

# **REQUEST FOR EXPRESSIONS OF INTEREST (REOI)**

## **Consulting Services – Individual Consultant**

**Assignment Title:** Communications and Stakeholder Support Officer

**Project:** Organization of Eastern Caribbean States (OECS) Data for Decision Making (DDM) Project

**Country:** Grenada

**Location:** Central Statistical Office (CSO), Grenada

**Duration:** 12 Months

### **1. Background**

The Government of Grenada, through the Ministry of Mobilisation, Implementation & Transportation, is implementing the OECS Data for Decision Making (DDM) Project, a regional initiative supported by the World Bank aimed at strengthening statistical systems and improving the production, analysis, and dissemination of high-quality official statistics.

The Central Statistical Office (CSO) is responsible for producing, analyzing, and disseminating official statistics to support evidence-based decision-making. Under the DDM Project, key survey operations such as the Survey of Living Conditions and Household Budget Survey (SLC–HBS) and the Labour Force Survey (LFS) require strengthened communications, stakeholder engagement, and public sensitization to support participation and data quality.

To support these activities, the CSO now invites eligible Individual Consultants to express their interest in providing Communications and Stakeholder Support services.

### **2. Objective of the Assignment**

The objective of this assignment is to strengthen the visibility, accessibility, and public understanding of the work of the CSO through coordinated communications, stakeholder engagement, and outreach support. The Consultant will also support coordination, documentation, and follow-up of communications and related operational activities under the OECS DDM Project.

### **3. Scope of Services**

The Communications and Stakeholder Support Officer will work under the supervision of the Director of Statistics (or designated officer) and in close collaboration with CSO technical teams and project consultants. The assignment includes, but is not limited to, the following:

#### **A. Survey Communications and Outreach Support**

- Lead and coordinate communications for major surveys including SLC–HBS and LFS.
- Develop public sensitization materials (FAQs, radio scripts, social media content, key messages).
- Support outreach activities including media engagements, community sessions, and stakeholder briefings.
- Monitor public feedback and communication risks and escalate issues as needed.

#### **B. Coordination with Communications Consultancy**

- Serve as CSO focal point for the Strategic Communications Consultancy under the OECS DDM Project.
- Coordinate inputs, feedback, and scheduling with the consulting firm.
- Support alignment of communications outputs with CSO operational realities.

### **C. Public Relations and Communications Support**

- Draft press releases, social media content, briefing notes, talking points, and public notices.
- Support development of consistent and accurate messaging on official statistics.
- Strengthen public awareness of CSO activities and statistical outputs.

### **D. Activity Coordination and Administrative Support**

- Maintain trackers, schedules, and contact lists for communications activities.
- Support logistics for meetings, workshops, media events, and consultations.
- Prepare correspondence, minutes, and follow-up documentation.

### **E. Monitoring and Reporting Support**

- Track implementation of communications activities and prepare periodic updates.
- Support documentation for reporting, audit trails, and project monitoring.
- Maintain organized records of communications outputs and engagement activities.

## **4. Deliverables**

The Consultant will be required to deliver:

- Communications and stakeholder engagement work plan.
- Outreach and sensitization materials for SLC–HBS, LFS, and other CSO activities.
- Media and stakeholder engagement content and packages.
- Updated activity trackers, schedules, and communication logs.
- Meeting minutes, action points, and follow-up documentation.
- Periodic progress and activity reports.
- Organized repository of communication and outreach materials.

## **5. Qualifications and Experience**

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, Media Studies, Public Administration, Management, or related field.
- Minimum of three (3) years' experience in communications, public relations, stakeholder engagement, or programme coordination.
- Experience in government, donor-funded projects, or public sector programmes will be an asset.

### **Required Skills:**

- Strong writing, editing, and content development skills.
- Excellent organizational and coordination abilities.
- Strong interpersonal and stakeholder engagement skills.
- Familiarity with media and communications environment in Grenada or the Caribbean.
- Proficiency in Microsoft Office and digital communication tools.
- Ability to manage confidential information professionally.

## **6. Selection Method**

Selection will be carried out in accordance with the World Bank Procurement Regulations for IPF Borrowers (February 2025), using the Individual Consultant Selection (ICS) method.

## **7. Duration and Location**

- Duration: Twelve (12) months
- Location: Central Statistical Office (CSO), Grenada.

## **8. Invitation for Expression of Interest**

Interested Individual Consultants are invited to submit:

- Curriculum Vitae (CV) detailing relevant experience and qualifications.
- Cover letter outlining suitability for the assignment.
- Contact information for at least two (2) professional references.

## **9. Submission Details**

Expressions of Interest must be submitted in English no later than **5<sup>th</sup> June 2026, at 3:00 p.m. (AST)**, and clearly marked:

**“Expression of Interest –Communications and Stakeholder Support Officer”**

Electronic submissions via the Procurement Portal only:

<https://in-tendhost.co.uk/gnd/asp/Home>

## **10. Contact Information**

Central Procurement Unit  
Attn: Ms. Erisa Bleasdille – Procurement Officer  
Ministry of Finance, The Galleria Mall  
Grand Anse, St. George’s, Grenada  
Tel: +1 (473) 440-2731

## **11. Access to Terms of Reference (TOR)**

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites:

- <https://www.procurement.gd/contract-notice>
- <https://in-tendhost.co.uk/gnd/asp/Home>