7. SELECTION REQUIREMENTS:

- At least a Master's Degree in Statistics, Economics, Demography or other related fields from a recognized university;
- At least 10 years of relevant work experience conducting Population and Housing Censuses using international best practices and implementation of other data collection activities.
- At least 5 years demonstrated experience in assessing, evaluating or reviewing the conduct of Population and Housing Censuses operations or other national household surveys.
- At least two (2) publication records (e.g. analytical reports, assessments, evaluations methodological guidance notes, academic papers, journal articles, working papers, etc.).
- Fluency in both written and spoken English
- Experience working in the OECS region, CARICOM region or with other Small Island States would be an asset.

8. REPORTING REQUIREMENTS / PROCEDURES

The Consultant shall report to the Chair and the Statistician of the RDGC.

9. ENVIRONMENTAL AND SOCIAL SAFEGUARDS

During implementation, the consultant will follow The World Bank Code of Conduct for engaging in activities such as workshops, consultations (<https://documents.worldbank.org/en/publication/documents-reports/documentdetail/147281468337279671>). The consultant will share the information to access the OECS Commission's grievance mechanism. In the case where activities will result in any replacement of electronic equipment, all disposal of electronic waste will follow e-waste procedures consistent with national regulations and the Environmental and Social Management Framework (ESMF) for the OECS Data for Decision-Making Project (<https://www.oecs.int/en/our-work/knowledge/library/projects/oecs-data-for-decision-making/esmf-oecs-data-for-decision-making-project-p174986>).