

TERMS OF REFERENCE

CONSULTANCY SERVICES TO PROVIDE GUIDANCE AND FACILITATE THE CONDUCT AND PREPARATION OF THE MACRO SOCIO- ECONOMIC ANALYSIS AND THE INSTITUTIONAL ASSESSMENT FOR NINE OECS MEMBER STATES - ANGUILLA, ANTIGUA AND BARBUDA, BRITISH VIRGIN ISLANDS, DOMINICA, GRENADA, MONTSERRAT, ST. KITTS AND NEVIS, SAINT LUCIA AND ST. VINCENT AND THE GRENADINES

1. Background

1.01 With the support of the Caribbean Development Bank (CDB) and development partners, several Caribbean¹ countries have since 1995 engaged in the conduct of Country Poverty Assessments (CPAs). The CPAs are conducted according to the CDB Model which applies a mixed method approach involving both quantitative and qualitative research to determine the characteristics, extent, geographic concentration, severity and causes of poverty. The results of the CPAs have been used for developing and implementing appropriate national strategies and policy responses.

1.02 The Institutional Analysis (IA) and Macro Socio Economic Analysis (MSEA) are two components of the five component CDB model for CPAs. The other components are: Survey of Living Conditions- Household Budgetary Survey, Participatory Poverty Assessment, and Poverty and Vulnerability Mapping. The IA is qualitative in nature and examines the performance of institutions in respect to the types and quality of services they provide to their target population. It identifies gaps and challenges in the institutional framework, policy mandates and service delivery. The IA also assesses and ranks institutions in terms of the adequacy of staffing and administrative systems, how they address equity and inclusivity concerns, and deal with accountability and transparency. The relationship and structure of resource flows between government and public institutions on the one hand, and private and Non-Governmental Organisation (NGO) institutions, on the other hand, is also determined from the IA.

1.03 The MSEA provides a descriptive analysis of trends in key political, economic and social indicators in the country under study. It involves the collection and analysis of secondary data from official sources and published reports and helps give context to the findings from the other component studies. It also provides context for the country experience and policy framework to understand the environment within which institutions operate and provide services. The report highlights any risks or external threats to the local (and regional) economy and successes in meeting development targets. Progress towards the Sustainable Development Goals (SDGs) based on available data on the country is also included in the MSEA.

1.04 An integral aspect of this round of CPAs is to build capacities of Member States in the various components of the study, in an effort to ensure the sustainable conduct of future CPAs. To this end, the CDB procured the services of a Team of Consultants to prepare guidelines and to facilitate a Trainer- of- Trainers Workshop to guide Borrowing Member Countries (BMCS) with the conduct of the five components of the Enhanced CPA. Trainer –of- Trainers Workshops were held in June and July 2018,

¹ Five CPA Programmes were implemented during the period 1995-2013 which, at different times, benefitted the following BMCs: Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines and Turks and Caicos Islands.

using the guidelines prepared by Kairi Consultants and ESSA Technologies Team. The Trainer- of-Trainers Workshop for the MSEA and IA components was held over a two- day period. Many of the participants who attended this training reported that the time allotted to the training sessions was too short to grasp and fully understand the content to execute these two components without further technical guidance.

1.05 The OECS Commission to date, has received requests from four Member States, namely Grenada, St. Kitts and Nevis, Saint Lucia and St. Vincent and The Grenadines for technical assistance and guidance to conduct the IA and the MSEA and prepare the related reports. While the five other Member States have not submitted any request for technical support, it is anticipated that some level of technical guidance will be required and the nature and scope of the assistance will be varied based upon the country resources and technical capacities.

2. Objective of the Assignment

2.01 Consultancy services are required to provide technical guidance and training for the National Assessment Team (NAT), and other national stakeholders for the preparation of the MSEA and IA reports, in cases where the skills and in-country resources do not exist to prepare these reports. In cases where the country has limited capacity and human resources to complete the reports, the Consultancy Firm will be required to undertake the necessary field and desk research and prepare the reports, in consultation and collaboration with the NAT. The Consultancy Firm is also required to design and deliver training sessions and sensitisation and awareness programmes for key stakeholders.

3. Methodology

3.01. To undertake the above objectives, the Consultancy Firm will need to work closely with the identified local counterparts from the lead agencies responsible for the conduct of the MSEA and IA. The Consultancy Firm will provide direct support to the areas identified by individual Member States. The nature and/ or scope of the technical needs may vary by Member State.

4. Scope of Services and Specific Tasks

4.01 The Macro Socio-Economic Analysis (MSEA)

The Consultancy Firm will undertake the following specific activities to support the conduct and preparation of the MSEA report as required:

- (a) Comment, provide inputs and prepare a schedule on the scope of work to be undertaken for the MSEA by individual Member States selected for this assignment.

- (b) Review the indicators compiled by the Member States to identify any gaps and or limitations and make recommendations on alternative or proxy indicator (s) in the cases where data is unavailable from national, or regional or international official sources;
- (c) Conduct analysis of the data compiled by the country and verify the accuracy of the data;
- (d) Review and advise on any projections or scenario models constructed for the various sectors such as the real, external government and monetary sectors;
- (e) Review and provide inputs and advise on policy analyses;
- (f) Conduct training for the local counterpart (s) with the responsibility for the preparation of the MSEA report and provide guidance on the structure and content of the report;
- (g) Review any draft report where it has been prepared and provide recommendations to the NAT for the finalisation of the report;
- (h) Where the competences do not exist in the Member States, prepare the draft and final reports in consultation and collaboration with the national MSEA team, NAT and other national stakeholders;
- (i) Advise on the findings of the information from the other Enhanced CPA components and incorporate the requisite information and data into the Final MSEA report; and
- (j) Support the Lead Ministry/Agency in presenting the MSEA Report to Government representatives and/or development partners, as required.

4.02. **The Institutional Assessment (IA)**

The Consultancy Firm will undertake the following specific activities to support the conduct and preparation of the IA report as required:

- (a) Comment, provide inputs and prepare a schedule on the scope of work to be undertaken by for the IA individual Member States selected for this assignment.
- (b) Provide advice to the individual Member States on the institutions to be selected for the IA;
- (c) Review the framework for policy analysis and make recommendations;
- (d) Conduct training/sensitisation sessions for the IA team, NAT, the field assessors and the head or senior officials of the organisation selected for the IA;
- (e) Review the IA data collection instrument in consultation with the individual Member States and provide recommendations on country specific adjustments, if required;
- (f) Monitor a sample of the field assessments at the commencement of the institutional survey as required;
- (g) Review and advise on the ranking of the institutions;
- (h) Support and/ or conduct data compilation and analysis, as required;
- (i) Advise and provide inputs for the institutional gap analysis exercise;
- (j) Advise on the structure and content of the IA report;
- (k) Where the competences do not exist in the Member States, prepare the draft and final reports in consultation and collaboration with the national IA team; NAT and other national stakeholders; and
- (l) Support the Lead Ministry/Agency in presenting the IA Report to Government representatives and/or development partners, as required.

4.03 It is expected that the Consultants will work closely with the relevant stakeholders or any local coordinators in the transfer of knowledge and skills.

4.04 The Consultants will prepare the draft and final reports on the activities undertaken in each Member State and present any draft and final reports prepared for the MSEA and IA to the NAT and any other relevant stakeholders within the timeframe of the consultancy for feedback.

4.05 It is anticipated that the consultancy services will be required for a period of 60-person days over a period of 11 months. The assignment should also be completed within the period spanning May 2019 to March 2020.

5. Deliverables and reporting

5.01 The Consultancy Firm will produce the following deliverables in electronic format:

Deliverables	Delivery Date
1. Inception Report including a work plan with time schedule to undertake the activities identified in the scope of work	10 days after the commencement of the contract
2. Conduct training sessions and prepare training reports	5 working days after the completion of the training in each Member State
3. Deliver one- day sensitisation and awareness session for heads or senior officials of institutions selected for the institutional survey and prepare the report	5 working days after the completion of the training in each Member State
4. Draft MSEA Report in cases where it is required by the Member State	(TBD) in consultation with the individual Member State
5. Draft IA Report in cases where it is required by the Member State	(TBD) in consultation with the individual Member State
6. Final version of the reports for acceptance by the NAT and other relevant stakeholders and OECS Commission, that takes into consideration any issues identified by stakeholders involved in the process and the incorporation of information from the other Enhanced CPA studies	21 days before the end of the contract period)
7. Reports on the activities undertaken in the individual Member State	5 working days after the completion of each activity

5.02 Electronic copies of reports prepared both Draft and Final Report will be shared with the OECS Commission in Microsoft Word 2007 or 2010 formats.

6. Working Arrangements

6.01 Throughout the assignment, the Consultancy Firm will be required to work closely with the focal point of the lead agencies with responsibility for the conduct of the MSEA and IA, any other staff and other national stakeholders assigned to facilitate skills and knowledge transfer. The Consultancy Firm will be administratively managed and supported by the Project Coordinator and the Enhanced CPA Project Coordination Unit Team within the OECS Commission. All communication to the Member States will be copied to the Project Coordinator.

Additional Terms of Consultancy: Confidentiality

7.01 Given the nature of the tasks for this consultancy, the Consultancy Firm will be required to abide by the following terms and conditions:

- (a) The Consulting firm will not be allowed to retain any of the data provided by the Member State during the course of the assignment.
- (b) All information from the work undertaken during this consultancy remains the property of the Government of the individual Member States selected for this assignment.

8. Qualifications and Experience

8.01 The Consultancy Firm in general should have:

- No less than five years' overall consulting experience, with specific experience in qualitative and quantitative data analysis, econometric modeling, social research and experience in preparing technical and analytical reports; and
- Successfully completed at least one similar assignment.

Academic qualifications and profession experience:

The Consultancy Firm shall have experts with the following or equivalent qualifications and experience:

The Lead Expert:

- Advanced degree from a recognised university in economics, statistics, sociology, development studies, social sciences or related technical field;
- At least 5 years' experience in undertaking Country Poverty Assessments or similar related assignments;

- Demonstrated ability to identify key sectors of an economy and the ability to identify key sectorial and institutional linkages;
- Demonstrated thorough knowledge and understanding of poverty and social research, including experience in a Caribbean context through publications;
- Demonstrated thorough knowledge understanding issues of global, regional and national context;
- A minimum of 7 years knowledge and experience with spreadsheets and data processing and data analysis software (including statistical applications such as SPSS, STATA, SAS or R);
- Excellent written English communication skills and experience with preparing technical and analytical reports, preferably through publications;
- Experience in conducting training and the transfer of knowledge to national stakeholders;
- Excellent presentation skills including the ability to present technical materials to a mixed audience in a very clear and concise manner;
- Demonstrated competencies in Microsoft Office (Excel, PowerPoint, etc.) and or equivalent software programmes.

Researcher

- Advanced degree from a recognised university in economics, econometrics, statistics, sociology, development studies or related field;
- At least 3 years' experience in undertaking related or similar assignments;
- At least 5 years' experience in preparing national or regional Macro Socio-economic reports;
- At least 3 years in building econometric models for sectorial and policy analyses;
- Demonstrated thorough knowledge and understanding of macro, and social issues including in regions similar to the Caribbean region;
- Demonstrated understanding of f global, regional and national issues;
- A minimum of 5 years knowledge and experience with spreadsheets and data processing and data analysis software (including statistical applications such as SPSS, STATA, SAS or R);
- Excellent written English communication skills and experience with preparing technical and analytical reports, preferably through publications; and
- Demonstrated competencies in Microsoft Office (Excel, PowerPoint, etc.) and or equivalent software programmes.