TERMS OF REFERENCE

Consultancy Services:

Preparation of a Situational and Gap Analysis of Key Sectors of Saint Lucia

SECTION 1: BACKGROUND

The Department of Economic Development has the mandate, to effectively drive and support national economic growth and development. Specifically, key functions of the Divisions to effectively deliver on this core mandate include:

- Development of Medium-Term Development Strategy (MTDS)
- Development of the National Development Plan
- Preparation, monitoring and evaluation of the Public Sector Investment Programme (PSIP)
- Preparation of Capital Budget/Estimates and Monitoring & Evaluation of Capital Projects
- Donor Coordination & Resource Mobilization
- Project/programme development

The Department of Economic Development is cognizant that the Draft Medium Term Development Strategy (MTDS) (2021-2026) is approaching the end of the period. Furthermore, the Department continues to prioritize the undertaking of the appropriate research to inform strategy, policy and projects. As a result, the Government of Saint Lucia (GoSL) has allocated funding towards enhancing the enabling environment and the provision of critical information for the development of the Medium-Term Development Strategy (MTDS) (2026-2029) and the National Development Plan (2026-2041). The GoSL intends to apply a percentage of these funds to undertake this consultancy.

The main objective of the consultancy would be to undertake a systematic collection and study of data and contextual information to identify and understand the specific issues, desired state, identify gaps and suggest strategies to bridge gaps. The social, economic, political and environmental context within which the issues exist would be examined. The outputs of this consultancy is expected to guide the development of the MTDS (2026-2029) and the NDP (2026-2041) which would be led by the Department of Economic Development.

3. Objectives

The specific objectives are to:

- Provide information and data to be used in establishing and prioritizing developmental pathways, opportunities, whilst developing risk responses and addressing challenges to economic and social development.
- Undertake a comprehensive overview of the performance of the key sectors by describing problems and limitations to the fulfilment of their core responsibilities and the contributing factors.
- Suggest, based on discussions with stakeholders and research undertaken, the desired state or outcomes, gaps when compared to the current state, and the strategies, actions and investment needs to bridge the gap. Gaps may include, but not be limited to legal and institutional, governance, resources including financial and human, capacity, and infrastructure and technology.

SECTION 2: SCOPE OF WORKS

The main purpose of this situational and gap analysis is to:

- Provide a comprehensive overview of the current economic, social and environmental atmosphere in Saint Lucia.
- Assess the impact of global and regional economic trends.
- Identify key drivers, constraints, and opportunities.
- Provide key information for guiding strategic planning and decision making, including the development of the MTDS (2026-2029) and NDP (2026-2041).

Draft Situational and Gap Analysis Report, to include:

- The consultant would be expected to undertake consultations with key stakeholders, including, but not limited to households, government departments or ministries, private sector representatives, civil society, non-governmental organizations, and development partners.
- Data and information collection through interviews and desk reviews
- Qualitative and quantitative analysis of information obtained through consultations.
- SWOT and PESTLE analysis.
- Gaps identified (per sector), problem tree analysis and theory of change

- Recommendations (actions and strategies) for addressing gaps based on discussions with stakeholders and research.
- Limitations and challenges in carrying out the research.

SECTION 2: DELIVERABLES AND PAYMENT SCHEUDLE

	Deliverables and Scope of Works	**Deadline**	**Payment**
1	The Inception Report: The inception report should reflect the methodology and approach to be undertaken for the assignment. It should provide greater detail than the technical proposal: • The proposed categorization of stakeholders to be consulted (including but not limited to households, Non-Governmental Organizations (NGOs), not for Profit Organizations, the Private Sector, religious organizations, Governmental Ministries and Statutory Bodies • A Gantt chart and work plan • The methodology for data collection and analysis.	Two (2) weeks	20%
2	Draft Situational and Gap Analysis Report. Sub reports are to be submitted upon the completion of the analysis of a sector. The Consultant is expected to meet with the Department of Economic Development, at least monthly, to inform of the progress.	Twenty (20) weeks from the submission of the inception report	20% at the beginning of the period and the other 20% upon submission of the draft report (40% in total)

3	Stakeholder consultation for vetting and validation of findings. The consultant is expected to present findings for vetting and validation, to stakeholders, including private sector, NGOs, non-profit organizations and religious organizations. The findings would be presented in two main categories of stakeholders: social sector and economic sectors.	Two (2) weeks from the submission of the Draft Situational and Gap Analysis	20%
4	Final Situational and Gap Analysis Report. The preparation of the final situational and gap analysis report, which would reflect the changes based on comments on the draft report by the Department of Economic Development and key stakeholders. This report should contain at least ten (10) concept notes ready for submission to donors for funding, based on findings from the Situational and Gap Analysis.	three (3) weeks from the submission of the Final Situational and Gap Analysis	20%

SECTION 3: PROCEDURAL MATTERS

- The consultant shall report directly to the Permanent Secretary (PS) of Department of Economic Development and Youth Economy or designate who will be responsible for the acceptance and approval of the deliverables.
- The PS or designate of the Department of Economic Development and Youth Economy will be responsible for the authorization of payment.

- All written communication should be directed to the PS or authorized designate of the Department of Economic Development and Youth Economy

- The Department of Economic Development will be responsible for:
    - Providing administrative support to the Consultant in the execution of this consultancy.
    - Providing feedback on submissions made.

SECTION 4: DURATION

The consultant is expected to complete the consultancy within twenty-seven (27) work weeks from 8th September 2025 to 20th March 2026.

SECTION 5: EXPERIENCE AND QUALIFICATIONS

- Advanced degree in Economics or related field
- Minimum of seven (7) years' experience in undertaking situational and gap analysis
- At least five (5) years proven experience in undertaking economic and social analysis, development planning, and policy research.
- Proven experience in working with macroeconomic frameworks, data analysis tools, and regional economic contexts.
- Prior experience working in the Caribbean region on related issues would be an asset.
- Experience working with government or multilateral institutions would be an asset
- Demonstrated knowledge of public policy, economic development, and regulatory frameworks.
- Ability to produce high-quality reports and engage with diverse stakeholders.
- Excellent writing, communication, data collection and analytical skills.

SECTION 6: CORE AND TECHNICAL COMPETENCIES

- Excellent interpersonal, written (including report writing) and verbal communication skills (including conducting presentations)
- Reliable and demonstrated ability to undertake stakeholder consultations.
- Computer literacy (moderate to advanced), including Microsoft Office.