HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

TERMS OF REFERENCE
SVG-HDSD-INDV-64

CONSULTANCY SERVICES TO SUPPORT THE PREPARATION OF
SAINT VINCENT AND THE GRENADINES'
2019 LABOUR FORCE SURVEY REPORT

1.   BACKGROUND

1.1   Labour statistics are an important element in the measurement of economic growth and development. However, the data required to provide evidence-based decision making are scanty or non-existent. It is against this backdrop, the Statistical Office of St. Vincent and the Grenadines, with assistance from the Organisation of Eastern Caribbean States (OECS), United Nations Development Programme (UNDP), and the Government of St. Vincent and the Grenadines undertook a harmonised OECS Labour Force Survey (LFS) during the periods June 2015 and June 2017. Then in 2019, with financial assistance from the World Bank (WB), the Statistical Office conducted its third LFS. It is important to note that this survey is undertaken by the National Statistical Offices of the various member states to collect socio-economic data from persons in randomly selected households across the region. The target population are those who are fifteen (15) years and older.

1.2   The 2019 LFS, which was conducted in October 2019, collected data on demographic characteristics, education and training, and information on those employed, unemployed and those classified as economically inactive or outside of the labour force. Key information on the size of the economically active population, with the view of providing guidance in the formulation and implementation of labour-market policies and programs were also ascertained. This includes a) assessing levels of unemployment in the country so that job creation efforts could be accelerated; b) measuring the size of the employed population both in the formal and informal sectors; c) measuring income levels among paid employees, self-employed and employers; and d) provide employment estimates by occupation, industry, status in employment. In addition, information gathered from this survey is used to inform employment related indicators for SDG 8 – Decent Work.

1.3   It is expected that the survey findings will shed light on major labour market trends such as shifts in employment across industrial sectors, hours worked, labour force participation and unemployment rates. However, it must be noted that given the difference in data collection periods, this survey report will *only* draw on labour market data collected in this current round, that is, 2019.

2.   OBJECTIVE

2.1   The objective of this consultancy is to provide technical assistance to the Statistical Office in the preparation of an analytical report of the 2019 LFS. More specifically, under this assignment, the consultant will be required to:

     a. Prepare a full report on the labour dynamics in St. Vincent and the Grenadines during the survey period. The areas of focus for the report will be based on key labour market indicators which include but are not limited to; the unemployment rate, the labour force participation rate and the employment-to-population ratio. Estimates on the working age population, and characteristics of the economically inactive population and the labour force will be analysed. The report will also assess and determine the correlations of employment and unemployment if any, to variables such as, poverty, education, health, living standards, headship characteristics, household size, age cohort, gender, and geographical distribution.

     b. Provide evidence based targeted interventions which can be used by policy makers to reduce unemployment levels in St. Vincent and the Grenadines.

3.   SCOPE OF THE WORK AND SPECIFIC TASKS

3.1   In pursuit of the above objectives, the consultant will work closely with the Statisticians at the Statistical Office (SO) to use the results of the 2019 LFS to prepare a comprehensive report that reflects the disaggregation of data by age, sex and mainstream gender in its analysis. Towards this end, the Report will seek to:

     a. Examine and assess the employment landscape in St. Vincent and the Grenadines to provide information on the relationship between employment and other social and economic characteristics of the economically active population. The information will be used to formulate and monitor employment policies and programs, social security programs, as well as educational training and other similar programs;

     b. Analyse the demographic distribution of the employed population taking account of the following: headship characteristics, age, geographical location, education, industrial group, occupational group, employment status, hours of work, underemployment, and income;

     c. Analyse the unemployment condition in St. Vincent and the Grenadines, and determine the extent and possible causes of unemployment, with particular emphasis on youth unemployment and youth not in employment, education or training (NEET);

     d. Analyse the demographic distribution of the unemployed population taking account of the following: household size, age-cohorts, headship

characteristics, geographical location, education, source of livelihood, duration of unemployment, method(s) used to seek work, reasons for not actively seeking, previous employment and reason for leaving last job; and

e. Identify and analyse the dynamic links between unemployment and the following related variables with regard to:
      i. Gender inequality;
      ii. Economic growth and Gross Domestic Product (GDP);
      iii. Education and training;
      iv. Poverty; and
      v. Housing conditions;

3.2 To assist with the analysis; the Statistical Office will provide the Consultant with a basic set of tables, all relevant STATA files, as well as the clean 2019 LFS data file with key variables for ease of reference.

3.3 It is expected that, within the consultancy time frame, the Consultant will present the draft report on the 2019 LFS to the Director of Planning, Chief Statistician and at any official activity/event as designated by the Statistical Office and/or the Economic Planning and Sustainable Development Division. The output of these activities should be incorporated in the final report.

4 DURATION

4.1 It is anticipated that the consultant will require a maximum of thirty (30) person days over a four-month period. The assignment should also be completed within the period spanning November 2nd, 2020 to February 28th, 2021. The Consultant will be expected to adhere to on-time delivery of outputs.

5 DELIVERABLES AND REPORTING

5.1 The Consultant will produce the following deliverables in electronic format:

Deliverables	Delivery Date
1. Inception Report including a work plan with a work break down structure indicating the timeline required to undertake the activities identified in the scope of work inclusive of a draft annotated outline and structure of the 2019 LFS.	15 days after the commencement of the contract/ inception meeting.
2. Comprehensive draft report that covers the agreed-on content of deliverable 1.	December 15th, 2020

3. PowerPoint presentation to the Statistical Office, Cabinet and other national stakeholders at an official event as designated by the Chief Statistician and or Director of Economic Planning.	January 15th, 2021
4. Final version of the report for acceptance by the Statistical Office that takes into consideration any issues identified by stakeholders involved in the process.	One week (15 working days) before end of contract

5.2   Electronic copies of both the draft and final report will be presented to the Statistical Office, Ministry of Finance, Economic Planning, Sustainable Development and Information Technology in Microsoft Word 2010, font size 12 with 1.5-line spacing format.

6   QUALIFICATIONS

6.1   Minimum of a Master's level Degree in the Social Sciences (Statistics, Economics, Sociology, Development Studies) or a related discipline.

7   EXPERIENCE

7.1   The Consultant shall have the following experience:

   i.   7– 10 years' experience in social research, particularly, in the field of statistical survey design, implementation and research management for complex household surveys;

   ii.   Demonstrated working knowledge of statistical data processing software (SPSS, STATA, SAS or R);

   iii.   Demonstrated evidence of writing national reports on labour market dynamics, including gender equality and should be evidenced by references or links to previous work;

   iv.   Demonstrated Caribbean specific experience in labour market analysis with a demonstrable and comprehensive understanding of social policy issues, and gender inequality issues in CARICOM; and

   v.   Demonstrated quantitative analytical skills and ability to understand, produce, analyse, and communicate statistical and econometric analysis.

8 COORDINATION AND REPORTING ARRANGEMENTS

8.1 Throughout the assignment the consultant will be supervised and required to work closely with the Chief Statistician and any other staff assigned to facilitate skills and knowledge transfer. The Consultant will be administratively managed and supported by the Chief Statistician. All communication with the Statistical Office will be copied to the Project Coordinator, SVG-HDSD Project, except in cases where data deemed confidential under the Census and Statistics Act, No. 24 of 1983 is being transmitted. Where confidential data is being transmitted, this will be between the Chief Statistician and the Consultant but the Project Team would be informed of such communication.

9 CONFIDENTIALITY OF DATA

9.1 The Consultant will be required to abide by the following:

(a) The use of and access to any micro data from the Statistical Office will be in accordance with the Census and Statistics Act, No. 24 of 1983. The Consultant will be required to sign the data confidentiality oath of the Statistical Office and adhere to its terms and conditions.

(b) The Consultant will not be allowed to retain any of the data provided by the Statistical Office after completing the assignment, that is, the databases are to be used only for the purpose of the consultancy.

(c) All results and data from the work undertaken during this consultancy remains the property of the Government of St. Vincent and the Grenadines.