

TERMS OF REFERENCE

Post Enumeration Support Consultant- Census of Agriculture and Fisheries Post-Enumeration Activities

Organization of Eastern Caribbean States (OECS) Data for Decision Making Project – Saint Lucia Component

Title:	Post Enumeration Support Consultant Census of Agriculture and Fisheries Post-Enumeration Activities
Location:	Ministry of Agriculture, Fisheries, Food Security and Sustainable Development Saint Lucia
Tentative Start Date:	November 2026

1. BACKGROUND

The OECS Data for Decision Making (DDM) Project is a regional project that seeks to improve the capacity of participating Eastern Caribbean countries to produce and publicly disseminate statistical data for country and regional level analytics. The Project is implemented by Grenada, Saint Lucia, and St. Vincent and the Grenadines, and the OECS Commission. It seeks to achieve its objective by strengthening both national and regional level capacities and fostering regional coordination. At the national level, Components 1 and 2 of the Project strengthen national statistical systems through (i) statistical modernization and capacity building, and (ii) data production, analysis, and dissemination, with a focus on the population and housing census, living conditions surveys, labour market surveys, and agricultural census. At the regional level, Component 3 supports the OECS Commission's mandate for regional integration and the strengthening of the regional statistical system. Component 4 supports project implementation, and Component 5 provides a contingency option for immediate surge funding in the event of a national emergency. The Project is implemented over a five-year period ending in June 2027.

The Government of Saint Lucia (GoSL) commenced implementation of the Census of Agriculture and Fisheries (CAF) in January 2025. The main aim is to strengthen the national agricultural data system and support evidence-based policy, planning, and investment. The CAF is a critical national exercise aligned with international standards including those of the Food and Agriculture Organization (FAO). The FAO World Programme for the Census of Agriculture 2020 (WCA 2020) is the tenth global round of agricultural censuses coordinated by the FAO of the United Nations. It covers the period 2016–2025 and provides international standards, concepts, definitions, and methodologies for countries conducting agricultural censuses. The CAF is essential for improving food security, rural development, and climate-resilient agriculture planning. The data collect from the CAF covers areas inter alia identification and structure of agricultural holdings, land use and ownership, type of crops and crops pattern, livestock, aqua culture fisheries and forestry, agriculture labour and practices, demographic and social characteristics of holders, economic activity, gender and food security and livelihoods. The Census provides full coverage of all the fishers and farmers in St. Lucia.

Data collection commenced in May 2025 using a Computer Assisted Personal Interview (CAPI) platform. Implementation challenges — including delays in data collection, under-coverage in the districts of Soufrière, Dennery, Choiseul, and Micoud, weak supervision structures, enumerator shortages, payment bottlenecks, and coordination gaps — affected the

pace and completeness of data collection. Data collection is expected to be completed by May 31, 2026. As a result of these implementation challenges, the enumeration data are expected to present specific data quality issues requiring systematic post-enumeration treatment, including: e.g., elevated item non-response rates in specific modules, under coverage in key agricultural areas, inconsistencies in land area measurements, duplicate records from CAPI data export, sampling frame not clearly defined. The Ministry of Agriculture, Fisheries, Food Security and Sustainable Development will require dedicated technical assistance to manage the post-enumeration phase, covering data validation and cleaning, potentially imputation and/or weight construction, tabulation, and dissemination of preliminary findings. The Ministry of Agriculture has hired a consultant who is currently supporting the Ministry inter alia with data validation checks, weekly updates on number of questionnaires completed, preliminary analytical reports, indicators and data visualization. The Ministry of Agriculture is also expected to hire a data processing and report preparation consultant /firm. That consulting firm is expected to prepare the full CAF and thematic report reports.

2. OBJECTIVE OF THE ASSIGNMENT

The coordinator will support and oversee the administrative, operational, and logistical activities required following the completion of field data collection for the Census of Agriculture and Fisheries. The coordinator will ensure the smooth execution of post-enumeration activities including data processing support coordination, document management, field reconciliation, stakeholder coordination, reporting, and administrative closeout. The assignment focuses on non-technical coordination and management functions and does not include statistical analysis or technical data processing responsibilities.

3. SCOPE OF SERVICES

The Post Enumeration Consultant will carry out the following tasks:

Coordination and Implementation Support

- Coordinate the overall implementation of Post Enumeration activities.
- Monitor progress against agreed workplans and timelines.
- Collaborate with the FAO to review reports and provide feedback to the Consultants submitting outputs based on the feedback of key stakeholders
- Liaise with Central Statistics Office (CSO), Data Monitoring and Validation Consultant and Data Processing Consultant Firm for the CAF, and other stakeholders.

Technical Oversight

- Provide inputs to the draft Terms of Reference for the hiring of the firm for the preparation of thematic analytical reports based on CAF data.
- Provide high-level guidance and review and comment on deliverables for the consultants responsible for:
 - Data processing
 - Statistical analysis
 - Report preparation

- Ensure outputs align with national priorities and international statistical standards (e.g. (UN principles/ FAO).

Quality Assurance and Review

- Review draft reports and outputs produced by the data processing consultant and the consulting firm hired for preparation of the thematic analytical report.
- Ensure outputs are:
 - Coherent and consistent
 - Policy-relevant and user-friendly
 - Suitable for both technical and non-technical audiences
- Provide written feedback and track revisions.

Stakeholder Engagement and Validation

- Design and implement stakeholder consultation processes.
- Organize and facilitate validation workshops, in coordination with Saint Lucia's Project Implementation Unit for OECS DDM Project.
- Document stakeholder feedback and ensure incorporation into final outputs

Dissemination Support

- Support development of a CAF dissemination strategy, including identification of key audiences, dissemination products, and timelines.
- Liaise with the Ministry of Agriculture Communication Team to support preparation of dissemination products
- Ensure accessibility of results to stakeholders and the public in line with the dissemination strategy.

Reporting

- Submit monthly progress reports to the Chief Agriculture Planning Officer documenting work completed, issues encountered, and tasks planned for the following month.

4. KEY DELIVERABLES

The following deliverables are expected.

Deliverable	Description	Timeline
Inception Report	Detailed workplan, methodology for coordination, stakeholder engagement plan	Within 2 weeks of contract signing

Deliverable	Description	Timeline
Progress Reports	Monthly updates on implementation progress, risks, and mitigation measures	Monthly
Stakeholder Engagement Reports	Documentation of consultations, workshops, and feedback	As conducted
Quality Review Reports	Structured feedback on draft technical and analytical outputs	As required
Dissemination Support Report	Summary of dissemination strategy, activities and outputs	Prior to contract completion
Final Report	Summary of assignment, lessons learned, and recommendations	End of assignment

5. DURATION OF ASSIGNMENT

The assignment is expected to run for 6 months, aligned with the revised timeline for completion of data collection and transition to data processing, starting November 1, 2026 (tentative).

6. REPORTING ARRANGEMENTS

The Consultant will report to the Chief Agriculture Planning Officer, Ministry of Agriculture, Fisheries, Food Security and Sustainable Development. The Consultant will collaborate with the Central Statistics Office, the Project Implementation Unit and the FAO Statistician as required.

7. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Master's degree or higher] in Statistics, Demography, Agricultural Economics, Economics, or a closely related quantitative discipline.

Technical Experience

- A minimum of 5 years' experience in project coordination technical role
- Demonstrated experience in coordinating or managing post-enumeration activities for large-scale census/survey operations, including oversight of technical workstreams and liaison with national statistical offices and international partners.
- Familiarity with FAO World Programme for the Census of Agriculture 2020 (WCA 2020) methodology and reporting standards.
- Demonstrated experience in Stakeholder engagement and facilitation through undertaken of two (2) similar assignments

8. PAYMENT SCHEDULE

- Payments will be made with the submission and approval of monthly reports.

9. SELECTION METHOD

The Individual Consultant will be selected through the “Individual Consultant Selection method”, in accordance with the [World Bank Procurement Regulations for IPF Borrowers](#) (Procurement Regulations), September 2023.