**TERMS OF REFERENCE**

**FOR CONSULTANCY SERVICES FOR THE PREPARATION OF THE NATIONAL REPORT OF LIVING CONDITIONS FOR THE SURVEY OF LIVING CONDITIONS AND HOUSEHOLD BUDGET SURVEY (SLC-HBS) COMPONENT FOR SEVEN OECS MEMBER STATES - ANGUILLA, ANTIGUA AND BARBUDA, BRITISH VIRGIN ISLANDS, DOMINICA, GRENADA, MONTSERRATAND ST. KITTS AND NEVIS**

**1. Background**

1.01 With the support of the Caribbean Development Bank (CDB) and development partners, several Caribbean[[1]](#footnote-1) 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 development strategies and policy responses.

1.02 CPAs in the Caribbean use the Survey of Living Conditions (SLC) as the main source of robust quantitative data to generate key quantitative, poverty, indigence, inequality and vulnerability indicators to evaluate living conditions in a country at that point in time. For the Enhanced CPA, the SLC is combined with a Household Budgetary Survey (HBS), which collects expenditure data in a more detailed format than would typically be collected in the SLC. Data collection for the HBS is done in accordance with the United Nations (UN) Classification of Individual Consumption According to Purpose (COICOP) and with shorter reference periods.

1.03 The combined quantitative survey called the Survey of Living Conditions and Household Budget Survey (SLC-HBS) generates the household consumption and expenditure data used to establish the national indigence and absolute poverty lines and the information necessary to calculate multi-dimensional measures of poverty, all in keeping with current international good practice. The survey also provides the national estimates of inequality, demographic information on the characteristics, extent, geographic concentration and possible causes of poverty. Furthermore, it assists in measuring a country’s progress towards related Sustainable Development Goals (SDGs). The SLC-HBS is one of the five components of the Enhanced CPA study.

1.04 In previous CPA rounds, poverty was measured using the tradition uni-dimensional measure –income or consumption levels. Given the limitations of that uni-dimensional approach, the Enhanced CPA embraces the multi-dimensional approach to poverty measurement that captures the multiple aspects that contribute to poverty, such as the lack of education, health, housing, empowerment, employment, personal security and freedoms. In 2014, the Organisation of Eastern Caribbean States (OECS) Living Standards Measurement Committee (LSMC) adopted a multi-dimensional poverty index (MPI) for OECS Member States. The methodology for measuring multi-dimensional poverty and the OECS MPI was constructed by the Oxford Poverty and Human Development Initiative (OPHI). The basic harmonised OECS MPI has four dimensions (education, employment, health and living conditions) and 14 related indicators that are used to compute the level of deprivation of individuals and households. It was first constructed on the basis of data derived from the harmonised OECS Labour Force Survey (LFS), supported by the United Nations Development Programme in partnership with the OECS Commission, CDB, OPHI, UN Women and United Nations Children Fund (UNICEF). However, with the implementation of the Enhanced CPA from 2016, there was an expansion of the MPI to include a fifth dimension and several additional and related indicators. As a consequence, Member States conducting the Enhanced CPA are expected to construct that expanded MPI on the basis of data collected for the SLC-HBS component. This expanded MPI is being calculated in addition to the traditional monetary poverty measures and indicators.

1.05 Several OECS Member States are currently engaged in conducting the field work/ data collection for the SLC-HBS component, and are presently at various stages of completion. In some cases, the Member States have completed data collection and advanced to data cleaning, while in other cases, Member States are even more advanced and have commenced analysis of survey data. Irrespective of the status of their activities, all Member States are moving along the same trajectory and towards the preparation of their respective national reports of living conditions. To date, the OECS Commission has received both formal and/ or verbal requests from four Member States, namely British Virgin Islands, Grenada, St. Kitts and Nevis and St. Vincent and The Grenadines for support with data analysis and report preparation. While the remaining 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.

1. **Objective of the Assignment**

2.01 Under this assignment, the Consulting Firm will be required to:

1. Prepare a comprehensive National Report of Living Conditions for each requesting Member State including a Draft Programme of Action (POA) for Enhancing Social development Programmes. The Report is expected to present *inter alia,* a detailed analysis of the living conditions in the Member State, including the determination of the characteristics, extent, geographic concentration (by local government administrative jurisdictions and urban versus rural where applicable), and severity and causes of poverty. The study should emphasise analysis of the poverty situation for men, women, youth and children, the processes that generate and maintain conditions conducive to poverty, existing responses to the poverty situation and the means available to for more vigourous and effective actions to reduce poverty. The report should also include a baseline assessment on the current status in the attainment of the Sustainable Development Goals.
2. Review the constructed Multidimensional Poverty Index and discuss any procedural errors or incorrect STATA codes used in its construction.

1. **Scope of Services and Specific Tasks**

3.01 In pursuit of the above objectives, the Consulting Firm will work closely with the identified local counterparts from the National Statistics Office (NSO), Ministry of Social Development and other relevant line ministries and agencies to use the results of the analysis of SLC-HBS to develop a National Report that reflects the disaggregation of data by sex and mainstreams gender in its analysis and:

1. Examines living conditions in the Member State and determines characteristics, extent, geographic concentration (by local government administrative jurisdictions and urban versus rural where applicable), and severity and causes of poverty;
2. Analyses the demographic distribution of poverty taking account of the following: headship characteristics, household size, age cohort, and ethnicity;
3. Analyses living conditions by district/ parish (multi-dimensional poverty line – asset poverty line, poverty line, vulnerability line, international poverty line), the poverty rating of communities and the review of secondary information about environmental conditions (e.g. risk of landslides, coastal erosion, flooding, excessive heat, environmentally induced illnesses), occurrence of natural events (including flooding, landslide, hurricanes, temperature rise.);
4. Provides a comparative analysis of poverty, social and economic conditions in relation to results of previous SLCs or other poverty analyses and examines the impact of social and economic policies and the institutional and legal environment on poverty;
5. Identifies and analyses the dynamic links between poverty and the following related variables with regard to:

* health concerns and issues;
* living standards;
* employment, unemployment, and conditions in the formal and informal sectors and poverty;
* social and economic inequality;
* social development issues (such as housing and crime);
* migration;
* access to housing and housing conditions;
* governance (e.g. democratic processes, participation of Civil Society including child-focussed organisations, youth and women’s NGOs, government transparency and accountability, capacity within Government to plan, deliver and monitor pro-poor and participatory programmes);
* analyses the level of social vulnerability including the conduct of sensitivity analysis[[2]](#footnote-2),the construction of an index and characteristics of vulnerable households[[3]](#footnote-3);
* other dimensions of poverty including quality of work, environment, physical safety etc.;
* social and economic inequality and vulnerability; gender equality with a focus on education, employment intra-household dynamics, including allocation and the use of time and income within the household.
* Environmental sustainability and climate change; and
* Natural hazards and disasters and disaster risk reduction including short term and medium impacts on the poor.

1. Assess the pattern of public spending as it relates to issues of inequality between men and women, different age groups, ethnic groups, and geographic location; and
2. Develop a Draft Programme of Action which sets out strategic options for addressing critical issues emerging from the research and proposals for improving existing social development programmes.

3.02 The Consulting Firm will present the Draft National Report to the National Assessment Team (NAT) and any official activity/event which falls within the timeframe of the consultancy for feedback. The outputs of these activities should be incorporated in the final report.

1. **Duration**

4.01 It is anticipated that the consulting services will require a maximum of 60-person days over a six-month period.

1. **Deliverables and reporting**

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

| **Deliverables** | **Timeframe** |
| --- | --- |
| 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 |
| 1. Draft annotated outline based on the proposed structure of the national report (Annex 1) for each requesting Member State | To be determined in consultation with the individual Member State |
| 1. Generate relevant tables and indicators (monetary and multi-dimensional), in consultation with the representatives of the NSO | To be determined in consultation with the individual Member State |
| 1. Comprehensive draft report that covers the content outlined under subsection 3 for each Member State | To be determined in consultation with the individual Member State |
| 1. Final version of the report for acceptance by NAT and other relevant national stakeholders and the OECS Commission, that takes into consideration any issues identified by stakeholders involved in the process | To be determined in consultation with the individual Member State |
| 1. Reports on the activities undertaken in the individual Member State | 5 working days after the completion of each activity |

5.02 Electronic copies of both draft and final report will be presented to the OECS Commission in Microsoft Word format.

5.03 All final tables (deliverables under 3) will be submitted to the NSO and OECS Commission in MS Excel format.

1. **Working Arrangements**

6.01 Throughout the assignment, the Consulting Firm will be required to work closely with the Director of NSO and any other staff assigned to support the task. The Consulting Firm will be administratively managed and supported by the Project Coordinator and Research and Survey Statistician, of the Project Coordination Unit within the OECS Commission. All communication to the NSO will be copied to the Project Coordinator and the Research and Survey Statistician.

1. **Additional Terms of Consultancy: Confidentiality of Data**

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

1. The use of and access to any micro data from the NSO will be in accordance with the articles of the Member State’s Statistics Act. The Consulting Firm will be required to sign the data confidentiality policy/oath of the NSO and adhere to its terms and conditions.
2. The Consulting Firm will not be allowed to retain any of the data provided by the NSO during the course of the assignment.
3. All results and data from the work undertaken during this consultancy remains the property of the Government of the individual Member State, the OECS Commission and the Caribbean Development Bank.

1. **Qualifications and Experience**

8.01 The Consulting Firm in general should have:

* No less than 5 years overall consulting experience, with expertise in data analysis, social research and experience in preparing technical and analytical reports; and
* Successfully completed at least one similar assignment.

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

**Academic qualifications and profession experience:**

**Lead Consultant**

* Advanced degree from a recognised university in statistics, demography, sociology or any social sciences or related technical field;
* A minimum of 5 years’ experience in analysing household surveys or censuses (e.g. Survey of Living Conditions, Household Budget Survey or Household Income and Expenditure Survey, Multiple Indicator Cluster Survey, Labour Force Survey, Demographic Health Survey, Population and Housing Census); Relevant publication list on poverty and wellbeing would be an advantage;
* Demonstrated thorough knowledge and understanding of poverty and social research, including experience in use and application of the Alkire Foster method of measuring multidimensional poverty;
* Demonstrated thorough understanding of gender and intersectionality with other demographic and socio-economic variables;
* Knowledge of development agenda, including Sustainable Development Goals;
* Excellent written English communication skills and proven experience with preparing technical and analytical reports.
* A minimum of eight years knowledge and experience with spreadsheets and data processing and data analysis software (including statistical applications such as SPSS, STATA);
* 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

**Analyst/ Statistician**

* Advanced degree from a recognised university in statistics, or any social sciences with capacity to undertake analyses with commonly used statistical software such as SPSS, STATA, CSPro;
* A minimum of 5 years’ experience in analysing household surveys or censuses and developing relevant recommendations based on the observations;
* Knowledge and understanding of poverty and social research, including experience with performing quantitative analyses of Surveys of Living Conditions or other household surveys;
* Demonstrated thorough understanding of gender and intersectionality with other demographic and socio-economic variables;
* Demonstrated experience in report writing, editing, conceptual, analytical and communication skills, preferably demonstrated by publications; and
* Demonstrated competencies in Microsoft Office (Excel, PowerPoint, etc.) and or equivalent software programmes.

**Annex One**

**Report Structure**

The following is the proposed table of contents for the report on the Survey of Living Conditions and Household Budget. This structure was developed by Kairi Consultants and is contained in the Toolbox[[4]](#footnote-4) developed by the firm to support implementation of the components of the Enhanced CPA.

| **Chapters** | **Sections** |
| --- | --- |
| **Front Cover**  **Table of Contents**  **Acronyms and Abbreviations**  **Executive Summary** | |
| **Chapter 1 Introduction** | 1.1 Background and objectives  1.2 Terms of reference  1.3 Limitations and constraints  1.4 Structure of the Report |
| **Chapter 2 Macro Socioeconomic Context** | 2.1 Economic performance  2.1.1 International context  2.1.2 Regional context  2.1.3 Domestic context  2.2 Fiscal operations  2.3 Trade agreements and other treaties  2.4 Governance structures  2.5 Social context  2.6 Legal framework/ international accords/ social  justice and human rights  2.7 Conclusion and policy implications |
| **Chapter 3 Methodology** | 3.1 Survey of Living Conditions and Household Budget  3.2 Defining poverty  3.3 Constructing the poverty line  3.4 Age specific adult equivalence  3.5 International poverty line  3.6 Computing key poverty indicators  3.6.1 Poverty gap and severity index  3.6.2 Inequality index  3.7 Constructing the multidimensional poverty index  3.7.1 Education  3.7.2 Labour  3.7.3 Health  3.7.4 Living Standards  3.7.5 Environment  3.7.6 Disaster and climate change vulnerability |
| **Chapter 4: Key Poverty and Inequality Indicators** | 4.1 Monetary Poverty and Inequality Measures  4.1.1 Poverty rate  4.1.2 Poverty Gap, Poverty Severity and Gini Coefficient of Inequality  4.1.3 International poverty lines  4.2 Multidimensional Poverty Measures  4.2.1 Education  4.2.2 Labour  4.2.3 Health  4.2.4 Living Standards  4.2.5 Environment  4.2.6 Vulnerability to Natural Hazards and Climate  Change  4.3 Demographic distribution of poverty  4.3.1 Headship characteristics  4.3.2 Household size  4.3.3 Age cohort  4.3.4 Ethnicity  4.4 Geographic distribution of poverty  4.6 Performance on the Sustainable Development  Goals  4.7 Conclusion |
| **Chapter 5 Modelling Poverty - The Risk of Being Poor** | 5.1 Model definition  5.2 Model diagnostics  5.3 Interpretation of the results from the model  5.4 Conclusion |
| **\*\*Chapter 6 Child Poverty**  **(Support with analysis and preparation of this chapter is available from UNICEF. Member States are encouraged to take advantage of this support.)** | 6.1 Short introduction - rationale.  6.2 Child poverty using the national poverty line, the international poverty line and MPI  6.3 Trends in child poverty  6.4 Child poverty by age sub-groups (pre-primary,  primary, secondary, young adults)  6.5 Rural-urban child poverty  6.6 Child poverty by sex of head of household  6.7 Child poverty by the number of children in  household  6.8 Conclusion and policy implications |
| **Chapter 6 Labour and Employment** | 7.1 Labour force participation  7.2 Unemployment  7.3 The working poor  7.3.1 Where are the working poor located?  7.4 Sources of income  7.4.1 Income from employment  7.4.2 Access to income from public sources  7.5 Conclusion and policy implications |
| **Chapter 8 Education** | 8.1 Overview  8.2 Educational attainment among the working age  population  8.3 Highest examination passed by ethnicity  8.4 Highest level of education by employment Status  8.5 Enrolment and attendance  8.6 Access to education  8.7 Access to publicly funded programmes  8.7.1 School Feeding Programme  8.8 Conclusion and policy implications |
| **Chapter 9 Health, Disability and Violence** | 9.1 Overview  9.2 Self-reported health  9.3 Fertility behaviour  9.4 Injury  9.4.1 Access to Required Medication  9.5 Satisfaction with health services  9.6 Disability  9.7 Citizen security  9.8 Conclusion and policy implications |
| **Chapter 10: Physical Living Conditions** | 10.1 Household size  10.2 Tenancy  10.3 Material of outer walls  10.4 Main water source  10.5 Water storage  10.6 Toilet facilities  10.7 Lighting and Cooking Fuel Source  10.8 Ownership of Major Assets  10.9 Conclusion and policy implications |
| **Chapter 11: Living Conditions and the Environment** | 11.1 Environmental dimension of the Multi-dimensional Index  11.2 Natural resource use  11.3 Environmental health and sanitation (drinking water and sanitation facilities)  11.4 Vulnerability to disaster and climate change  11.4.1 Exposure  11.4.2 Sensitivity  11.4.3 Adaptive capacity  11.5 Conclusion and policy implications |
| **Chapter 12**  **Conclusions and**  **Recommendations** | 12.1 Conclusions  12.2 Recommendations  12.2.1 Economics strategies, policies, measures  12.2.2 Social strategies, policies, measures  12.2.3 Environmental strategies, policies, measures |
| **Chapter 13** | Draft Programme of Action to Enhance Social Development Programmes |
| **References** | |
| **Appendix: Country Performance on selected Sustainable Development Goals’ Indicators** | |
| **Annex: Survey Instruments and SLC-HBS Statistical Tables (separate document)** | |
| **Back Cover** | |

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. [↑](#footnote-ref-1)
2. Sensitivity of Headcount Poverty Rate with Respect to the Choice of Poverty Line [↑](#footnote-ref-2)
3. Vulnerable households being defined as those whose expenditure is within 125% of the national poverty line. [↑](#footnote-ref-3)
4. The Enhanced CPA comprises a series of resources that provide the methodological framework for each of the components of the Enhanced CPA study. [↑](#footnote-ref-4)