



Organisation of Eastern Caribbean States



ORGANISATION OF EASTERN CARIBBEAN STATES (OECS) COMMISSION

TERMS OF REFERENCE

RESEARCH & SURVEY STATISTICIAN

1. **BACKGROUND**

1.01 The Organisation of Eastern Caribbean States (OECS) comprises the territories of Anguilla, Antigua and Barbuda, British Virgin Islands, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia, and St. Vincent and the Grenadines. On January 21, 2011, the OECS achieved a major milestone in its integration process when the *Revised Treaty of Basseterre Establishing the Organisation of Eastern Caribbean States Economic Union* came into effect. The Revised Treaty seeks to deepen the level of integration and functional cooperation, and to coordinate policies for harmonious and optimal development of sectors, including agriculture, manufacturing, tourism, other services, construction, information and communications technology, education and health. This commitment to common policy development extends to reducing poverty and improving living conditions across the Economic Union. This would include interventions to improve social protection services, designing better pro-poor programmes with particular attention to gender equality based on multi-dimensional poverty measurement indicators.

1.02 Within the context of the above undertakings, the generation of relevant statistics is crucial to support the functioning and monitoring of the OECS Economic Union, as well as the provisions contained within the Revised Treaty. Strengthening capacity and institutional arrangements for the production, analysis and use of statistics in policy development are areas of continuing concern and for which the OECS Region persistently takes advantage of opportunities for technical and financial assistance. In the OECS Region, the need to develop evidence-based policy and programming has broad acceptance by development partners and beneficiary countries. This need is particularly significant when viewed in the context of the vulnerabilities of the OECS Region, including their small, open economies; high levels of poverty and unemployment particularly among youth; vulnerability to natural hazards and climate change impacts; and HIV/AIDS prevalence. Two initiatives have been created to support the OECS Commission to make available the requisite data to inform policies and programmes for poverty reduction and to improve living conditions: the *OECS Sustainable Household Data Collection Programme (SDP)* and the *Enhanced Country Poverty Assessment (CPA) Programme*.

1.03 The *OECS SDP* has as its goal the improvement of the frequency and quality of the information available on living conditions in the OECS Region. In a context of weak technical capacity and limited financial resources, the SDP proposes to achieve its goal by implementing a new regional sustainable survey plan that promises to generate economies of scale, improve the efficiency of resource allocation, and use information technology to contribute to data quality improvements and production costs minimisation.

1.04 The Enhanced CPA is a five-year programme, funded by the Caribbean Development Bank (CDB). The overall goal of the Programme is to provide Borrowing Member Countries (BMCs) with an enhanced capacity to conduct regular and timely household research that utilises monetary and multidimensional poverty measurement to update poverty and social indicators, and to use the data for evidence-based decision-making at the policy and programme levels. The Enhanced CPA will be aligned to the SDP to respond to the increasing demands for relevant and timely data to inform a wide range of socio-economic issues. It will incorporate new and emerging methodologies for the multidimensional approach to poverty measurement.

2. OBJECTIVE

2.01 The specific objective of the services of the Research and Survey Statistician is to support implementation of the Enhanced CPA and in so doing provide substantive technical support for conducting household surveys and research.

3. SCOPE OF SERVICES

3.01 The Research and Survey Statistician will work closely with the National Statistical Offices (NSOs), the OECS Commission's Social Development Unit (SDU) as part of the Commission's Social and Human Development programme and the Enhanced CPA Project Coordination Unit. The specific duties fall into three main areas: survey design, research, communication and dissemination to include the following:

SURVEY DESIGN

- (a) assist with specifying the details of household surveys including sample design, sources of information, type of data collection instrument/s and procedures to be used for poverty related data collection surveys and censuses;
- (b) provide guidance and advice on the skills, instruments software/applications and materials to be used for poverty measurement and related items on household surveys;
- (c) provide support to beneficiary OECS Member States to harmonise concepts, methodologies and definitions and to standardise the data collection instruments, reports and publications;
- (d) document the survey process for quality assurance, i.e., data collection, sampling design, and decisions related to the survey methodology, etc.; and
- (e) prepare and/or contribute to training manuals for use in household surveys.

RESEARCH

- (f) work closely with the Social and Gender Analyst within the Project Coordination Unit to develop a research agenda for poverty measurements/assessments;
- (g) provide the Social and Gender Analyst with tables and indicators to support the write-up of analysis on poverty reduction and living conditions.

COMMUNICATION AND DISSEMINATION

- (h) explain concepts and definitions to non-statistical audiences;
- (i) work closely with the Social and Gender Analyst to prepare poverty measurement/assessment publications with appropriate data visualisation objects;
- (j) work closely with the GIS specialist, and the OECS Info Data Manager to ensure an integrated system for data storage, access and dissemination; and
- (k) present summaries and analyses of survey data, including tables, graphs and fact sheets.

GENERAL

- (n) conduct “training of trainers” workshops and seminars to enhance the skills of the participating countries’ staff in the different aspects of surveys design, implementation, analysis, interpretation and reporting;
- (o) monitor survey progress and provide reports on progress performance in Member States;
- (p) compute indicators and produce tabulations in relation to poverty assessments and gender inequality measurements; and
- (q) produce relevant reports on activities implemented and proposed recommendations for required support and relevant changes.

DELIVERABLES

- (a) Computed indicators and tabulations on poverty and inequality;
- (b) data collection instruments;
- (c) data summaries and fact sheets;
- (d) training manuals;
- (e) training events and seminars reports;
- (f) assessment reports;
- (g) survey methodology documentation.
- (h) survey progress reports; and
- (i) monthly progress reports.

4. EDUCATION AND EXPERIENCE

4.01 The Research and Survey Statistician shall possess:

- (a) a Bachelor’s degree in Statistics and/or Economics, social science or related discipline from a recognised University; postgraduate qualifications would be an asset;

- (b) a minimum of five (5) years' experience in the area of economics/statistical research, and reporting, survey methodology including survey design and analysis;
- (c) knowledge of the theory, principles and practice of economics relevant to analysing specifics of the poverty measurement/assessment;
- (d) knowledge and understanding of household research, statistical methods, statistical analysis and related software;
- (e) experience in working in a national, regional or international organisation;
- (f) knowledge of the OECS and its mandate and roles;
- (g) knowledge and understanding of the dynamics and operations of poverty measurement/assessment will be an asset; and
- (h) knowledge of multi-dimensional approaches to poverty measurement developed by the Oxford Poverty and Human Development Initiative (OPHI) and utilised by the UNDP in the Global Human Development Reports would be an asset.

5. SKILLS, ABILITIES AND OTHER MERIT CRITERIA

5.01 The Research and Survey Statistician is also required to have the ability to:

- (i) work under pressure in a fast-paced environment with tight competing deadlines;
- (j) organise work to achieve objectives and measure targets;
- (k) monitor progress and communicate with others if deadlines are in danger of being missed;
- (l) analyse, make recommendations and take decisions;
- (m) develop and maintain excellent interpersonal relationships;
- (n) communicate clearly (orally and in writing) in English;
- (o) apply sound judgment and possess a positive work attitude;
- (p) use and customise data collection software/applications such as CAPI;
- (q) use statistical information and data processing software such as SPSS, R and/or STATA; and
- (r) use Microsoft applications to include WORD, EXCEL, and PowerPoint.

6. REPORTING REQUIREMENTS/PROCEDURES

The assignment is expected to be undertaken over a twelve (12) month period.

6.01 The Research and Survey Statistician shall report on a day-to-day basis to the Project Coordinator on matters relating to work progress and resources. The Research and Survey Statistician is also expected to interact with development partners to include, *inter alia*, CDB, UNDP, World Bank, UNWOMEN and UNICEF.

6.02 Monthly reports to the Project Coordinator should be submitted within ten (10) calendar days of the end of each month, and include the following:

- (a) Activities executed and current status;
- (b) Challenges/ Action Required; and

(c) Schedule and plans for activities to be executed.

Copies of the monthly reports should be submitted to CDB Project Supervisor within 20 calendar days of the end of each month.