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**GOVERNMENT OF SAINT LUCIA**

**ORGANISATION OF EASTERN CARIBBEAN STATES (OECS)  
DATA FOR DECISION MAKING PROJECT**

**TERMS OF REFERENCE**

**FOR -CONSULTING SERVICES FOR  
TECHNICAL SUPPORT OFFICER  
OECS DATA FOR DECISION MAKING PROJECT**

# **OECS DATA FOR DECISION MAKING PROJECT**

## **Terms of Reference For TECHNICAL SUPPORT OFFICER CENSUS OF AGRICULTURE AND FISHERIES AND SURVEY OF LIVING CONDITIONS HOUSEHOLD BUDGET SURVEY**

### **1. 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.

The CAF will provide key information for understanding the dynamics of possible future developments of the country, such as: agricultural area operated, farm management methods, characteristics of holders and farm managers, farm workforce etc. Comprehensive information on fisheries activities will be collected as well. The SLC-HBS will provide key information and indicators on the standard of living conditions and will provide policy makers and researchers with crucial socio-economic and demographic information on the characteristics, extent, geographic conditions of the poor, but also the determinants of poverty.

Like the PHC and the EC, both the CAF and the SLC- HBS will be conducted using Computer Assisted Personal Interview (CAPI) technology. CAPI is a face to face data collection method in which the enumeration exercise is administered through the use of a handheld device (a tablet) to

input the information from the respondent. The questionnaire will be upload onto the tablet for ease of access by the field contractor to administer to respondents. The data collected will then be upload through the software programme Survey Solutions and stored on servers managed by the Central Statistics Office (CSO) for all data collection activities under the Project. The field contractors must have access to wifi to upload the completed questionnaires onto the software. However, the interviews can be administered off-line and uploaded after, once wifi is available. Both data collection exercises are expected to utilize approximately 150 tablets each.

The Technical Support Officer will be contracted to provide information technology support to both data collection initiatives; the CAF and the SLC-HBS. The Consultant will firstly provide support to the CAF and subject to the consultant performance on the CAF, will be further engage to provide support to the SLC-HBS.

## **2. Scope of Services**

More specifically, the Technical Support Officer will be responsible for the following:

1. Support the implementing agencies Ministry of Agriculture, Fisheries, Food Security, and Rural Development (MOA) for the CAF and CSO for the SLC-HBS in uploading the questionnaires and other relevant field documents on the tablets and ensure that all tablets are in working condition before distribution to field contractors;
2. Support the distribution of tablets to field contractors and maintain a database of all tablets assigned to field contractors as well as the location of those tablets;
3. Maintain an inventory of all tablet devices and daily assignments. Update this inventory on a weekly basis;
4. Ensure that all tablets are synchronized and install/configure appropriate software updates on devices when necessary;
5. Facilitate the maintenance of the electronic data collection database;
6. Provide assistance to enumerators, when necessary, by troubleshooting in order to diagnose and resolve problems with devices. Assistance should be provided within 30 minutes (where possible) of reported incident;
7. Inspect tablets assigned to enumerators bi-weekly to ensure that tablets are operating well and free of damage;
8. Notify the lead for the implementing agency verbally and in writing, of any damage, loss or theft of tablets during the data collection period;
9. Attend and participate in training workshops;
10. Contribute to the content presented during training sessions;
11. Support the implementing agencies in retrieving all devices after completion of the CAF and the SLC- HBS, check their functioning, and return all devices to the CSO;
12. Prepare monthly reports on activities including a register of reported faults

## **3. Reporting Requirements/Deliverables**

The Individual Contractor shall submit monthly reports to the Census Coordinator for the CAF and the Director of Statistics for the SLC-HBS and copied to the Deputy Project Coordinator in the Project Implementation Unit which includes:

- inventory of all tablet devices including location and the name of enumerator assigned to
- register of all faults reported by enumerators and the processes used to resolve faults
- closing documentation of tablets returned after the completion of data collection

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#### **4. Duration**

The CAF will run over a period of ten (10) months and the SLC-HBS over a period of nine (9) months.

#### **5. Implementation / Working Arrangements**

The Individual Contractor will work under the guidance of the Census/Survey Coordinator and will submit the expected outputs of the assignment as listed in Section 3: Outputs.

The Project Implementation Unit (PIU) has fiduciary responsibility for processing payment and contract management.

The individual Contractor will work with the offices of the Census/ Survey Team at the MOA and CSO located in Castries Saint Lucia. However, the Technical Support Officer is expected to work mainly in the field providing support to field contractors as required.

The Census/Survey Coordinator will:

- (i) Facilitate the Individual Contractor by making training, training manuals, and Data Entry Forms for completion of the assignment.
- (ii) Ensure timely review of the reports submitted by the Individual Contractor.
- (iii) Provide relevant training, supplies/material, when necessary.

#### **6. Qualifications/Experience**

The Technical Support Officer must have the following minimum requirements:

- At least five (5) Caribbean Secondary Education Certificate (CSEC) or Caribbean Examinations Council (CXC) passes
- At least a certificate in Information Technology or a related field
- Experience on at least three (3) censuses/surveys using Survey Solutions, including questionnaire design and upload, synchronizing and managing data, troubleshooting survey solutions issues, tablet and application configuration.

- At least three (3) years of experience in the conduct of national Censuses or Surveys