

Terms of Reference
Individual Consultant
Organisation of the Eastern Caribbean States (OECS) Data for Decision Making Project-
Saint Lucia

Title:	Consultancy for the Preparation of Thematic Reports for the 2022 Population and Housing Census for Saint Lucia
Location:	Saint Lucia Central Statistical Office, The Ministry of Finance, Economic Development and Youth Economy
Tentative Start Date:	May 2025

1. BACKGROUND

The OECS Data for Decision Making (DDM) 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 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, the project focuses on statistical modernization and capacity building, 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 strengthening the regional statistical system.

Under the DDM Project, Saint Lucia implemented its most recent Population and Housing Census (PHC). The enumeration process commenced in May 2022 and ended in December 2023. The PHC was implemented throughout ten (10) districts of Saint Lucia via Tablet-based face-to-face enumeration. The PHC represents the most comprehensive investigation of Saint Lucia's demographics and forms the basis for performing more focused research on a variety of economic, social and environmental subject matters.

Following the completion of the enumeration exercise, the Central Statistics Office (CSO) hired a Data Analysis Consultant who processed the data and produced summary tables on key population, demographic and socioeconomic characteristics of the population. These were compiled in the provisional PHC report that was published in August 2024 on the CSO Website. To complement this report with more detailed analyses on specific themes covered by the PHC and with comparisons to previous census rounds, the Saint Lucia CSO is looking to hire a consultant to prepare thematic reports for the themes selected as follows:

- Population Growth Dynamic
- Human Development – (Utilizing the dimensions of the human development index (HDI) as the basis for the elaboration of the thematic report.)

- Household Socioeconomic Status
- Economic Activities-labour force, industry/sector
- Gender Dimension – cross-cutting analysis, including home ownership, employment, socio economic conditions

II. OBJECTIVE

The purpose of the consultancy is to produce five comprehensive thematic reports, summarizing the key findings from the PHC on the thematic areas highlighted above. The Consultant is expected to collaborate with the relevant CSO Team and relevant Government of Saint Lucia policy makers to produce the five reports.

III. SCOPE OF WORK

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

- a) Collaborate with the Director of Statistics and the relevant Staff from the CSO to develop and agree on the content of the thematic reports;
- b) Establish release timelines for each thematic report;
- c) Outline an inception report that includes a workplan, methodology and timelines for the preparation of each report;
- d) Participate and attend meetings with the CSO and any other GoSL policy team to discuss the progress of the assignment;
- e) Conduct research and relevant analysis to guide and inform the content of the thematic reports;
- f) Write the reports in close consultation with the CSO Team and other relevant policy researchers;
- g) Prepare PowerPoint Presentation for dissemination, highlighting the key findings of each thematic report to be used for dissemination activities;
- h) Present PowerPoint Presentation on key findings at dissemination seminars.

IV. DELIVERABLES

- a) Inception Report – 2 weeks after the commencement of the assignment
- b) Deliverables – Population and Growth Dynamics Thematic Area:
 - a. Draft report in collaboration with the CSO – 4 weeks after inception meeting;
 - b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received;
 - c. PowerPoint Presentation prepared, highlighting key findings from final report- 2 weeks after the acceptance of the Final report;
 - d. Power Point Presentation, highlighting key findings from final report presented at dissemination seminar- one week after approval of the PowerPoint by key stakeholders.

- c) Deliverables – Human Development Thematic Area:
 - a. Draft report in collaboration with the CSO – 4 weeks after the completion of the first report (Population and Growth Dynamics Thematic Area)
 - b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received
 - c. PowerPoint Presentation prepared for dissemination, highlighting key findings from final report- 2 weeks after the acceptance of the Final report
 - d. PowerPoint Presentation, highlighting key findings from final report presented at dissemination seminar- one week after approval of the PowerPoint by key stakeholders
- d) Deliverables – Household Socioeconomic Status Thematic Area:
 - a. Draft report in collaboration with the CSO – 4 weeks after the completion of the second report (Human Development Thematic Area)
 - b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received
 - c. PowerPoint Presentation prepared for dissemination, highlighting key findings from final report- 2 weeks after the acceptance of the Final report
 - d. PowerPoint Presentation highlighting key findings from the final report presented at dissemination seminar - one week following the approval of key stakeholders
- e) Deliverables – Economic Activities Thematic Area:
 - a. Draft report in collaboration with the CSO – 4 weeks after the completion of the third report (Household Socioeconomic Status Thematic Area)
 - b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received
 - c. PowerPoint Presentation prepared for dissemination, highlighting the key findings from final report- 2 weeks after the acceptance of the Final report
 - d. PowerPoint Presentation highlighting key findings of the final report presented at dissemination seminar- one week following the approval of the PowerPoint by key stakeholders
- f) Deliverables – Gender Dimension Thematic Area
 - a. Draft report in collaboration with the CSO – 4 weeks after the completion of the fourth report (Economic Activities Thematic Area)
 - b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received
 - c. PowerPoint Presentation prepared for dissemination, highlighting key findings from final report 2- weeks after the acceptance of the Final report

- d. PowerPoint Presentation highlighting key findings from final report presented at dissemination seminar- one week following the approval of the Power Point presentation by key stakeholders

Language Requirements: All deliverables will be provided in English

V. QUALIFICATIONS

- Advanced University degree (Master's degree or PhD) in Demography, Statistics, Economics Development Studies or other Social Sciences
- 8-10 years relevant professional experience in demography, statistics, statistical research
- Demonstrated experience in the writing of analytical reports based on microdata analysis with a minimum of five publications covering at least 3 of the following areas: population growth, socioeconomic status of the population, human development, economic activity of the population, gender inequalities in socioeconomic conditions, asset ownership and economic activity
- At least 8 years' experience in demographic techniques and familiarity with sociodemographic issues in Saint Lucia, OECS, or CARICOM Regions
- Demonstrated experience in presentation of findings from socioeconomic analyses
- Fluency in English and editing skills are required

VI. DURATION OF ASSIGNMENT

The selected Consultant will be hired over the period May 2025- April 2026.

VII. WORKING ARRANGEMENTS

For the majority of the time, the Consultant can work remotely. However, the Consultant will be expected to sign an Oath of Secrecy as is outlined in the Statistics Act to access the census datasets. The Consultant will also be expected to work in close collaboration with the selected team from the CSO and other relevant policy researchers from other Government agencies and will be expected to attend face to face meetings as required.

Deliverables	Payment schedule
1. Inception Report – 2 weeks after the commencement of the assignment	10%

Deliverables	Payment schedule
<p>2. Deliverables – Population and Growth Dynamics Thematic Area:</p> <ul style="list-style-type: none"> a. Draft report in collaboration with the CSO – 4 weeks after inception meeting b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received c. PowerPoint Presentation prepared for dissemination, highlighting key findings from final report- 2 weeks after the acceptance of the Final report d. PowerPoint Presentation, highlighting key findings from final report presented at dissemination seminar- one week following the approval of the PowerPoint by key stakeholders 	<p>18%</p>

Deliverables	Payment schedule
<p>3. Deliverable -Human Development Thematic Area:</p> <ul style="list-style-type: none"> a. Draft report in collaboration with the CSO – 4 weeks after the completion of the first report (Population Growth and Human Dynamics) b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received c. PowerPoint Presentation prepared for dissemination, highlighting key findings from final report- 2 weeks after the acceptance of the Final report d. PowerPoint Presentation highlighting key findings from final report presented at dissemination seminar- one week following the approval of the PowerPoint by key stakeholders 	18%

Deliverables	Payment schedule
<p>4. Deliverable – Household Socioeconomic Status Thematic Area:</p> <ul style="list-style-type: none"> a. Draft report in collaboration with the CSO – 4 weeks after the completion of the second report (Human Development Thematic Area) b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received c. PowerPoint Presentation prepared for dissemination, highlighting key findings from the Final report-2 weeks after the acceptance of the Final report d. PowerPoint Presentation, highlighting key findings from final report presented at dissemination seminar - one week following the approval of key stakeholders 	18%

Deliverables	Payment schedule
<p>5. Deliverable– Economic Activities Thematic Area:</p> <ul style="list-style-type: none"> a. Draft report in collaboration with the CSO – 4 weeks after the completion of the third report (Household Socioeconomic Status Thematic Area) b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received c. PowerPoint Presentation prepared for dissemination, highlighting key findings from final report- 2 weeks after the acceptance of the Final report d. PowerPoint Presentation highlighting key findings from final report presented at dissemination seminar- one week following the approval of key stakeholders 	18%

Deliverables	Payment schedule
<p>6. Deliverables – Gender Dimension Thematic Area</p> <ul style="list-style-type: none"> a. Draft report in collaboration with the CSO – 4 weeks after completion of the fourth report (Economic Activities thematic Area) b. Final thematic report after incorporating feedback from relevant stakeholders, and final replication files to conduct data analyses and produce outputs shown in final report- 2 weeks after the inputs and feedback from the CSO and other key Stakeholders are received c. PowerPoint Presentation prepared for dissemination, highlighting key findings from final report-2 weeks after the acceptance of the Final report d. PowerPoint Presentation highlighting key findings from final report presented at dissemination seminar-one week following the approval of key stakeholders 	18%

VIII. SELECTION METHOD

The Consultant for the Preparation of the 2022 PHC Thematic Report will be selected through the “Individual Consultant Selection method”, in accordance with the September 2023 World Bank Procurement Regulations for IPF Borrowers (Procurement Regulations).