

GOVERNMENT OF GRENADA

CENTRAL STATISTICAL OFFICE

TERMS OF REFERENCE

**FOR CONSULTANCY SERVICES FOR THE ANALYSIS OF DATA AND PREPARATION OF
THE NATIONAL REPORT OF LIVING CONDITIONS FOR THE SURVEY OF LIVING
CONDITIONS AND HOUSEHOLD BUDGET SURVEY (SLC-HBS)**

OECS DATA FOR DECISION MAKING PROJECT

Expected Start Date: January 1, 2027

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, supported by the World Bank's International Development Association (IDA), with the objective of strengthening the institutional environment for producing, disseminating, and using official statistics. The Grenada component, effective since August 2022, is part of a broader regional effort to generate country-comparable data to inform policy and development decisions in selected OECS member countries. To that end, the OECS DDM Project supports strategic development of statistics in Grenada through the modernization of statistical legislation; data collection using primarily censuses and surveys; supply of IT equipment; and advocacy and communication. The Central Statistics Office (CSO) leads the implementation of the Project in Grenada.

Component 2 of the Project supports data production, analysis and dissemination, two censuses have been completed — the Population and Housing Census (PHC) and the Census of Agriculture (CoA) — and two household surveys are ongoing — the Survey of Living Conditions-Household Budget Survey (SLC-HBS) and the Labour Force Survey (LFS). All data are geo-referenced to add a location dimension to the insights and analytics. These investments are generating an unprecedented volume of data on Grenada's population, economy, and living standards. For this data to fulfil its potential, it must reach — and be understood by — those who need it: policymakers, the private sector, civil society, and the general public.

The SLC-HBS is the principal household survey used to measure poverty, inequality, and living conditions. It also provides key social and expenditure information for the development of consumer price indices (CPIs), supply-and-use tables for national accounts, and other social and economic indicators. The survey supports monitoring of national development priorities, Sustainable Development Goals, social protection policies and other evidence-based interventions.

The current SLC-HBS fieldwork commenced mid-February 2026 and is expected to be completed by March 31, 2027, subject to fieldwork progress and data quality checks. The survey targets a nationally representative sample of approximately 1728 households, selected using the approved [SLC-HBS sample documentation](#).

The combined SLC-HBS generates household consumption and expenditure data used to establish national indigence and poverty lines, measure inequality, examine the geographic and demographic distribution of poverty, and assess multidimensional aspects of wellbeing. The findings are also expected to support analysis of vulnerability, including climate and disaster-related vulnerability, where relevant data are available.

The Central Statistical Office now requires the services of a qualified consulting firm to support the analysis of the SLC-HBS data and prepare a comprehensive National Report of Living Conditions. The report must present clear, robust and policy relevant findings on poverty, inequality and social conditions and must be suitable for validation, public dissemination and future reference by Government, development partners, researchers and other stakeholders.

2. Objective of the Assignment

The overall objective of the assignment is to prepare a comprehensive SLC-HBS National Report of Living Conditions based on the completed SLC-HBS dataset and related documentation, presenting key findings on poverty, inequality, social conditions and related policy implications.

The specific objectives are to:

- Review the SLC-HBS datasets, [survey instrument](#), sampling documentation, metadata and any related methodological notes provided by the Central Statistical Office;
- Undertake data validation, analytical checks and additional cleaning required for reliable analysis and reporting;
- Prepare weights, non-response adjustments, and post-stratification adjustments where applicable;
- Generate the main statistical indicators, tables, charts and analytical outputs required for the report;
- Prepare a comprehensive National Report of Living Conditions;
- Provide analysis of poverty, inequality, household characteristics, social conditions, gender and other relevant disaggregation;

- Incorporate analysis of climate, disaster risk and social vulnerability supported by the available data;
- Facilitate review and validation of the findings with the Central Statistical Office and relevant stakeholders; and
- Support knowledge transfer to Central Statistical Office staff through documentation of methods, syntax, tables and handover materials.

3. Scope of Services and Specific Tasks

The Consulting Firm shall work under the technical direction of the Central Statistical Office (CSO) and in coordination with the Project Implementation Unit (PIU) for the OECS Data for Decision Making Project. The Firm shall perform the following tasks:

3.1 Inception and Work Planning

- Conduct an inception meeting with the CSO and the Project Implementation Unit to confirm the scope, reporting requirements, available datasets, data access procedures, stakeholder review process and expected outputs;
- Prepare a detailed work plan and mobilization schedule showing the timing and level of effort of each expert over the five-month implementation period;
- Prepare a draft analytical framework, including the proposed report structure, indicator list, tabulation plan, data sources, software to be used and quality assurance procedures; and
- Identify key risks, data limitations, and dependencies that may affect the timely completion of the assignment.

3.2 Data Review, Validation and Preparation

- Review the SLC-HBS microdata, sampling documentation, survey questionnaires, field manuals, codebooks, data dictionaries, and any data quality reports provided by the Central Statistical Office;
- Assess consistency, completeness and usability of the datasets and document any issues that may affect analysis or interpretation;
- Conduct additional validation and cleaning required for analysis, while maintaining a clear audit trail of changes made;
- Develop, document and apply the survey weights, including base weights, non-response adjustments and calibration or post-stratification adjustments where applicable, and account for the approved survey design in the production of estimates. The Firm shall submit the weighting methodology, final weight variables and related syntax to the CSO for review and approval before final estimates are produced;
- Include the final weight variables, weighting syntax, weighting methodology note, and any assumptions or limitations in the handover package. The Client will provide available sample design information, sample allocation, fieldwork and response outcomes, and population/control totals needed to support the weighting work;
- Prepare or update analytical datasets, syntax files and metadata required for reproducible analysis; and
- Prepare a brief data quality and methodology note to be incorporated into the report and submitted as part of the handover package.

3.3 Statistical Analysis and Indicator Production

- Construct a consumption aggregate following established methodology¹ and calculate key monetary poverty indicators, including the poverty headcount, poverty gap, poverty severity and other measures, using the poverty line(s) approved with the CSO and relevant stakeholders;
- Calculate inequality indicators, including the Gini coefficient, quintile or decile distributions and relevant income or consumption shares;

¹ e.g. Mancini, G., & Vecchi, G. (2022). On the construction of a consumption aggregate for inequality and poverty analysis. World Bank Group, Washington, DC: <http://documents.worldbank.org/curated/en/099225003092220001>

- Generate indicators on household demographics, education, health, labour and employment, housing, assets, access to services, social protection, food and non-food consumption and other relevant themes available in the dataset;
- Produce disaggregated indicators by sex, age group, household headship, household size, geographic area and other relevant categories, subject to sample size and confidentiality constraints;
- Propose and analyse multidimensional poverty where the required variables are available and where the proposed indicator framework and methodology are reviewed and approved by the CSO and relevant stakeholders;
- Compare findings with previous SLC-HBS results, including poverty analyses, where comparable data and methodologies are available and feasible; and
- Prepare final tables, figures, and charts in editable formats for use in the report and public dissemination materials.

3.4 Preparation of the National Report of Living Conditions

- Prepare a comprehensive draft National Report of Living Conditions, including an executive summary, methodological explanation, analysis of key findings, tables, figures, maps where applicable, conclusions and policy implications;
- Ensure that the report presents the characteristics, extent, severity and geographic distribution of poverty and inequality in a clear and accessible manner;
- Integrate gender, child poverty, vulnerable groups, social inclusion and climate or disaster vulnerability considerations supported by the available data;
- Include clear notes on data limitations, methodological considerations and areas requiring caution in interpretation;
- Prepare policy-relevant recommendations based on the analysis while avoiding recommendations that are not supported by the data;
- Revise the report based on comments from the CSO, PIU and agreed stakeholders; and
- Submit a final edited and formatted report ready for public dissemination.

3.5 Validation, Dissemination and Handover

- Prepare and deliver at least one validation presentation of the draft findings to the CSO and agreed stakeholders;
- Prepare a comments matrix showing how feedback on the draft report was addressed;
- Prepare a PowerPoint presentation summarizing the final findings and policy implications;
- Prepare a summary note or policy brief highlighting the main findings, subject to agreement with the CSO;
- Submit all final tables, figures, syntax, metadata, datasets prepared for analysis, and documentation required to support reproducibility and future use; and
- Conduct a technical handover session with relevant CSO staff on the analytical approach, syntax, tables, and documentation.

4. Boundaries of the Assignment

The assignment is focused on analysis, reporting, validation, and dissemination support. The CSO will provide access to the completed SLC-HBS datasets and relevant supporting documentation. The Firm will be responsible for reviewing the data and conducting analysis using the information provided. Any delays in data access, data completeness, or stakeholder feedback must be documented and immediately brought to the attention of the CSO and PIU.

5. Methodology and Work Plan

The Consulting Firm shall propose a methodology that is technically sound, practical, and achievable within a maximum period of five months. The methodology shall include:

- A clear analytical framework for poverty, inequality and living conditions analysis;
- A quality assurance process for data validation, syntax review, table production, report drafting and final editing;
- A reproducible workflow using appropriate statistical software such as Stata, R, SPSS or equivalent software agreed with the CSO;
- Arrangements for secure data transfer, storage and restricted access;
- A stakeholder review process that allows timely validation without delaying the final report;
- A concise knowledge transfer approach for CSO staff; and
- A risk management approach for data quality issues, delayed feedback, and tight delivery timelines.

6. Deliverables and Reporting Requirements

The Firm shall submit all deliverables in English and in editable formats, including Microsoft Word, Excel, PowerPoint and relevant statistical software formats. PDF copies shall also be submitted for the final dissemination of documents. All syntax, metadata, and supporting documentation shall be submitted as part of the final handover package.

No.	Deliverable	Minimum Content	Due Date	Proposed Payment
1	Inception Report and Work Plan	Confirmed methodology, detailed work plan, mobilization schedule, risk register, data access protocol, draft report outline and indicator/tabulation plan.	End of Week 2	10%
2	Data Review and Analytical Framework Note	Assessment of datasets and documentation, data quality issues, proposed treatment of missing or inconsistent data, finalized analytical framework, and table shells.	End of Week 6	15%
3	Analytical Tables, Indicators and Data Documentation	Validated analytical tables, charts and indicators on poverty, inequality and social conditions, including relevant disaggregation, syntax files, and data documentation.	End of Week 10	20%

4	First Draft National Report of Living Conditions	Complete draft report with executive summary, methodology, findings, tables, charts, conclusions and preliminary policy implications.	End of Week 14	25%
5	Validation Presentation and Revised Draft	Presentation of key findings, stakeholder validation session, comments matrix, and revised draft report addressing written comments received.	End of Week 17	10%
6	Final Report and Handover Package	Final edited and formatted National Report of Living Conditions, final tables and charts, presentation material, summary note or brief, syntax, metadata and handover documentation.	End of Week 20	20%

The Central Statistical Office and Project Implementation Unit shall review draft deliverables and provide consolidated written comments within the agreed review period. The Firm shall revise deliverables based on comments received and resubmit them for acceptance. Payment shall be linked to written acceptance of each deliverable.

7. Duration of the Assignment

The assignment shall be completed within a maximum period of five (5) months from the date of contract signing. The Firm shall organize the work to ensure that all analysis, drafting, validation, revision and handover activities are completed within this period.

The Firm shall submit a mobilization schedule showing how each expert will be deployed across the five-month implementation period, including remote and in-country support where applicable. The Firm may be mobilized before final data collection is completed to review documentation, agree methods, develop the analytical framework and prepare table shells, provided microdata analysis begins only once approved datasets are available. The Firm is expected to be available for virtual meetings throughout the assignment and for in-person engagement where agreed with the Client and provided for in the contract.

8. Working Arrangements and Reporting Lines

The Consulting Firm shall report to the CSO through the designated focal point and shall coordinate with the PIU for the OECS Data for Decision Making Project. All formal submissions shall be made to the designated representative of the CSO, with copies to the PIU and any other officers identified at the inception meeting.

The CSO shall provide technical guidance, access to data and documentation, and consolidated feedback on deliverables. The PIU shall support contract administration, payment processing, and coordination with the World Bank, where required.

Progress meetings shall be held at least bi-weekly, or more frequently where required due to the short implementation timeline. The Firm shall maintain a log of deliverables submitted, comments received and actions taken.

9. Client Inputs

The Client shall provide, subject to applicable confidentiality and data protection requirements:

- SLC-HBS microdata, questionnaires, codebooks, metadata, and sampling documentation;
- Available data quality reports, fieldwork reports, processing notes and methodological guidance;
- Previous SLC-HBS reports, poverty assessments or other reference materials relevant to comparability, including available microdata, documentation and syntax files where applicable;
- Approved templates, branding guidance or formatting requirements for the final report;
- Access to relevant CSO staff for technical clarification and review;
- Coordination of stakeholder validation meetings; and
- Timely consolidated comments on draft deliverables.

10. Confidentiality, Data Protection and Ownership

The Firm and all personnel assigned to the contract shall comply with all applicable national statistical legislation, confidentiality requirements, personal data protection protocols and project data governance requirements. The Firm shall sign any required oath of secrecy, confidentiality agreement or data access agreement before receiving microdata or other restricted information.

The Firm shall not disclose, publish, share, copy, transfer or retain any identifiable or restricted data except as expressly authorized by the Central Statistical Office. Data shall be stored securely; access shall be limited to authorized personnel, and all working files shall be returned or securely deleted at the end of the assignment, as instructed by the Client.

All datasets, syntax, tables, figures, reports, presentations, documentation and other outputs produced under this assignment shall be the property of the Government of Grenada through the Central Statistical Office and the OECS Data for Decision Making Project, unless otherwise stated in the contract. Public dissemination shall be undertaken only through approved official channels and in accordance with applicable disclosure and personal data protocols.

11. Qualifications and Experience

11.1 Firm Qualifications

The Consulting Firm shall demonstrate the following minimum qualifications:

- At least five (5) years of experience in statistical analysis, poverty analysis, social research
- Demonstrated experience in preparation of analytical reports for government or development partners, or similar institutions in subject areas relevant to this assignment;
- Successful completion of at least two (2) assignments involving analysis of household survey data, welfare surveys, poverty assessments, living conditions surveys, household budget surveys or similar socioeconomic surveys;
- Demonstrated experience preparing high-quality analytical reports for public dissemination;
- Demonstrated ability to work with National Statistical Offices or similar public sector institutions;
- Experience applying internationally accepted methods for poverty and inequality analysis, welfare aggregate construction, survey weighting and disaggregated analysis;

- Experience in the Caribbean, OECS, small island developing states or comparable contexts would be an advantage;
- Documented internal quality assurance arrangements for data analysis, report writing, editing and confidentiality; and
- Capacity to field the required experts and complete the assignment within five (5) months.

11.2 Key Experts

The Firm shall propose a team with the qualifications and experience necessary to complete the assignment. One expert may perform more than one role where the proposal clearly demonstrates the required capacity and availability.

Key Expert	Role	Minimum Qualifications and Experience
Team Leader / Senior Poverty and Survey Analysis Specialist	Lead the assignment, coordinate the team, ensure methodological quality, guide poverty and inequality analysis, oversee report preparation and present findings.	Master's degree in economics, statistics, demography, social policy or related field. At least ten (10) years of relevant experience, including leadership of household survey analysis, poverty assessments, or similar analytical assignments. Strong experience in report writing, statistical analysis, and stakeholder engagement.
Survey Statistician	Review the sample design; calculate, validate and apply survey weights; ensure that stratification, clustering and other survey design features are correctly reflected in the dataset; provide guidance on weighted analysis; and prepare a weighting methodology note.	Master's degree in statistics, economics, data science or related field. At least five (5) years of experience with complex survey design, weighting and statistical analysis using Stata, R, SPSS or equivalent software.
Research/ Data Analyst	Clean and prepare the analytical dataset; construct the consumption aggregate and other key variables and indicators; conduct poverty and inequality estimations; generate statistical tables, charts and syntax; and prepare metadata and analysis files for handover.	Bachelor's or Master's degree in statistics, economics, data science or a related field. At least five (5) years of experience analysing household survey data using Stata, R, SPSS or equivalent software, including data cleaning, variable construction, consumption aggregate preparation, poverty analysis and metadata documentation.
Social Policy, Gender and Vulnerability Specialist	Analyse social conditions, gender, child poverty, vulnerable groups, social protection and relevant policy implications.	Master's degree in social sciences, social policy, development studies, economics or a related field. At least five (5) years of experience in poverty, social development, gender, social inclusion, or related policy analysis.

Report Writer / Editor and Data Visualization Specialist	Support report drafting, editing, formatting, data visualization, executive summary, presentation and dissemination materials.	Bachelor's degree in communications, economics, social sciences, statistics, or a related field. At least five (5) years of experience preparing analytical or policy reports and communicating technical findings to non-technical audiences.
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12. Payment Terms

Payments shall be made following acceptance of the deliverables by the Central Statistical Office and the Project Implementation Unit, in accordance with the contract. The proposed payment schedule is included in Section 6 and may be adjusted during negotiations, provided that payments remain tied to accepted outputs.

Each invoice shall be accompanied by the relevant accepted deliverable and written confirmation of acceptance. No payment shall be due for incomplete, rejected, or materially deficient deliverables. The Firm shall be responsible for all applicable taxes, duties, insurance, travel and administrative costs unless otherwise specified in the contract.

13. Procurement and Selection Method

Given the technical complexity of the assignment and the need for a strong balance between methodology, expert qualifications, relevant experience and cost, the recommended selection method is Quality and Cost-Based Selection (QCBS), subject to confirmation in the approved procurement plan and applicable World Bank Procurement Regulations.

The technical proposal should be assessed based on the Firm's relevant experience, the proposed methodology and work plan, qualifications and availability of key experts, quality assurance approach, data confidentiality arrangements and understanding of the assignment. The financial proposal should be assessed in accordance with the requirements of the Request for Proposals.

14. Indicative Report Structure

The final structure of the report shall be agreed with the Central Statistical Office during the inception phase. At minimum, the report is expected to include the following sections:

Chapter / Section	Indicative Content
Front Matter	Cover page, acknowledgements, table of contents, list of tables, list of figures, acronyms and abbreviations, executive summary.
Chapter 1: Introduction	Background, objectives, scope of the report, limitations, and structure.
Chapter 2: Socioeconomic Context	Relevant macroeconomic, social, demographic, and policy context.
Chapter 3: Methodology	Survey design, sample, data collection summary, weighting, welfare aggregate, poverty line, inequality measures, multidimensional poverty approach and limitations.
Chapter 4: Poverty and Inequality	Poverty headcount, gap, severity, inequality, geographic and demographic distribution of poverty

	and comparison with previous findings where possible.
Chapter 5: Household and Population Characteristics	Demographic profile, household composition, headship, age, sex and other relevant characteristics.
Chapter 6: Labour, Employment and Income	Labour force participation, employment, unemployment, working poor and sources of income.
Chapter 7: Education	Educational attainment, enrolment, access, and relationships with poverty.
Chapter 8: Health, Disability and Social Protection	Health status, disability, access to services, social assistance, and relevant vulnerabilities.
Chapter 9: Housing, Assets and Living Conditions	Dwelling characteristics, utilities, sanitation, assets, tenure and living standards.
Chapter 10: Child Poverty, Gender and Vulnerable Groups	Analysis of children, women, elderly persons, persons with disabilities and other groups where data permit.
Chapter 11: Environment, Climate and Disaster Vulnerability	Living conditions, environmental risks, climate shocks and disaster vulnerability where supported by the data.
Chapter 12: Conclusions and Policy Implications	Main conclusions, policy implications, and recommendations grounded in the evidence.
Annexes	Detailed statistical tables, methodology notes, data quality notes, list of indicators, survey instruments, and other technical documentation.

15. Acceptance Criteria

Deliverables shall be accepted when they are complete, technically sound, consistent with the agreed methodology, responsive to comments received, properly formatted, and submitted with the required supporting files. The final report shall be considered complete only when all tables, figures, references, annexes, syntax files, metadata and handover materials have been submitted and accepted.

16. Indicative Technical Evaluation Criteria

The following criteria may be used or adjusted in the Request for Proposals:

Criterion	Indicative Points
Firm's relevant experience in SLC-HBS, household survey analysis, poverty assessment and analytical reporting	20
Adequacy and quality of proposed methodology, work plan, quality assurance and risk management approach	30
Qualifications, experience and availability of key experts	40
Data confidentiality, knowledge transfer and dissemination approach	10

Total Technical Score	100
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17. 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 September 18th, 2026.

Procurement Officer
 OECS Data for Decision-Making Project- Grenada Component
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and copied to:

Deputy Project Coordinator
 OECS Data for Decision-Making Project - Grenada Component
 Ministry of Mobilisation, Implementation and Transformation
 Email: tiffany.charles@csso.gov.gd

Annex 1: Additional Reference Documents

Document	Link
Living Conditions in Grenada Poverty and Equity Update	https://documents1.worldbank.org/curated/en/367321631770928387/pdf/Living-Conditions-in-Grenada-Poverty-and-Equity-Update.pdf
SHARED METRICS, SHARED PROGRESS: Insights from harmonized data on poverty and inequality in Caribbean countries	https://documents1.worldbank.org/curated/en/099418310172532922/pdf/IDU-8b307191-3d42-4f0e-bd9d-379f8c6dfb69.pdf
CONSTRUCTING HARMONIZED CONSUMPTION BASED WELFARE AGGREGATES FOR POVERTY AND INEQUALITY ANALYSIS IN CARIBBEAN COUNTRIES	https://documents1.worldbank.org/curated/en/099060525104031867/pdf/P179604-82bf33d9-7ec2-4ac6-8a21-d706a38de87f.pdf