

## REQUEST FOR EXPRESSIONS OF INTEREST

### SAINT LUCIA OECS DATA FOR DECISION-MAKING PROJECT IDA-71120

Assignment Title: **AGRICULTURE AND FISHERIES CENSUS COORDINATOR**

**Reference No.: SLU-DDM-AFC-CC-INDV-11-23**

The mission of the Ministry of Agriculture, Fisheries, Food Security and Rural Development (MAFFSRD), is to “sustain a diversified national income database from Agriculture and Fisheries and enhance the integrity of rural livelihood systems: by generating the capacity for efficiency and the competitive production and marketing of respective goods and services”. To fulfill its mission, MAFFSRD needs sound and accurate data in the agricultural sector. In its quest to improve the availability of data and statistics in the agricultural sector, the MAFFSRD has decided to conduct a new Census of Agriculture and Fisheries (CAF) in Saint Lucia in 2024. The census will serve also as the starting point to establish an integrated agricultural statistics system that will also include regular agricultural sample surveys, administrative data and other sources. All farmers and fishers operating in Saint Lucia will be called on to participate in the CAF, which offers a great opportunity to update the farm registries and the sampling frame for future farm-based surveys.

In order to facilitate the successful conduct of the 2024 CAF, an **Agriculture and Fisheries Census Coordinator** will be recruited and will assume overall responsibility for the implementation of the census. The Census Coordinator’s responsibilities are more specifically outlined as follows:

The consulting services (“the Services”) include providing administrative and technical support services to Saint Lucia portion of the OECS DDM Project to support the Government of Saint Lucia. These include logistic and administrative support for meetings, workshops and missions to the Project Implementation Unit (PIU), monitoring and evaluation of project activities, maintaining of project databases the provision of secretariat services for the Project Steering Committee (PSC). Reporting to the Deputy Project Coordinator, the responsibilities of the **Agriculture and Fisheries Census Coordinator** include but are not limited to the following:

- a. Plan, manage, organize and coordinate all census activities, in keeping with recommendations from the previously conducted pre-tests;
- b. Review and finalize Census Implementation Plan/Work Plan;
- c. Review and finalization of the census budget;

- d. Overall implementation of the work plan subsequent to review and finalization of current draft;
- e. Chair the census stakeholder consultations and committee meetings including users-producers workshop and reconciling differences in opinion and approach between stakeholders;
- f. Coordinate training to all census staff on relevant topics or areas pertinent to project implementation.
- g. Coordinate recruitment of staff hired for the census, including field enumerators and supervisors, trainers.
- h. Prepare Terms of Reference for consultants that will contribute to the various phases of the 2024 CAF.
- i. Report on the status of implementation of the census activities to the executive management of the census office and the census advisory committee;
- j. Act as the focal point for coordination with FAO and other relevant Government Agencies and institutions;
- k. In collaboration with the Communication Unit of the Ministry of Agriculture and relevant media expert consultant, manage the planning of the Census publicity campaign and prepare press releases and other documents for the media;
- l. In collaboration with the FAO, oversee the compilation all relevant reports.

The coordination of the Agriculture and Fisheries Census project will be for a period of approximately ten (11) months, commencing 1 March 2024 and ending 1 December, 2024.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website; <https://stats.gov.lc/tor-census-coordinator-agriculture-and-fisheries-census/>

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**

- A Bachelor's degree in Agriculture, Statistics, Economics, Business Administration or a related field;
- At least five years' experience in project coordination/management;
- Experience in the knowledge and management of large-scale statistical operations, including censuses and surveys undertaken for 2 similar assignments;
- Worked on at least 2 assignments that involved working with multi stakeholders;
- At least 2 years' experience in the use of computer applications for a variety of tasks including Computer-Assisted Personal Interviews (CAPI), specifically Survey Solutions
- Worked on at least 1 assignment funded by a national or international organization;
- Prior experience working in the region and demonstrated knowledge of local culture and norms will be an asset.

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 **Wednesday, 21<sup>st</sup> February, 2024**.

**OECS Data for Decision Making Project**  
**Department of Economic Development**  
**Attn: Deputy Project Coordinator, OECS Data for Decision-Making Project**  
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