

Terms of Reference

Consultancy to Prepare a Comparative Assessment Report on the Impact of Switching to the New Labour Force Survey Instrument on Key Labour Market Indicators in Grenada

Project	OECS Data for Decision Making (ODDM) Project – Grenada Component
Location	Remote
Tentative Start Date	1 st September, 2026

1. Background

The Government of Grenada, jointly with Saint Lucia, Saint Vincent and the Grenadines (SVG), and the OECS Commission, is implementing the OECS Data for Decision-Making (DDM) Project, with support from the World Bank's International Development Association (IDA), to strengthen the institutional environment for the production, dissemination, and use of official statistics. The Grenada component, which became effective in August 2022, forms part of a broader regional effort to generate country-comparable data to inform policy and development decision-making in selected OECS member countries. In Grenada, the Project supports the strategic development of statistics through the modernization of statistical legislation, data collection primarily through censuses and surveys, the supply of IT equipment, and advocacy and communication. The Central Statistics Office (CSO) leads implementation of the Project in Grenada and is the institution procuring this individual consultancy.

Since project effectiveness, two censuses have been completed, namely the Population and Housing Census (PHC) and the Census of Agriculture (CoA), and two household surveys are ongoing, namely the Survey of Living Conditions and Household Budget Survey (SLC-HBS) and the Labour Force Survey (LFS). These efforts underscore the importance of strengthening the efficiency, sustainability, and timeliness of statistical production in Grenada.

The OECS DDM Project seeks to improve the institutional environment for the production, dissemination, and use of data and official statistics and to support greater regional comparability of official statistics. Under the Project, Grenada, Saint Lucia, and Saint Vincent and the Grenadines implemented the OECS Harmonized Labour Force Pilot Survey, developed with support from the International Labour Organization (ILO) and regional partners, alongside the existing Labour Force Survey instrument during the Quarter 4 of 2024 and Quarter 3 of 2025. This concurrent implementation provides a valuable opportunity to assess the effect of the pilot survey on the measurement of key labour market indicators.

This consultancy, which is being procured by the Government of Grenada, is intended to assess the extent to which the OECS Harmonized Labour Force Pilot Survey affects the measurement, interpretation, and comparability of key labour market indicators, including any resulting breaks in series, implications for time-series analysis and dissemination in Grenada. The findings are expected to support Grenada in interpreting and communicating transition-year results and informing decisions on the continued use and dissemination of labour statistics, while also providing useful insights for Saint Lucia, Saint Vincent and the Grenadines, and the OECS Commission.

The data required for this assignment has already been collected, cleaned and weighed. Accordingly, this consultancy is focused on the analysis of the available datasets and supporting documentation, and on the preparation of a comparative assessment report. The assignment does not include primary data collection, data cleaning, or redesign of either survey instrument.

2. Objective of the Assignment

The objective of this consultancy is to prepare a comparative assessment report on the impact of the OECS Harmonized Labour Force Pilot Survey on key labour market indicators, based on one full year of concurrent

implementation of the existing Labour Force Survey instrument and the pilot survey in Grenada and to support knowledge sharing on the findings and implications of the assessment.

- Identify and quantify differences in key labour market indicators arising from the use of the OECS Harmonized Labour Force Pilot Survey compared to Grenada's standard Labor Force Survey;
- Assess the extent to which observed differences are attributable to questionnaire and methodological changes rather than to actual labour market movements;
- Examine the implications of the pilot survey for comparability over time;
- Provide clear, evidence-based guidance on the interpretation and dissemination of labour market indicators during and after the transition period;
- Facilitate knowledge sharing on the findings, lessons, and implications of the assessment among Grenada, the other national statistical offices participating in the DDM Project, the OECS Commission, and other relevant stakeholders; and
- Prepare a concise, well-structured report suitable for use by the Government of Grenada and other relevant stakeholders.

3. Scope of Services

The Individual Consultant shall review the relevant documentation and analyze the already cleaned datasets from the concurrent implementation of the existing Labour Force Survey instrument and the OECS Harmonized Labour Force Pilot Survey in Grenada. The assignment shall include, but not be limited to, the following:

- Review the available metadata, questionnaires, manuals, indicator definitions, tabulation plans, and any other relevant technical documentation related to the existing LFS instrument and the OECS Harmonized Labour Force Pilot Survey; The questionnaires are available at the following links:

[Existing Labour Force Survey Questionnaire:](#)

[OECS Harmonized Labour Force Pilot Survey Questionnaire:](#)

- Review the cleaned datasets and any accompanying syntax, output tables, methodological notes, or bridge-analysis materials made available by the Grenada CSO;
- Conduct a comparative analysis of key labour market indicators produced from the existing Labour Force Survey instrument and the OECS-harmonized pilot survey instrument. The analysis should include, at minimum, labour force participation, employment, unemployment, underemployment, and other priority indicators, disaggregated by sex, age, and other relevant characteristics, as applicable. The consultant shall review the questionnaires and microdata shared in advance and propose a comprehensive list of indicators and disaggregations for review and approval as part of the Inception Report. Assess changes in definitions, question wording, sequencing, routing, and measurement that may influence the comparability of estimates between the existing LFS instrument and the OECS Harmonized Labour Force Pilot Survey;
- Identify and discuss any material differences, limitations, interpretive issues, or potential breaks in the published labour market time series arising from the transition to the OECS Harmonized Labour Force Pilot Survey. The consultant shall provide specific guidance on how the CSO should manage any identified break in series, including whether a statistical linking factor can be estimated to support comparability between the existing and pilot survey instruments.
- Analyze the implications of the findings for national and regional reporting, including the interpretation of transition-year data and future comparability of labour statistics;
- Prepare a draft comparative assessment report setting out the methodology, findings, interpretation, limitations, and recommendations in a clear and technically sound manner;
- Present the draft findings virtually to the Government of Grenada, other national statistical offices participating in the DDM Project, the OECS Commission, and other designated stakeholders, facilitate

discussion on the results and lessons emerging from the assessment, and revise the report to address comments received; and

- Submit a final comparative assessment report, together with any supporting tables, annexes, presentation materials, and knowledge-sharing materials required under the assignment.

The assignment excludes primary data collection, field supervision, data editing or cleaning, system development, and major reprocessing of datasets beyond what is reasonably required to complete the comparative analysis and prepare the report.

4. Methodology and Approach

The Consultant shall adopt a clear, practical, and technically sound analytical approach appropriate for the comparative assessment of concurrent labour force survey data from the existing Labour Force Survey instrument and the OECS Harmonized Labour Force Pilot Survey. The methodology should be proportionate to the scope of the assignment and focused on producing an evidence-based report that is useful for national and regional decision-making.

The approach should include: (i) a review of the relevant survey documentation and metadata, and any other materials necessary to understand the changes introduced through the OECS Harmonized Labour Force Pilot Survey (ii) analysis of the already cleaned datasets and associated outputs; (iii) comparison of the resulting labour market indicators and assessment of any differences arising from the introduction of the OECS Harmonized Labour Force Pilot Survey; (iv) identification of any potential break in the published labour market time series and provision of specific guidance on how the CSO should manage such breaks, including the estimation of a statistical linking factor where applicable; (v) preparation of a report that clearly explains the findings, limitations, and implications for interpretation and future dissemination; and (vi) preparation of concise materials to support knowledge sharing on the main findings and lessons of the assessment.

The Consultant shall work closely with the Grenada Project Implementation Unit (PIU) for the OECS DDM Project and the CSO of Grenada.

5. Deliverables

The Individual Consultant shall produce the following deliverables:

Deliverable	Description	Due Date
1. Inception Note	Brief note confirming the consultant's understanding of the assignment, proposed analytical approach, work plan, information requirements, and any initial issues requiring clarification.	Within 2 weeks of contract signature
2. Draft Comparative Assessment Report	Draft report presenting the methodology, comparative analysis, findings, interpretation, limitations, and preliminary recommendations on the OECS Harmonized Labour Force Pilot Survey, together with any supporting tables or annexes.	Within 8 weeks of approval of the Inception Note
3. Presentation of Draft Findings	Virtual presentation of the main findings and recommendations to the Grenada.CSO	Within 1 week of submission of the Draft Comparative Assessment Report
4. Final Comparative Assessment Report	Final report revised to address comments from the participating countries and the OECS	Within 2 weeks of receipt of consolidated comments on the draft report

	Commission, together with final annexes, tables, and presentation materials, as applicable.	
5. Knowledge-Sharing Session and Materials	Virtual knowledge-sharing session led by the consultant for the Government of Grenada, national statistical offices of Saint Lucia and SVG, the OECS Commission, and other designated stakeholders, supported by a slide deck and a concise summary of the key findings, lessons, and implications of the assessment.	Within 1 week of submission of the Final Comparative Assessment Report

6. Duration

The assignment is expected to be completed over a period of approximately fourteen (14) weeks from the date of contract signature. Any delays or obstacles affecting the timely completion of the assignment shall be communicated promptly in writing to the designated focal point.

7. Qualifications and Experience

The Individual Consultant should possess the following minimum qualifications and experience:

- Master’s degree in statistics, economics, demography, labour economics, survey methodology, or a related field;
- At least seven (7) years of relevant professional experience in labour force statistics, household surveys, official statistics, or related analytical work; including demonstrated experience in the analysis and interpretation of labour force survey data and familiarity with ILO concepts and labour market indicators.
- Proven experience in preparing analytical or assessment reports of a similar nature and complexity;
- Demonstrated ability to analyse quantitative data using relevant statistical software and to communicate technical findings clearly in written and oral English.
- Experience facilitating technical presentations, workshops, or knowledge-sharing sessions for official statistics stakeholders would be an asset;
- Experience working with Caribbean, small-island, or regional statistical systems would be an asset, particularly in relation to labour force survey modernization, household survey implementation, or the production and analysis of official labour market statistics.

8. Institutional and Reporting Arrangements

The Consultant will work under the overall guidance of the PIU for the Grenada component of the OECS Data for Decision-Making Project and in close coordination with the Central Statistics Office (CSO) of Grenada.

The Grenada PIU and CSO will provide the consultant with access to the cleaned datasets, relevant documentation, and consolidated comments on draft outputs, subject to applicable confidentiality and data-protection requirements.

All deliverables, including presentation slides and knowledge-sharing materials, shall be submitted electronically in editable format and in PDF. The final report shall be submitted in English.

9. Payment Schedule

Deliverable	Due Date	Payment
Inception Note	Within 2 weeks of contract signature	10%
Draft Comparative Assessment Report	Within 8 weeks of approval of the Inception Note	50%
Presentation of Draft Findings	Within 1 week of submission of the Draft Comparative Assessment Report	10%
Final Comparative Assessment Report	Within 2 weeks of receipt of consolidated comments on the draft report	20%
Knowledge-Sharing Session and Materials	Within 1 week of submission of the Final Comparative Assessment Report	10%

Payments shall be made upon submission and written acceptance of the relevant deliverable by the designated authority.

10. Procurement and Selection Method

The consultant will be selected in accordance with the World Bank's Procurement Regulations for IPF Borrowers, Sixth Edition, February 2025 (Procurement Regulations), using the Open Competitive Selection of Individual Consultants method. Interested individual consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. In the assessment of submissions, consideration will be given to the relevance and depth of the consultant's academic qualifications, technical competence, experience in similar assignments, regional experience, and demonstrated capacity to deliver the assignment within the required timeframe. The consultant shall be selected on the basis of the relevant qualifications and experience required to carry out the assignment as an individual; associations in the form of a joint venture, sub-consultancy or firm arrangement are not envisaged under this assignment.

The attention of interested consultants is drawn to Section III, paragraphs 3.14, 3.15, 3.16 and 3.17 of the World Bank's Procurement Regulations, setting forth the World Bank's policy on conflict of interest. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower.

11. Application Process

A response to the Request for an Expression of Interest (REOI) and for information about the application process must be submitted electronically no later than **03 July, 2026**.

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