

Terms of Reference
Survey Coordinator – Survey of Living Conditions / Household Budget Survey

Organization of the Eastern Caribbean States (OECS) Data for Decision Making Project

Title:	Survey Coordinator – Survey of Living Conditions/Household Budget Survey
Location:	Saint Lucia Central Statistical Office, The Ministry of Finance, Economic Development and Youth Economy
Duration:	10 months
Tentative Start Date:	1 st November, 2024

I. BACKGROUND

The OECS 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 and 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, Components 1 and 2 of the project 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 supports the OECS Commission’s mandate for regional integration and the strengthening of the regional statistical system. Component 4 supports project implementation, and Component 5 provides a contingency option for immediate surge funding in the event of a national emergency. The project is expected to be implemented over a five-year period commencing in 2022.

Five (5) core data collection activities are expected to be undertaken under Component 2 of the Project. Those include the Population and Housing Census (PHC), the Enterprise/ Establishment Census (EC), the Census of Agriculture and Fisheries (CAF), the Survey of Living and Household Budget Survey (SLC-HBS) and a harmonized Labour Force Survey (LFS). Supplemental data collection exercises will also be conducted under this component. Two of these core data collection activities have already been completed. They are, the PHC and the EC. The CAF and the SLC-HBS are expected to be undertaken from September 2024-April 2025 and October 2024- September 2025 respectively. The LFS and the supplemental data collection are expected to commence later on in the Project schedule.

An upcoming 2024-2025 poverty assessment aims to update the existing welfare measures and accordingly provide critical insights into the current conditions of life in Saint Lucia. The assessment will be based on a new 2024-2025 SLC- HBS. The survey will be conducted through the OECS Data for Decision Making Project (DDM) Project. The DDM Project is a regional project supported by the World Bank. It 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 being implemented by Saint Lucia, Grenada, St. Vincent and the Grenadines, and the OECS Commission.

The CSO of Saint Lucia now seeks to hire a consultant to serve as a Survey Coordinator to support the implementation of the 2024-2025 SLC- HBS. The scope of work, desired qualifications, deliverables, as well as duration of the assignment and reporting arrangements are outlined below.

II. SCOPE OF SERVICES

The survey coordinator will coordinate the planning, organization and execution of all SLC-HBS activities. This includes:

1. Support to the development of draft and final versions of the SLC-HBS questionnaires;
2. Update and complete the survey implementation plan;
3. Participate in the pretesting and pilot testing of the SLC-HBS questionnaires;
4. Coordinate the preparation and finalization of Geographic Information Systems (GIS) maps, leveraging the prevailing 2020 Population and Housing Census (PHC) results and the most recent other relevant geographic data sources, required for the implementation of the SLC-HBS enumeration exercise;
5. Support the CSO and PIU in the recruitment, training and payment of supervisors and enumerators.
6. Review and recommend validation and consistency checks to be built into the online SLC-HBS Survey Solutions data entry tools deployed on the tablets and to be developed for Survey Solutions 'headquarters'
7. Support the preparation and review of trainer, supervisor and enumerator field manuals.
8. Facilitate training of trainers' sessions.
9. Support IT personnel by providing high-level technical supervision of any required acquisition, configuration, and distribution of tablets as well as data capture and processing of the SLC-HBS data;.

Document any deviations from the survey design plan and any issues encountered in the field (specifying the enumeration district, challenges, and actions taken).

III. QUALIFICATIONS AND EXPERIENCE

1. Masters degree (advanced and applied knowledge) in statistics, computer science, economics, demography, or related technical field from a recognized university;
2. At least two professional assignments (consultancies) for the coordination or administration for national household censuses or surveys.
3. At least two professional assignments in questionnaire design, enumerator training, fieldwork supervision, incoming survey data management,
4. At least 2 years' professional experience working with Survey Solutions
5. Experience with Survey Solutions Designer and Survey Management would be an asset

IV. DELIVERABLES

1. Updated SLC- HBS implementation Plan;
2. Coordination of the completion of the draft and final questionnaire
3. Inputted and updated information for GIS Maps;
4. Report on the training exercises included the participant lists
5. Report on the selection of field contractors
6. Monthly reports on the activities undertaken in the scope.

V. DURATION OF ASSIGNMENT AND REPORTING:

The coordination for the SLC- HBS will be for a period of approximately eleven (12) months, commencing 1st November, 2024 and ending 31st October t, 2025

The Survey Coordinator will report to the Director of Statistics, the Central Statistics Office of Saint Lucia.

VI. SELECTION METHOD

The Consultant will be selected through the “Individual Consultant Selection method” in accordance with the World Bank’s Procurement Regulations for IPF Borrowers, dated July 2016 and lastly revised in September 2023 (Fifth Edition).