



# 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:** Consultancy Services to Prepare Five-Year Strategy for Regional Statistical Capacity Building

**Reference No.:** *LC-OECS COMMISSION-417190-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 Consultancy Services to Prepare Five-Year Strategy for Regional Statistical Capacity Building.

The objective of this consultancy is to develop: (i) a coherent five-year strategy for regional statistical capacity building support by the OECS Commission, and (ii) an implementation plan for the relevant segments under the DDM Project.

The consultant will need to conduct the following tasks and synthesize findings to formulate the strategy:

- Identify and document statistical capacity gaps that exist in the region, with the focus on 'Participating Eastern Caribbean Countries' of the Project - Grenada, Saint Lucia and Saint Vincent and the Grenadines.
- Prioritise the needs according to criteria agreed with the Commission
- Assess for each priority regional capacity gap whether capacity building interventions would be more effective at a regional or country level, or a combination;
- Identify existing courses, materials, or technical support that could be used;
- Define the appropriate modality or mix of modalities (e.g. online courses, face-to-face training, experts to provide just-in-time support) and conduct

associated market analysis to address each of the priority regional capacity gaps.

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

The OECS 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](http://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](mailto:procurementbids@oecs.int)**

**Copied to:**

Ms. Sherma Beroo, [sherma.beroo@oecs.int](mailto:sherma.beroo@oecs.int)    Ms. Jenna Flavien, [jenna.flavien@oecs.int](mailto: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 **May 9, 2024** addressed to:

**Ms. Tameeka Jn Baptiste, Junior Procurement Officer**

**At the following email address:**

[procurementbids@oecs.int](mailto:procurementbids@oecs.int) copied to  
[sherma.beroo@oecs.int](mailto:sherma.beroo@oecs.int) Ms. Jenna Flavien,  
[jenna.flavien@oecs.int](mailto: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 “**Consultancy Services to Prepare Five-Year Strategy for Regional Statistical Capacity Building**”.

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



## **TERMS OF REFERENCE**

### **Consultancy Services to Prepare Five-Year Strategy for Regional Statistical Capacity Building**

## **1. About OECS**

The Organisation of Eastern Caribbean States (OECS) is an International Intergovernmental Organisation dedicated to regional integration in the Eastern Caribbean. The vision of the organisation for 2020-2024 "A better quality of life for the people of the OECS" and Mission Statement: "To drive and support sustainable development through regional integration. collective action and development cooperation". The Organisation of Eastern Caribbean States 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. The OECS Data for Decision Making 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>)

### **3. Introduction**

Component 3 of the Project aims to strengthen the OECS's data governance structure and capacity to harmonize, coordinate and integrate regional data. Sub-component 3.3 "Regional Technical Assistance and Capacity Building" will strengthen the capacity of the Participating Eastern Caribbean countries to produce harmonized data by, inter alia, providing technical assistance and trainings to staff of the national statistical systems. It is envisaged that under this sub-component the following statistical capacity building activities will be delivered:

- Certified training to NSO and NSS staff in statistics and related subject domains through the OECS Academy and in partnership with accredited online providers.
- Online sessions and web-based lectures from a variety of international best practice sources by partnering with development partners, including Stats Canada, American Statistical Association Professional Development, EuroStats, IMF, ILO, UNSD, UNFPA.
- Formal 'in-house' training and just-in-time technical assistance, including deployment of subject matter experts.

Over the years technical assistance and capacity building initiatives that have been driven by the OECS Commission have mainly been in response to the sporadic requests of Member States. Although the Regional Strategy for the Development of Statistics (RSDS) provides the broad direction that the commission intends for the regions offices to move towards, without a strategic plan for training and capacity building which focuses on absorption and application of newly acquired skills, the effectiveness of those initiatives is suboptimal. None of the three countries participating in the Project has a long-term strategic plan for training needs and therefore the ability to assess the baseline against capacity building initiatives is limited. Moreover, the situation is compounded by the loss of trained staff through retirement, resignation, or changes in roles through promotions or reassignments.

The continuous need for training is also brought on by the ever-changing statistical landscape with more demands being made for measurements of specific indicators. This is largely seen in the need for statistics offices to gather, analyse, produce and monitor SDG indicators. In addition, the technological environment has brought on significant changes in the methods of data collection, where statistical offices are moving away from pen and paper personal interviews (PAPI) to computer assisted personal interviews (CAPI), computer assisted telephone interviews (CATI) and computer assisted web interviews (CAWI). Other developments such as 'big data', the use of drones, digitization of most systems and data visualization for data

dissemination are just a few notable mentions of the changes that the offices are confronted with.

Therefore, this consultancy aims to develop a regional five-year training and capacity building strategy to strengthen the National Statistical Systems in the region.

#### **4. Objective**

The objective of this consultancy is to develop: (i) a coherent five-year strategy for regional statistical capacity building support by the OECS Commission, and (ii) an implementation plan for the relevant segments under the DDM Project.

The consultant will need to conduct the following tasks and synthesize findings to formulate the strategy:

- Identify and document statistical capacity gaps that exist in the region, with the focus on 'Participating Eastern Caribbean Countries' of the Project - Grenada, Saint Lucia and Saint Vincent and the Grenadines.
- Prioritise the needs according to criteria agreed with the Commission
- Assess for each priority regional capacity gap whether capacity building interventions would be more effective at a regional or country level, or a combination;
- Identify existing courses, materials, or technical support that could be used;
- Define the appropriate modality or mix of modalities (e.g. online courses, face-to-face training, experts to provide just-in-time support) and conduct associated market analysis to address each of the priority regional capacity gaps.

#### **5. Scope of Work and Functions**

##### **Inception report**

- a. This report will detail work plan and methodology, including proposed tools/framework and method (e.g. stakeholder engagements, desk research including relevant existing assessments, carry out a survey), criteria for prioritizing needs and regional interventions, and schedule for key milestones and deliverables.

##### **Needs Assessment**

- b. This report will assess the capacity needs of the National Statistical Offices and the rest of the National Statistical Systems across OECS Member States – the current gaps, a prioritization (ranking) of gaps, and recommendations for closing the gaps to achieve the objectives of the DDM Project. The analysis will be based on an assessment of Grenada, Saint Lucia, and Saint Vincent and the Grenadines, as many

of the country constraints are similar across the OECS region. This work will follow the approach agreed in the inception report

- c. Validation of the needs assessment will be done with all OECS Member Countries

### **Five Year Statistical Capacity Building Strategy**

- d. The strategy will include, among others, the following sections:
  - Methodology for developing the strategy, including criteria for the prioritization
  - Overview of the statistical capacity gaps, training needs and priorities for regional interventions in the OECS countries, including tables summarizing the above
  - Proposed capacity building interventions at a regional level for each priority regional gap with justification, description, and timeline including:
    - existing courses, materials, or technical support that could be used;
    - courses to be developed (by modality) for example online, face to face etc.
    - provision of experts
    - Summary of market analysis for implementation of interventions

### **Implementation Plan for the DDM Project for Subcomponent 3.3 – Regional Technical Assistance and Capacity Building**

- e. The implementation plan will focus on interventions that the DDM Project can finance and will include:
  - (a) proposed sequencing and timeline for implementation
  - (b) proposed list of activities that may be (i) bundled under a single firm contract, (ii) effectively achieved through partnerships, and (iii) better suited for individual consultants, along with a brief justification/rationale for these recommendations. In cases where market analysis indicates a limited supply of experts/consultants, propose potential candidates to consider.
  - (c) expected beneficiaries including estimated number of trainees

### **Presentation**

- f. The consultant will be required to make at least one presentation of the draft strategy and implementation plan for the OECS DDM to the Regional Project Steering Committee (RPSC) of the OECS DDM Project for review and feedback which will inform finalisation.

During implementation, the consultant will follow a code of conduct, and when engaging in activities such as workshops, consultations, etc., the consultant will share the information to access the OECS Commission's grievance mechanism.

## **6. Deliverables/Timeframes and Payment Schedules**



#	Deliverables/Duties	Estimated time of delivery from contract commencement date	Payment percentage
1	Inception report covering the detailed work plan and methodology including details and timeframe for each of the planned phases; (e.g desk research, stakeholder consultations, surveys, draft strategy document, implementation plan, and presentation, etc.)	Within two weeks	20%
2	Draft Needs Assessment satisfactory to the OECS DDM project manager	Within eight weeks	20%
3	Draft Strategy Report and Implementation Plan submitted and presented to stakeholders	Within twelve weeks	20%
4	Final Strategy Report, Final Needs Assessment, and Implementation Plan satisfactory to the OECS DDM project manager	Within fourteen weeks	40%

## 7. Timing:

The consultant would be expected to carry out this consultancy over a four-month period.

## 8. Selection Criteria:

- A Masters's degree in Statistics, Economics, Public Policy or related social science
- At least 7 years' experience in statistical capacity building, including development of capacity building strategies and training programmes, course development for stakeholders of National Statistical Systems
- Demonstrated experience in conducting at least two capacity needs assessments in statistics
- Excellent written and verbal communications skills in English.

## World Bank CV/EOI Template

1. Surname:
2. First Name:
3. Address: Telephone #:
4. Date of Birth:
5. Profession: Nationality:
6. Education:  
.
7. Membership of Professional Associations:  
.
8. Other Training:  
.
9. Countries of Work Experience:  
.
10. Languages:
11. Employment Record (Add rows as required):

From: Employer: <b>Position Held: Summary:</b>
------------------------------------------------------

From: Employer: <b>Position Held: Summary:</b>
------------------------------------------------------

From:  
Employer:  
**Position Held: Summary:**

From:  
Employer:  
**Position Held: Summary:**

From:  
Employer:  
**Position Held: Summary:**

**11. Work undertaken that best illustrates related assignments (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)  
(Add rows as required)**

Name of assignment or project:  
Year:  
Location:  
Client:  
Main Project Features:  
Positions held:  
Activities performed:

Name of assignment or project:  
Year:  
Location:  
Client: Main Project  
Features:  
Positions held:  
Activities performed:

<p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>Client: Main Project</p> <p>Features:</p> <p>Positions held:</p> <p>Activities performed:</p>	
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