

TERMS OF REFERENCE

Title:	Project Consultant – Consultancy to produce demography and thematic areas report based on the Population and Housing Census 2021
Location:	Grenada Central Statistical Office, The Ministry of Economic Development, Planning, Agriculture and Lands, Fisheries & Cooperatives
Duration:	6 months, subject to extension

BACKGROUND

The OECS Data for Decision Making (DDM) Project is a regional project aiming to enhance the capacity of participating Eastern Caribbean countries to produce and disseminate statistical data for country and regional-level analytics. Implemented by Grenada, Saint Lucia, St. Vincent and the Grenadines, and the OECS Commission, the project seeks to strengthen both national and regional statistical capacities and foster coordination.

At the national level, the project focuses on statistical modernization, capacity building, and data production, analysis, and dissemination, particularly in areas such as population and housing census, living conditions surveys, labour market surveys, and agricultural census. Regionally, it supports the OECS Commission's mandate for integration and strengthening the regional statistical system.

The Population and Housing Census 2021 is a crucial component of this initiative, serving to update the household sample frame and enhance the quality of subsequent surveys. Conducted every 10 years in Grenada and most CARICOM countries, it provides comprehensive demographic, socio-economic, and environmental data. The project finances the production of census reports and dissemination seminars.

OBJECTIVE

This assignment aims to produce a comprehensive report summarizing the key demographic findings of the Population and Housing Census 2021 in close collaboration with the Central Statistics Office's Survey Unit. This report will cover various variables captured in the census, including demographic and population trends, fertility, mortality, education, economic activities, disability, health, housing, and information communication technology (ICT).

SCOPE OF WORK

The consultant would be required to perform the following tasks within each phase:

Phase 1 : Inception

- Take the Oath of Secrecy as outlined in the Statistical Act.
- Collaborate with the Director of Statistics and the Census and Survey Unit to develop and agree on the content of thematic chapters.
- Develop release timelines for thematic chapters of the report.
- Produce a work plan and methodology for the assignment, detailing the activities to be undertaken with timelines for each phase of the project.
- Attend weekly meetings organised by the Central Statistical Office to discuss the progress of the assignment.
- Engage with key stakeholders (e.g., CARICOM, OECS) to inform the work plan and content.

Phase 2 : Data analysis and write-up of the thematic chapters

- Data management and analysis of Census data, including creation of tables, graphs, infographics, and maps to integrate statistical information from the Census with the geospatial information.
- Ensure that the report is written in alignment with Caricom and OECS tabulation plans.
- Support the generation and reporting of the SDG indicators captured in the Census.
- Write-up of the thematic chapters in close collaboration with with Census and Surveys Unit.
- Develop a presentation on the key findings of each thematic report to be used for dissemination activities.
- Participate in dissemination seminars as part of the release of the reports.
- Attend all meetings organised by the Central Statistical Office to discuss the progress of the reports.

Phase 3 : Production of final report

- Collate thematic chapters into a final analytical census report.
- Include an appendix of basic tables aligned with Census tabulation plans.
- Attend all meetings organised by the Central Statistical Office to discuss the reports.

DELIVERABLES AND PAYMENT

Payment will be effected according to the following schedule:

Deliverable	Timeframe	Payment
Inception Report	2 weeks	10%
The draft thematic chapters – interim report	8 weeks	40%
A compiled set of Census SDG indicators.	2 weeks	10%
Presentations with key findings of thematic reports.	2 weeks	10%
Participation in dissemination seminars.	2 weeks	10%
Final Report by the set date.	8 weeks	20%

QUALIFICATIONS OF CONSULTANTS TO BE ENGAGED

- Advanced university degree (Master's degree or PhD) in Demography, Statistics, Economics, or other Social Sciences, with a preference for experience in analyzing mortality data.
- 8-10 years of relevant professional experience in demography, statistics, statistical research, and data analysis, with a preference for experience in census undertaking or large-scale household surveys.
- Extensive experience in demographic techniques and familiarity with demographic issues in Grenada and the region.
- Proficiency in census and survey data processing software systems such as SPSS, STATA, CsPRO, and R is preferred.
- Excellent communication, analytical, report writing, and presentation skills.
- Ability to plan, organize, implement, and report on work.

PROJECT DURATION AND MODALITY OF WORK

The consultant will be hired during a performance period running from **1st December 2024 to 1st June 2025**.

Qualified candidates are requested to submit EOIs to erisa.bleasdille@procurement.gov.gd.

The application should contain:

- **Cover Letter (Statement of capability) and CV**
- **Technical Proposal** which must elaborate how the bidder will carry out the assignment, including attaching an implementation schedule, number of days and a sample report of similar previous work. **The Technical Proposal and sample reports of previous work done must be submitted to the following E-mail addresses: erisa.bleasdille@procurement.gov.gd or via [intend https://intendhost.co.uk/GND/asp/Home](https://intendhost.co.uk/GND/asp/Home)**

- **Financial Proposal** specifying a total lump sum amount in USD for the tasks specified in this advertisement. The financial proposal shall include a breakdown of this lump sum amount by number of anticipated working days for each activity/task and any other possible costs **travel costs**. **The Financial Proposal must be submitted separately from the Technical Proposal to the following E-mail addresses:** erisa.bleasdille@procurement.gov.gd or via intend <https://intendhost.co.uk/GND.aspx/Home>

REPORTING OBLIGATIONS

The consultant will work under the direct supervision of the Project Coordinator (Director of Statistics, Central Statistical Office). Additionally, the consultant will collaborate closely with the Census and Survey Unit, a Field Supervisor, and the staff of the Project Implementation Unit under the Data for Decision Making Project.

SELECTION METHOD

The consultant will be selected through the “Individual Consultant Selection method ” in accordance with the [World Bank Procurement Regulations for IPF Borrowers](#) (Procurement Regulations), November 2020.