

REQUEST FOR EXPRESSIONS OF INTEREST

SAINT LUCIA OECS DATA FOR DECISION MAKING PROJECT IDA-71120

ASSIGNMENT TITLE: Consultancy Services to Support Data Processing and Analysis of the Saint Lucia 2022/2023 Population and Housing Census

Reference No.: SLU-DATA-CS-ICS-DAC-01-22

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. The project seeks to achieve its objective by strengthening both national and regional level capacities and fostering regional coordination. 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.

The Population and Housing Census (PHC) represents the most comprehensive investigation of Saint Lucia's demographics and forms the basis for performing more focused research on a vast and variety of economic, social and environmental subject matters. The PHC produces an official count of the population, as well as statistics on the demographic and socio-economic conditions of everyone living in Saint Lucia. The information provided assists in developing and informing policies, geared towards designing and implementing programs and projects in furtherance of the development of the nation. To date, sixteen (16) rounds of Censuses have been undertaken in Saint Lucia. The Government of Saint Lucia through the Central Statistical Office (CSO) started the 17th round of the Saint Lucia PHC on 22 May 2022. The Census has been implemented throughout the ten (10) districts of Saint Lucia via Tablet-based face-to-face enumeration process. It is expected that enumeration of the 2023 round of the PHC will be completed by November 2023. In that context, the CSO is seeking the services and expertise of an Individual Consultant as Data Processing and Analysis Expert to lead the data processing and analysis of the 2022/2023 PHC.

The Data Processing Expert will undertake the following:

1. Review and advise the CSO on the processing plan, data processing infrastructure, data transmission, data security, and data archiving, etc.;
2. Review and advise on guidelines of edit rules/specifications for detection and correction of range and consistency errors;
3. Develop an editing-in-batch for error detection and correction using CSPRO;
4. Prepare an operational monitoring system for data processing and data analysis monitoring;
5. Full preparation of an automated tabulation in batch to all thematic tables and other related tables;
6. Develop a well-organized approach for data distributed computing;
7. Produce and submit a clean 2022/2023 Population and Housing Dataset in plain text format inclusive of metadata;
8. Produce tabulations that are consistent with the 2010 Preliminary Census Report and CARICOM recommended tabulations;
9. Work closely with the CSO Director and key technical staff in the development and approval of the tabulation plan, analysis plan and strategic document for an optimal use of the 2022/2023 Census data;
10. Work closely with collaborating development partners that may provide supplementary support;
11. Produce the anonymized data file and public use file and ensure that the raw data file is kept confidential and secured;
12. Set up automated monitoring, quality checks and reporting from raw data; Work with CSO staff in electronic documentation using microdata management toolkit. and Data documentation.

The detailed Terms of Reference (TOR) for the assignment can be found at the following <https://stats.gov.lc/about-us/tor-data-processing-analysis-expert/>

The Department of Economic Development now invites eligible individual consultants (“Consultants”) to indicate their interest in providing the services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services; (Curriculum Vitae with supporting certified copies of qualifications, description of similar assignments, etc).

Interested Consultants should have the following requisite minimum qualifications and professional experiences listed below for undertaking the assignment.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS FOR SELECTION OF AN INDIVIDUAL CONSULTANT ARE:

Mandatory

1. At least a bachelor degree in Statistics, Computer Science, Data Science, or any other relevant discipline from a recognized University;
2. At least five (5) years' experience processing household survey data captured using tablets for computer-assisted personal interviews (CAPI) and Survey Solutions software;
3. At least ten (10) years demonstrated professional experience conducting quality assurance of household-based surveys, and population censuses, data processing, systems design and data archiving;
4. At least five (5) years of experience working with the following statistical and demographic analysis software: CSPRO and SPSS. Knowledge of Python or R would be an asset;
5. Demonstrated ability to communicate and present fluently in English in both written and oral.

The attention of interested Consultants is drawn to paragraph 3.16 of the World Bank's *Procurement Regulations for IPF Borrowers (Procurement Regulations) fourth edition, November 2020*, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants (IC) method set out in the *World Bank Procurement Regulations for IPF Borrowers (Procurement Regulations) fourth edition, November 2020*

Further information can be obtained at the address below during office hours 8:00 a.m. - 4:00 p.m. (0800 to 1600 hours).

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **Friday 27th November, 2023**.

The Chairperson

Public Procurement Committee (Department Public Procurement Board)

Department of Economic Development

First Floor, Finance Administrative Centre

Trou Garnier, Pointe Seraphine

Castries

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