

CARIBBEAN DEVELOPMENT BANK



**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF A GRANT
TECHNICAL ASSISTANCE- SUPPORT FOR THE DISSEMINATION OF DATA
FROM THE POPULATION AND HOUSING CENSUS IN THE CARIBBEAN COMMUNITY –
REGIONAL**

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Notified at the Two Hundred and Eighty-Seventh Meeting
of the Board of Directors on September 26, 2019.

<i>Director</i> Economics Department	Dr. Justin Ram
Deputy Director Economics Department	Mr. Ian Durant
Statistician Economics Department	Mr. Dindial Ramrattan

SEPTEMBER 2019

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CARIBBEAN DEVELOPMENT BANK

TWO HUNDRED AND EIGHTY-SEVENTH MEETING OF THE BOARD OF DIRECTORS

TO BE HELD IN BARBADOS

SEPTEMBER 26, 2019

PAPER BD 66/19

**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF A GRANT
TECHNICAL ASSISTANCE- SUPPORT FOR THE DISSEMINATION OF DATA
FROM THE POPULATION AND HOUSING CENSUS IN THE CARIBBEAN COMMUNITY –
REGIONAL**

In accordance with the authority delegated by the Board of Directors at its Two Hundred and Eighty-Third Meeting (Minute 283.27), the President approved a grant to the Caribbean Community (CARICOM) of an amount not exceeding the equivalent of one hundred and forty-three thousand United States dollars (USD143,000) from the Special Funds Resources of the Caribbean Development Bank (CDB) to support the dissemination of data from the Population and Housing Census in CDB's borrowing member countries which are member countries of the CARICOM Single Market and Economy. The grant will also seek to improve the availability and accessibility of regionally comparable census data, starting with the digitalisation of data from the 2010 census.

2. It is a condition of the aforementioned authority that each technical assistance project approved by the President and the terms and conditions thereof be reported to the Board at its first convenient scheduled meeting after approval of the project.
3. The Board is therefore asked to note the approval by the President of the above-mentioned project and the terms and conditions thereof.

CARIBBEAN DEVELOPMENT BANK

RECOMMENDATION AND APPROVAL OF TECHNICAL ASSISTANCE (Under USD750,000)

1. Country: Regional	2. Project Title: Support for the Dissemination of Data from the Population and Housing Census in the Caribbean Community (CARICOM)	3. PRN: 4163												
4. Grantee: CARICOM	5. Beneficiary: Caribbean Development Bank's (CDB) Borrowing Member Countries (BMCs), which are member countries of the CARICOM Single Market and Economy	6. Executing/Implementing Agency: CARICOM Secretariat												
7. Sector: Statistical Capacity Building	8. Date of Application: November 21, 2018	9. Type of Financing: Grant												
10. Source of Funds: Special Funds Resources (SFR)														
11. Legal Status: Regional institution with the capacity to carry out the Project and accept the grant on CDB's standard terms and conditions and the terms and conditions set out in Appendix 1 to this Paper.														
12. Objectives and Priorities:														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">CDB's Strategic Objective/s:</td> <td>Promoting Good Governance.</td> </tr> <tr> <td>CDB's Corporate Priority/ies:</td> <td>(i) Improving economic management, fiscal and debt management. (ii) Strengthening evidence-based policy making.</td> </tr> <tr> <td>CDB's Country Objective/s:</td> <td></td> </tr> <tr> <td>Regional/National Objective/s:</td> <td>To improve the quality, comparability and timeliness of statistics produced¹.</td> </tr> <tr> <td>CDB's Special Development Fund (SDF) 9 Strategic Theme:</td> <td>Regional Integration, and Promoting Regional Cooperation and Support for Regional Public Goods.</td> </tr> <tr> <td>CDB's Technical Assistance Policy and Operational Strategy (TAPOS):</td> <td>The Project is consistent with TAPOS</td> </tr> </table>			CDB's Strategic Objective/s:	Promoting Good Governance.	CDB's Corporate Priority/ies:	(i) Improving economic management, fiscal and debt management. (ii) Strengthening evidence-based policy making.	CDB's Country Objective/s:		Regional/National Objective/s:	To improve the quality, comparability and timeliness of statistics produced ¹ .	CDB's Special Development Fund (SDF) 9 Strategic Theme:	Regional Integration, and Promoting Regional Cooperation and Support for Regional Public Goods.	CDB's Technical Assistance Policy and Operational Strategy (TAPOS):	The Project is consistent with TAPOS
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¹ Resolution No. 54/74/4 of the fourth meeting of the Common Market Council of Ministers establishing the Standing Committee of Caribbean Statisticians (SCCS) in 1974.

13. Gender Marker:

The Gender Marker Analysis is summarised in the Table below.

Gender Marker	Analysis	Design	Score	Code
	1	2	3	GM ²

Further details on the Gender Marker Analysis are outlined in Appendix 2.

14. Budget: The Proposed Budget is summarised below. Details provided at Appendix 3.

Contributors	Amount (USD)	%
CDB	143,000	76
CARICOM	45,000	24
TOTAL	188,000	100

15. Project Background:

The United Nations (UN) defines a census as “the process of collecting, compiling, evaluating, analysing and releasing demographic and/or housing, economic and social data pertaining to all persons and their living quarters”³. Census data provides the benchmarks for statistical compilation and the calculation of indicators in economic and social statistics. Also, the census can help the Region to monitor and report on the Sustainable Development Goals (SDGs). The census provides a useful benchmark for at least one-quarter of the SDG indicators, including gender equality, living conditions, and well-being and health. Importantly, it is possible to disaggregate all individual data from the census by sex and age, which can assist policy makers in designing gender, disability and age-inclusive (youth and elderly) policies. A census is conducted at specified times, usually at 10-year intervals. The Caribbean last conducted a census round in 2010, and in keeping with international convention is now preparing for the 2020 Census Round.

The success of the 2020 Census Round depends on the ability of countries to complete the fieldwork and data validation within the specified timeframe and in accordance with international standards. Following successful use of the technology in national surveys, the National Statistical Offices (NSOs) are incorporating more modern and efficient technological applications within the 2020 Census Round to improve data capture and reporting. The International Development Partners’ (IDPs) community, including the Inter-American Development Bank (IDB), the World Bank (WB), Statistics Canada, and the European Union, are providing funding for timely and reliable data capture using technology in the upcoming census round. Cloud storage (financed by WB) and Computer Assisted Personal Interviewing (financed by IDB) are some of the interventions supported over the data collection phase that will aid countries in improving the census process, and will reduce the time it takes to process and analyse data.

Much like in previous censuses, a lack of funding and insufficient planning for dissemination activities threatens to create significant delays in the dissemination of census data in the 2020 Round. For a census to have maximum impact, results must be timely and easily accessible by policy-makers, academics, practitioners and the population at large. In 2010, this shortage of resources restricted the ability of BMCs to report on the majority of their 2010 census data. As such, gaps remain in the availability of 2010 census data across the Region, and it is critical to address these gaps so that the 2010 data is available to function as a part of the baseline against which future data can be compared, while preparing to improve the timeliness of data from the 2020 Round.

² Gender Mainstreamed (GM): the project has the potential to contribute significantly to gender equality.

³ Handbook on Population and Housing Census Editing, Revision 1. UN Department of Economic and Social Affairs.

In 2010, the CARICOM census e-Portal intended to electronically disseminate census data and to improve its accessibility by all stakeholders. However, the implementation of this initiative was constrained by a lack of funding and the capacity to maintain and update the portal. The ability of NSOs to provide the data and resources (financial and human) to populate the portal were the main reasons for the eventual stagnation of this project. Therefore, there remains a need for a modern and electronic online platform (Census e-Portal) to disseminate census data and increase its accessibility and availability.

Over the last few years, the Region benefitted from investments in updated technologies and methodologies for surveys through IDP-funded programmes. CDB's Enhanced Country Poverty Assessment Programme is one such initiative, which has updated the skills of NSOs in data anonymisation, survey and fieldwork, and data analysis, while reducing the cost and time of conducting household surveys. Similar initiatives by other IDPs in the area of: labour market statistics (WB and the Organisation of Eastern Caribbean States); Surveys of Living Conditions (IDB); prevalence surveys on gender-based violence (UN Women, financed by CDB); and business registers, national income and communications (Statistics Canada through the Project for the Regional Advancement of Statistics in the Caribbean), assist in improving statistics in the Region. The increasing data production and dissemination through these projects highlights the positive strides toward improving the data available for the Region through the application of modern technology.

Issues And Lessons Learnt from the 2010 Population and Housing Census

There are a number of useful lessons that emerged from the 2010 Census Round. IDPs provided funding towards the census process but allocations did not cover data dissemination in the 2010 Census Round. As a result, many countries faced significant delays in presenting and disseminating data from the census. Another significant issue from the 2010 census is the need to ensure that NSOs have the capacity to engage in the required activities, and that interventions are sustainable and beneficial to the institution. The sustainability of the project requires the transfer of knowledge to current staff, and practices and procedures that ensure this transfer extends to relevant new staff members.

A number of lessons emerged from the 2010 Census Round. These are:

- (a) The Regional Census Coordination Committee (RCCC) is critical to harmonising and integrating census activities throughout the Region through a Regional Census Strategy (RCS). The RCS enables the use of uniform concepts and definitions, a common core of census questions, and a standard process for the capture and dissemination of high-quality, regionally comparable census data. The RCS promotes technical cooperation through the sharing of census expertise among countries, which leads to quality gains and cost savings throughout the process.
- (b) Technology is a vital component that can modernise the census process and makes the entire process more efficient. The adoption of more computer-based applications for access by the public and the greater use of technology can assist NSOs in improving the dissemination of findings, while ensuring the sustainability of investments. Such investments can also reduce capacity constraints as these outputs are usually less labour intensive. To efficiently and effectively utilise technology in the census process, NSOs need adequate levels of training and support to build the expertise in this area. Also, for sustainability, the NSOs require documentation to pass on to future staff members and enable the training of more members of their staff.
- (c) The dissemination of census data is vital to ensure that the benefits of such an exercise accrue to all stakeholders. There is need to improve the analysis, dissemination and use of the data generated by censuses, for example in the area of analysing vulnerabilities (gender, age, migrant status, etc.).

For the Region to maximise the returns on conducting a census, the dissemination of data must reach the widest audience, and be easily accessible and readily available. The use of a census e-Portal can greatly assist countries with achieving such a reality.

16. **Proposal/Description:**

It is proposed that CDB approve a grant to CARICOM of an amount not exceeding the equivalent of one hundred and forty-three thousand United States dollars (USD143,000) from CDB's SFR, to assist in financing: (a) a workshop on data dissemination at the 2019 RCCC; (b) updating the census e-Portal; and (c) training of NSO staff to use the Census e-Portal.

The project comprises the following:

- (i) Workshop on data dissemination at the 2019 RCCC: This intervention supports the participation of 14 NSO directors (or census directors)⁴ and resource personnel at the data dissemination workshop and 2019 RCCC. The workshop focuses on the application of technologies for the dissemination of census data to stakeholders in a timely, relevant and resourceful manner. The workshop will provide guidance and tools for the dissemination of age and sex disaggregated data. The workshop includes sessions by development partners: CDB; the Economic Commission for Latin America and the Caribbean (ELCAC); Partnership in Statistics for Development in the 21st Century (PARIS 21); UN Women; the CARICOM Secretariat (the Secretariat); and private sector software developers on applications and their relevance to the Region for the census.
- (ii) Updating of census e-Portal: The objective is to improve the availability and accessibility of regionally comparable census data through the use of the Census e-Portal. The project supports the procurement of the relevant software to house the Census e-Portal on, and the update of system with 2010 census data. The upgraded portal will be able to generate pre-defined, as well as *ad hoc*, statistical tables from the data, for general dissemination and use in the production of tables to be used for analytical purposes, including the preparation of regional demographic reports and special monographs (the Terms of Reference (TOR) of the consultancy is presented at Appendix 4).
- (iii) Training of NSO staff to use the Census e-Portal: The Consultant tasked with upgrading the Census e-Portal will also provide the NSOs with adequate documentation and hands-on training to ensure the sustainability of the initiative for future censuses. This exercise includes in-country data validation and preparation of census data, and the documentation of all steps to ensure knowledge transfer post this intervention.

17. **Project Outcome:**

The outcome of the technical assistance (TA) is strengthened capacity and infrastructure of NSOs and the Secretariat to disseminate Population and Housing Census data within the Region, and improved availability, accessibility and quality of census data, starting with the digitisation of data from the 2010 Census Round. A Results Framework for the project is presented at Appendix 5.

18. **Project Justification and Benefits:**

The Population and Housing Census is critical in assisting regional economies to build resilience, be it economic, social or environmental. Many of the main interventions depend on timely, reliable and representative data, and

⁴ CARICOM allocated funding from PARIS 21 and ECLAC to cover four directors. Trinidad and Tobago has no travel costs as the host country.

require the dissemination of data from censuses within the 10-year international benchmark. The census provides critical data to inform the response of governments and planning agencies, including the: identification of at-risk and vulnerable populations; conditions of the housing stock; and location of communities that are at risk of damage from natural disasters. Census data strengthens social and gender analyses, and contributes to evidenced-based decisions on poverty reduction, social protection, and gender equality. The census also assists with the monitoring and reporting on SDGs. This TA, through the support of analysis and dissemination of census data, provides significant benefits to the Region in reporting on its commitments under the 2030 Agenda and the Small Island Developing States Accelerated Modalities of Action Pathway.

The focus of regional governments, institutions and the private sector on evidence-based decision making and Results Based Management requires a strong data collection effort. In any scenario of achieving these objectives, there must be sufficient baseline data and continuous data collection surrounding key variables and indicators. Internal to CDB, there is significant demand for data to guide decisions and country engagement. The 2020 Census Round affords an opportunity to improve the understanding of important statistics, and provides CDB with access to important statistics to improve the quantification of regional development issues. The TA will provide the tools and methodologies to allow for the dissemination of disaggregated data (by sex, age, disability, and other criteria relevant for tracking poverty and vulnerability). The Resolution and Report of Contributors SDF, Ninth Cycle (SDF 9)⁵ identified this data as critically important to aid development planning at the country level. The relevance of census data for development purposes is maximised in cases where there are timely presentation of the census results and the publication of demographic and social studies.

This TA allows BMCs to share resources and experiences to reduce the resource burden (financial, human and time) placed on NSOs. The increased levels of regional focus and strengthening, improves the likelihood of the sustainability of this investment to future practitioners in statistics. The regional approach builds a cadre of engaged and knowledgeable staff who can train new persons over time. Added to this is the institutional benefit of the Consultant transferring all documentation and working files to NSOs. The use of regional training and the involvement of a wide spectrum of NSOs, in addition to CARICOM, strengthens the project and addresses issues which impacted the previous attempt at an e-portal. Further, electronic applications to disseminate census data, such as the Census e-Portal, will help reduce the paucity of data within the Region and complement current efforts to incorporate modern technology at differing stages of the census process.

Further, this TA provides the opportunity for strong collaboration and improved coordination among IDPs, including CDB. The collective participation and involvement of the relevant IDPs is a significant step in building relationships among these agencies in regional statistics. The high level of involvement at various stages of the process, particularly considering the key inputs of agencies such as UN Women, ECLAC, and PARIS 21, shows a strong commitment to increased donor coordination and efficient planning and execution. This collaboration between donor partners is a progressive step to ensure that funding for statistics is streamlined and better focused.

A digital data dissemination strategy through the Census e-Portal and the application of technology throughout the dissemination process, can greatly improve the accessibility (2010 and 2020 Census Rounds) and timeliness (2020 Census Round) of census data. The regionally-harmonised questionnaire and census process produces significant amounts of regionally-comparable data for BMCs. This portal provides a cost-effective means of sharing the data to the widest audience, and can satisfy the needs of BMCs to disseminate census data to national, regional and international stakeholders. Without such a focused intervention, the results of the 2020 census may be significantly delayed and, in some cases, not widely disseminated; while much of the 2010 data will remain missing from the public domain. For this reason, investing in the Census e-Portal will influence greater levels of

⁵ “Support for the critically important area of data collection and statistics will require strengthening national statistical systems, upgrading and integrating information and communication technology in statistics collection, compilation and dissemination; promoting careers in statistics, as well as developing a regional approach for the development of statistics”: Extract from the Resolution and Report of Contributors to SDF 9, para. 3.73 (2016).

evidence-based decision making in respective countries through increased accessibility of population/demographic and housing statistics.

This project is consistent with:

- (a) Statistics and capacity development, good governance and regional cooperation programming guided by CDB’s Strategic Plan 2015-19, and the Resolution and Report of Contributors on SDF 9 (for period 2017-2020 or SDF 9).
- (b) TAPOS.
- (c) Measurement of the indicators for goals agreed under the 2030 Agenda (SDGs).

The Project’s Performance Assessment Score is 3.5, or Highly Satisfactory, indicating the project is very likely to achieve its outcomes, and that project performance is expected to be of an acceptable standard. The Performance Assessment Summary is at Appendix 6.

19. Risks and Mitigation Measures:

Some risks have been identified that could have an effect on the implementation and operation of the Project. The risks and accompanying mitigation measures are outlined in the Table 1.

TABLE 1: RISKS AND MITIGATION MEASURES

Risk Category	Risk Type	Description of Risk	Mitigation Measures
Developmental	Developmental	The data processing and analysis phase takes longer than anticipated in some countries.	The use of 2010 census data as a pilot, enables countries to engage with the systems while working towards the publication of data from the 2020 Census Round.
Developmental	Developmental	At the time of the 2020 census, NSOs do not retain the staff who benefited from this project.	The documentation from the consultant can guide new staff taking over duties to disseminate census data. Also, the regional approach means that new staff can benefit from peer-to-peer learning with other regional NSO staff members.

20. Environmental Impact: Not Applicable

Social Impact: Not Applicable

21. Project Implementation:

The project will be implemented by CARICOM through the Secretariat and will assign its Project Director, Regional Statistics Programme, as the Project Coordinator (PC) with the duties and responsibilities set out in Appendix 7. The RCCC shall, *inter alia*, have responsibility for the overall guidance of the project and provide technical expertise where necessary. The PC shall provide to the RCCC, as mandated in the roles and functions regarding the conduct of the census, all documentation, reports and products coming out of the RCCC 2019, workshop and consultancy.

To ensure the capacity to implement the project, CARICOM will by March 31, 2020, assign a member of its staff as a Project Assistant (PA) to support the activities of the Consultant and the PC. The roles and responsibilities of the PA will be detailed once the PC and the Consultant draft the Project Plan.

The consultancy is for a period of one year, commencing October 2019. The Consultant shall be required to implement the Census e-Portal through the Secretariat. A Provisional Implementation Plan is set out at Appendix 8.

22. Cost and Financing:

Details of the Proposed Budget are provided at Appendix 3.

The total cost of the project is estimated at USD188,000. CDB will fund 76% (USD143,000) of the project costs, with CARICOM providing counterpart (in-kind) funding of 24% (USD45,000). CDB will finance the travel and accommodation costs of workshop participants, consultancy and travel for in-country training to BMCs, as well as costs of upgrading the Census e-Portal. The Secretariat will make administrative and logistical arrangements for the workshops and the Consultant, as well as provide technical support in cleaning the data for the Census e-Portal. CDB's contribution will be met through a grant from its SFR allocated from the Special Development Fund (Unified) [SDF(U)]. Funds are available from within existing resources and/or programmes.

The first disbursement of the Grant shall be made by July 31, 2019, and the Grant shall be fully disbursed by December 31, 2020.

23. Procurement:

Procurement of the Consultant shall be in accordance with CDB's Guidelines for the Selection and Engagement of Consultants by Recipients of CDB Financing (October 2011). Procurement of goods and non-consultancy services associated with workshops, including any associated travel, shall be in accordance with CDB's Guidelines for Procurement (January 2006). The Procurement Plan is presented at Appendix 9. Any revisions to the Procurement Plan shall require CDB's prior approval in writing.

24. Loans Committee Recommendation:

Loans Committee considered this proposal on July 24, 2019, and agreed to recommend it for the approval of the President.

25. Recommendation:

It is recommended that the President approve a grant to CARICOM of an amount not exceeding the equivalent of one hundred and forty-three thousand United States dollars (USD143,000) from CDB's SFR to assist in financing: (a) a workshop on data dissemination at the 2019 RCCC; (b) updating the census e-Portal; and (c) training of NSO staff to use the Census e-Portal, as stated in paragraph 16 above, on CDB's standard terms and conditions and on the terms and conditions set out in Appendix 1.

Justin A. Ram

Director, Economics Department

July 31, 2019

Date

26. Approved by:

W^m. Warren Smith

President

August 2, 2019

Date

SUPPORTING DOCUMENTATION

- Appendix 1: Terms and Conditions
- Appendix 2: Gender Marker
- Appendix 3: Proposed Budget
- Appendix 4: Draft Terms of Reference: Consultancy Services for the Upgrade and Census E-Portal
- Appendix 5: Results Framework
- Appendix 6: Performance Assessment
- Appendix 7: Project Coordinator Duties and Responsibilities
- Appendix 8: Provisional Implementation Plan
- Appendix 9: Procurement Plan

TERMS AND CONDITIONS

No.	Subject	Terms and Conditions of the Grant
1.	Parties	<p><u>Bank</u>: Caribbean Development Bank</p> <p><u>Beneficiary</u>: Caribbean Community (CARICOM)</p> <p><u>Implementing Agency</u>: CARICOM Secretariat</p>
2.	Amount of Grant	<p>The Bank agrees to make available to the Beneficiary by way of grant an amount not exceeding the equivalent of one hundred and forty-three thousand United States dollars (USD143,000) (the Grant) comprising:</p> <p><u>Special Funds Resources (SFR)</u>:</p> <ul style="list-style-type: none">- one hundred and forty-three thousand United States dollars (USD143,000) SDF(U)
3.	Purpose	<p>The purpose for which the Grant is being made is to assist the Beneficiary in financing: (a) workshop on data dissemination at the 2019 RCCC; (b) updating the census e-Portal; and (c) training of NSO staff to use the Census e-Portal, as described in Section 16 (Proposal/Project Description) (the Project).</p>
4.	Payment of Grant	<p>Except as the Bank may otherwise agree, payment of the Grant shall be made to the Beneficiary as follows:</p> <p>An amount not exceeding the equivalent of fifty thousand United States dollars (USD50,000) shall be paid to the Beneficiary as an advance (the Advance) on account of expenditures in respect of the Project after receipt by the Bank of a request in writing from the Beneficiary for such funds and evidence, acceptable to the Bank that the condition(s) precedent to first disbursement of the Grant has/have been satisfied.</p> <p>The balance of the Grant (the Balance) shall be paid periodically after receipt by the Bank of an account and documentation, satisfactory to the Bank, in support of expenditures incurred by the Beneficiary in respect of the Project.</p> <p>The Bank shall not be under any obligation to make the first payment of an amount of the Balance until the Bank shall have received an account and documentation satisfactory to the Bank, in support of expenditures incurred by the Beneficiary with respect to the Advance.</p>

No.	Subject	Terms and Conditions of the Grant
		<p>The Bank shall not be under any obligation to make any payment of an amount of the Balance until the Bank shall have received: (a) an account and documentation, satisfactory to the Bank, in support of expenditures to be financed by the Bank; and (b) the requisite number of copies of the reports or other deliverables, in form and substance acceptable to the Bank, to be submitted by the Beneficiary to the Bank in accordance with the Project Coordinator Duties and Responsibilities and the Terms of Reference (TOR) for Consultancy Services for the Upgrade and Census E-Portal Database.</p> <p>The Bank shall not be under any obligation to make payments exceeding one hundred and twenty-eight thousand and seven hundred United States dollars (USD128,700) representing ninety percent (90%) of the Grant until the Bank shall have received: (a) the requisite number of copies of the reports or other deliverables, in form and substance acceptable to the Bank, to be submitted by the Beneficiary to the Bank in accordance with the Project Coordinator Duties and Responsibilities and the TOR for Consultancy Services for the Upgrade and Census E-Portal Database; and (b) a certified statement of the expenditures incurred by the Beneficiary in respect of, and in connection with the Project.</p> <p>The Beneficiary shall comply with the Bank’s “Disbursement Guidelines for CDB-Financed Projects” published in January 2019 (the Guidelines), which publication is in effect at the date hereof and which may be amended from time to time by the Bank.</p>
5.	Period of Disbursement	<p>The first disbursement of the Grant shall be made by July 31, 2019, or such later date as the Bank may specify in writing.</p> <p>The amount of the Grant may be disbursed up to December 31, 2020, or such later date as may be specified in writing by the Bank.</p>
6.	Procurement	<p>Procurement shall be in accordance with the following procedures or such other procedures as the Bank may from time to time specify in writing:</p> <p><i>CDB's Guidelines for Procurement (January 2006).</i></p> <p><i>CDB's Guidelines for the Selection and Engagement of Consultants by Recipients of CDB Financing (October 2011).</i></p> <p>The Beneficiary shall comply with the procurement requirements set out in the Procurement Plan. Any revisions to the</p>

No.	Subject	Terms and Conditions of the Grant
		Procurement Plan shall require the Bank's prior approval in writing.
7.	Condition(s) Precedent to Disbursement in respect of Consultancy Services for the Upgrade and Census e-Portal	The Bank shall not be obliged to disburse any amount in respect of Consultancy Services for the Upgrade and Census e-Portal until the Beneficiary has furnished or caused to be furnished to the Bank, evidence acceptable to the Bank, that the following condition/s has/have been satisfied: Project Coordinator (PC) has been assigned.
8.	Project Implementation/Execution	Except as the Bank may otherwise agree, the Beneficiary shall implement the Project through the Implementing Agency.
9.	Project Management	The Beneficiary shall, for the duration of the Project, assign as PC the Project Director, Regional Statistics Programme of the Implementing Agency, whose qualifications and experience are acceptable to the Bank, who shall be responsible for coordinating the implementation of the Project and carrying out the duties described in the Project Coordinator Duties and Responsibilities . By March 31, 2010 or such later date as the Bank may specify in writing, the Beneficiary shall assign a person from among its staff as Project Assistant (PA), whose qualifications and experience are acceptable to the Bank, to support the activities of the Consultant and the PC. The qualifications and experience of any person subsequently assigned to the position of PC or PA shall be acceptable to the Bank.
10.	Engagement of Consultant(s)	The Beneficiary shall, in accordance with the procurement procedures applicable to the Grant, select and engage consultant(s) to provide the following consultancy services and shall, within a timeframe acceptable to the Bank, implement such recommendations arising out of the following consultancy/ies, as may be acceptable to the Bank: Consultancy Services for the Upgrade and Census e-Portal
11.	Reports and Information	Except as the Bank may otherwise agree, the Beneficiary shall furnish or cause to be furnished to the Bank, the reports and/or other information set out in the Project Coordinator Duties and Responsibilities and the TOR for Consultancy Services for the Upgrade and Census e-Portal in the form specified therein, or in

No.	Subject	Terms and Conditions of the Grant
		such form or forms as the Bank may require, not later than the times specified therein for so doing.
12.	Acknowledgement of the Bank	The Beneficiary shall openly acknowledge the Grant funds provided by the Bank in relation to the Project in all correspondence, advertisements, promotions, publications, speeches, press releases and other similar media associated with the Project.
13.	Beneficiary/Executing Agency Contribution to the Project	Except as the Bank may otherwise agree, the Beneficiary shall: (i) meet or cause to be met: (aa) the cost of the items designated for financing by the Beneficiary in the Budget ; (bb) any amount by which the cost of the Project exceeds the estimated costs set out in the Budget ; and (cc) the cost of any other items needed for the purpose of, or in connection with, the Project; and (ii) provide or cause to be provided all other inputs required for the punctual and efficient carrying out of the Project not being financed by the Bank.

GENDER MARKER

Project Cycle Stage	Criteria	Score
Analysis: Background	Sex-disaggregated data included in the background analysis, and/or baselines and indicators, or collection of sex-disaggregated data required in TOR.	1
Design: Project Proposal/Definition /Objective	TA interventions are designed, or will be identified as part of the project, that address gender disparities or enhance gender capacities.	1
	Project objective/outcome includes the enhancement of gender capacities, gender data collection, gender equality or the design of gender-responsive policies or guidelines.	1
Score		3

GM: the project has the potential to contribute significantly to gender equality.

PROPOSED BUDGET
(USD)

Item	CDB	Counterpart (CARICOM)	Total
Census Data Dissemination Workshop	37,000	12,000	49,000
Consultancy	76,400	33,000	109,400
Census e-Portal Support	16,600	-	16,600
BASE TOTAL	130,000	45,000	175,000
Transfer Fees	1,000	-	1,000
Contingency	12,000		12,000
TOTAL	143,000	45,000	188,000

DRAFT TERMS OF REFERENCE
CONSULTANCY SERVICES FOR THE UPGRADE AND CENSUS E-PORTAL

1. BACKGROUND

1.01 The United Nations (UN) defines a census as “*the process of collecting, compiling, evaluating, analysing and releasing demographic and/or housing, economic and social data pertaining to all persons and their living quarters*”¹. A census is conducted at specified times, usually at 10-year intervals. Census data provides the benchmarks for statistical compilation and in the calculation of indicators in economic and social statistics. The census also promises to help the Region respond to the 2030 Agenda by providing data to monitor and report on the Sustainable Development Goals (SDGs). In fact, the census provides a useful benchmark for at least one-quarter of the SDG indicators, including gender equality, living conditions, and well-being and health. Importantly, it is possible to disaggregate by sex and age the individual data from the census, which can assist policymakers in designing gender and age-inclusive (youth and elderly) policies.

1.02 The Caribbean has a long history of regional interventions to assist National Statistical Offices (NSOs) in the conduct, analysis and dissemination of census results. In 1980, the Standing Committee of Caribbean Statisticians recommended to the Caribbean Community (CARICOM) Heads of Government, and received approval for, the establishment of a Regional Census Coordinating Committee (RCCC). The RCCC consists of census officers from CARICOM Member States with a purview to plan, coordinate and act as an advisory body for census activities. The RCCC allows NSOs to consistently harmonise processes and activities across the Region. Additionally, the RCCC represents a strong and consistent endeavor to foster stronger levels of regional collaboration and integration, at least among NSOs. This committee aids in the concept of statistics as a regional public good, which allows for comparison at a regional level. As the Region continues to push towards greater cooperation and integration, data that is regionally-consistent will be even more important.

1.03 At its 39th meeting in July 2018, the Conference of the Heads of Government of CARICOM endorsed the Regional Strategy for the Development of Statistics (RSDS), which adds credence to the need for strong regional collaboration in statistics. As part of its agenda, the RSDS speaks to ensuring comparability of data across all member states, increasing the use of collaboration and learning between statistical offices, and the pooling of statistical skills, expertise and resources at the regional level.

1.04 NSOs are incorporating more modern and efficient technological applications within their operations to improve the capturing and reporting of statistics, inclusive of census data. The International Development Partners (IDPs) community, through the Inter-American Development Bank (IDB), the World Bank (WB), Statistics Canada, and the European Union, are providing funding for timely and reliable data capture in the upcoming census round. These agencies are assisting countries in using updated data capture and storage technologies that promise faster processing times. Cloud storage (financed by WB) and Computer Assisted Personal Interviewing (financed by IDB) are some of the interventions supported over the data collection phase. The other area requiring focus is the funding of data dissemination products coming out of the 2020 Round of Censuses in the Region.

1.05 Over the last few years, the Region benefitted from investments in updated technologies and methodologies through IDP-funded programmes. The Caribbean Development Bank’s (CDB) Enhanced Country Poverty Assessment Programme is one such initiative, which has updated the skills of NSOs in data anonymisation, survey and fieldwork, and data analysis, while reducing the cost and time of conducting household surveys. Similar initiatives by other IDPs in the area of labour market statistics (WB and the

¹ Handbook on Population and Housing Census Editing, Revision 1. UN Department of Economic and Social Affairs.

Organisation of Eastern Caribbean States), Surveys of Living Conditions (IDB) and business registers, national income and communications (Statistics Canada through the Project for the Regional Advancement of Statistics in the Caribbean), assist in improving statistics in the Region. The increasing data production and dissemination through these projects, highlights the positive strides towards improving the data available for the Region through the application of modern technology.

2. OBJECTIVE

2.01 The overall objective of this consultancy is to provide an electronic platform to disseminate the results of the census in CARICOM countries, starting with the provision of data from the 2010 Round as a baseline.

3. SCOPE OF SERVICE

3.01 The Consultant will be required to undertake the following tasks to satisfy the objectives of the assignment:

3.02 The tasks will include, but not be limited to:

- (a) Participating in a briefing meeting with the Project Director, Regional Statistics Programme (RSP), and relevant staff on the objectives, activities, expected outputs, or any issues related to the execution of the project that require clarification.
- (b) Reviewing the current regional Census e-Portal with specific attention to the processes used to prepare and upload data, database structure, data contained therein, software applications that inform the design, available pre-defined queries, the *ad hoc* query facility, and the format of the outputs/reports generated.
- (c) Reviewing the structure and content of the data for the 1990 and 2000 rounds of censuses, including their suitability for use in enabling comparisons with the data for the 2010 Round and the changes that may be required.
- (d) Reviewing the 2010 census data files received from member countries, which are to be included in the Census e-Portal, relative to the cleaning and formatting required to ensure inclusion in the e-Portal, and relative to the quality of the data contained in the files.
- (e) Undertaking any changes to the 1990 and 2000 census data as required, working collaboratively with the RSP for inclusion in the designed/upgraded Census e-Portal.
- (f) Cleaning and validating the data from the 2010 Census Round that are not in the Census e-Portal and ensuring that the structure allows for uploading to the redesigned/upgraded online Census e-Portal.
- (g) Populating the upgraded Census e-Portal with data from the 2010 Census Round for member countries not currently in the system, as well as with data from the 1990 and 2000 rounds.
- (h) Developing administrative and end-user manuals and any other documentation relevant to the efficient installation, operation/use and maintenance of the upgraded system. The administrative manual should include any source code used, if they were required, and the

comments to explain any of the codes if amendments/future upgrades are required, and database structures and instructions for the preparation of the data prior to uploading.

- (i) Training identified members of the RSP to maintain and administer the upgraded Census e-Portal, including preparing and uploading new data to update the system.
- (j) Providing support to the RSP up to nine months post-completion of the consultancy.

4. REPORTING REQUIREMENTS

4.01 The Consultant will be required to provide the following:

- (a) Inception Report detailing the approach to be adopted to successfully deliver the expected outputs, 10 days after commencement of the assignment as outlined in 3 (a) above.
- (b) Preliminary Assessment of the current online regional Census e-Portal, including recommendations for its improvement, the quality of the available 2010 data, and the suitability of the data from the 1990 and 2000 rounds for inclusion in the Census e-Portal as outlined in 3 (b) above.
- (c) Technical Report of the installation of the upgraded Census e-Portal on a designated server or cloud-based infrastructure, based on the agreed recommendations as outlined in 3 (c, d, e, f and g) above.
- (d) Detailed Training Plan (Draft) covering training methodology, approaches, tools, resource requirements and timeframe, including any PowerPoint presentations and other pictorial/diagrammatic documentation used during the demonstration of the system as outlined in 3 (i) above.
- (e) Census e-Portal with validated and cleaned data from the 2010 Census Round and adjustments to the format of the 1990 and 2000 census data – where available. Populate the Census e-Portal with this data and available for dissemination to all stakeholders.
- (f) Draft Final Report of the administrative and end-user manuals, and any other documentation, relevant to the efficient operation and maintenance of the upgraded Census e-Portal as outlined in 3 (h) above.

4.02 All reports must be produced and submitted to the Project Director, RSP, in both print and electronic (Microsoft Office) format. Officials in the RSP and CDB shall provide feedback to the Consultant within two weeks of receipt of the reports. All reports shall be copied to the Director of Economics, CDB.

5. IMPLEMENTATION ARRANGEMENTS

5.01 The expected time for this consultancy is 132 person days over a period of 12 months. The outputs and indicative timetable are as follows:

Activities/Deliverables	Timeline
Participate in a briefing meeting with the Project Director, Statistics, and relevant staff, on the objective, activities, expected outputs and any issues related to the execution of the project. Hands-on review of existing Census e-Portal.	2 days
Inception Report detailing the approach to be adopted to successfully deliver the expected outputs.	10 days (after briefing)
Preliminary Assessment of the current online regional Census e-Portal.	15 days
Technical Report of the installation of the upgraded Census e-Portal.	20 days
Census e-Portal with validated and cleaned data from the 2010 Census Round, and adjustments to the format of the 1990 and 2000 census data – where available.	60 days
Draft Final Report of the administrative and end-user manuals, and any other documentation, relevant to the efficient operation and maintenance of the upgraded Census e-Portal as outlined in 3 (h) above.	10 days
Detailed Training Plan (Draft) covering training methodology, approaches, tools, resource requirements and timeframe.	12 days
Conduct specific training of the RSP, other Secretariat staff, and CDB Statistician, in the maintenance of the system.	3 days
TOTAL	132 days

6. QUALIFICATIONS AND EXPERIENCE

6.01 The Consultant should possess the following:

- (a) Academic qualification of at least a Master’s Degree in Computer Science/Information Technology, or related area.
- (b) Professional experience and/or qualifications in the area of Computer Science or other related Information and Communication Technology fields, including database design, database management and web development.
- (c) Specific Information Technology certification/training, or other relevant training such as Microsoft SQL, CSPro, and SPSS.
- (d) Proven capabilities as evidenced by at least five years’ of experience at a national/regional level in the areas of Computer Science listed above, and other relevant areas.

- (e) Proficiency in processing census data, survey data, or other statistical data. Experience in population censuses will be an asset.
- (f) Excellent written and editorial communications skills in English (French would be an asset).

7. BUDGET

(USD)

Item	Total
Professional Fees	76,400

Provisional Agenda

**THIRTIETH MEETING OF THE REGIONAL
CENSUS COORDINATING COMMITTEE**

RESTRICTED

**Port-of-Spain, Trinidad and Tobago
29-30 July 2019**

17 May 2019

DRAFT AGENDA

- 1. OPENING CEREMONY**
- 2. ELECTION OF CHAIRMAN**
- 3. ADOPTION OF AGENDA**
- 4. PROCEDURAL MATTERS**
- 5. AN UPDATE OF THE IMPLEMENTATION OF THE REGIONAL STRATEGY FOR THE 2020 ROUND OF POPULATION AND HOUSING AND CENSUSES**
- 6. CENSUS DATA DISSEMINATION WORKSHOP**
- 7. PLANNING FOR THE 2020 ROUND OF POPULATION AND HOUSING CENSUSES:**
 - 7.1 Status Report by Member States/Associate Members on Initial Preparation for the Execution of the 2020 Round of Population and Housing Censuses**
- 8. SUPPORT PROVIDED BY INTERNATIONAL DEVELOPMENT PARTNERS TO ASSIST THE REGION IN THE CONDUCT OF THE 2020 ROUND OF POPULATION AND HOUSING CENSUSES:**
 - 8.1 Gender Statistics Deriving from Census Data**
- 9. IT RELATED DEMONSTRATIONS TO SUPPORT THE CENSUS INCLUDING REGIONAL CENSUS COORDINATION:**

- 9.1 Redatam and Census Dissemination
- 9.2 Census E-Portal
- 9.3 Census 2020 Webpage
- 9.4 Disseminating Census Data and International Best Practices
- 9.5 Making Census Data User Friendly
- 9.6 Hexagon Smart Census Solution
- 9.7 Cloud Platform for Agile Census

10. ANY OTHER BUSINESS

RESULTS FRAMEWORK

Narrative Summary	Performance Indicators	Disaggregation (Male/Female)	Baseline	Target	Data Sources/Reporting Mechanisms/ Reporting Frequency
Project Impact: Availability of census data that is easily accessible on an online platform throughout the Region, and comparable across CARICOM Member States. Increased collaboration between census data producers and users, and improved dissemination and public use of census data for comparative research and analysis, development planning, policy and decision making, inclusive of SDGs.					
Outcome: i. Strengthened capacity and infrastructure of NSOs and the Secretariat to disseminate Population and Housing Census data within the Region. ii. Improved availability, accessibility and quality of census data, starting with the digitalisation of data from the 2010 Census Round.	By October 2030: A fully functional Census e-Portal available to BMCs and the public throughout the year.	All census data to be disaggregated by male and female, where possible.	0	365 days	i. Update of the regional Census e-Portal with most recent census data for BMCs. ii. Census offices include electronic dissemination strategies when planning for the 2030 Census Round.
Assumptions for Achieving Outcomes: NSOs train all new staff in the maintenance of the Census e-Portal using documentation provided and with assistance from previously trained officers.					
Outputs: i. Complete the RCCC 2019 meeting and workshop on data dissemination. ii. Provide training and documentation to NSOs on the Census e-Portal. iii. Upgrade the Census e-Portal with 2010 census data.	By October 2020: i. NSO directors participated in the RCCC 2019 meeting and workshop on data dissemination. ii. NSO representatives trained in uploading data for the Census e-Portal. iii. NSO provided with documentation/manuals on the Census e-Portal. iv. 2010 census data uploaded into the Census e-Portal for NSOs.	i. 60% F; 40% M. ii. 60% F; 40% M. iii. NA. iv. NA.	i. 0% ii. 0% iii. 0 iv. 0%	i. >75% ii. >75% iii. = 100 iv. >75%	i. Consultant's reports. ii. Documentation and syntax for the Census e-Portal. iii. Census e-Portal online.
Assumptions for Achieving Outputs:					
Activities/Inputs	Cost and Funding USD				Assumptions for Activities/Inputs
	CDB	Counterpart	Total		
RCCC 2019 and Workshop	37,000	12,000	49,000		i. Countries provide census data tables for use in the Census e-Portal in a timely manner. ii. NSOs staff available to participate in the training.
Consultant for the Census e-Portal	76,400	33,000	109,400		
Census e-Portal Support	16,600	-	16,600		
Transfer Fees	1,000	-	1,000		
Contingency	12,000	-	12,000		
TOTAL	143,000	45,000	188,000		

PERFORMANCE ASSESSMENT

Criteria	Score	Justification
Relevance	4	<p>The project consolidates and strengthens CDB's activities in the area of statistical capacity building. Statistics and capacity development, good governance and regional cooperation programming guided by CDB's Strategic Plan 2015-19, and the Resolution and Report of Contributors on SDF 9 (for period 2017-2020).</p> <p>The Project is consistent with the Regional Objective of Strengthening Community Governance and the Regional Statistics Work Programme developed by the Secretariat in collaboration with SCCS, which was approved at the 50th Meeting of the Council in January 2005, and updated in 2009.</p>
Effectiveness	3	The overall objective of the intervention to strengthen national and regional statistical capacity as a central input to good governance in BMCs. The increased data arising out of the TA enhances CDB's ability to make evidenced-based decisions.
Efficiency	3	The TA will reduce duplication and the time between census administration and dissemination. The identified activities will lead to greater outputs from a process that is both time consuming and expensive.
Sustainability	4	<p>The TA is expected to result in greater integration, coordination and cooperation between BMCs and the relevant IDPs by:</p> <p>(a) Responding to countries' and development partners' requests for support in analysing and disseminating census data for a range of policy planning applications.</p> <p>(b) Building consensus and developing a strategy for timely production of statistical and census data.</p> <p>(c) Facilitating South-South sharing of knowledge, sharing of methodology and capacity building which can have positive impacts on future census operations.</p>
Overall Score:	3.5	Highly Satisfactory

Highly Satisfactory (HS) > 3.25 and ≤ 4.00

Satisfactory (S) > 2.50 and ≤ 3.25

Marginally Unsatisfactory (MUS) > 1.75 and ≤ 2.50

Unsatisfactory (US) > 1.00 and ≤ 1.75

PROJECT COORDINATOR DUTIES AND RESPONSIBILITIES

1. The Project Director of the Secretariat will function as PC, and will be responsible for all administrative, procurement, and reporting requirements to CDB.
2. The scope of work is to cover the activities necessary to accomplish the stated objectives of the Project, whether or not a specific activity is cited in the TOR. The main tasks/activities are:
 - (a) Reviewing the Grant Agreement between the Secretariat and CDB, the Appraisal Report detailing the Project, CDB's procurement guidelines, and other project-related documents.
 - (b) Preparing requests for Expressions of Interest, shortlists, Letters of Invitation, evaluation reports, and other documents related to the procurement of consultancy services or goods, so that CDB can monitor the quality of the outputs by:
 - (i) Furnishing to CDB an electronic copy of each output due from each consultant no later than one week after the submission of the Report by each consultant.
 - (ii) Preparing and submitting to CDB, within 10 working days of the end of each quarter, an electronic copy of a concise quarterly report on the project, which shall, among other things, set out:
 - (aa) activities implemented to date, and the reasons for any significant delays incurred in the implementation of each activity;
 - (bb) progress towards achieving planned outputs and outcomes based on the agreed performance indicators, and the likelihood that the planned outputs and outcomes will be achieved;
 - (cc) the Executing Agency's review of project assumptions and risks (are assumptions made at design stage still relevant/valid or have assumptions become risks; or have new risks emerged), and actions taken to date to mitigate the anticipated risks;
 - (dd) changes required to the Results Framework and Procurement Plan based on items (aa) to (cc) above; and
 - (ee) activities planned for the next quarter, including actions required to improve project performance and mitigate risks.
 - (c) Managing all logistics related to the project visibility events and the hosting of workshops and meetings, or the general interface between the project consultant and stakeholders, including evaluating and preparing a concise report on the results achieved from the hosting of these events. The evaluation reports should be attached to the quarterly status reports to be submitted.
 - (d) Supervising all project consultant's contracts and seeking to ensure that deliverables are met on time and on target, and are of the required quality and scope, including critically reviewing and providing feedback on the Consultant's outputs.

- (e) Reporting on, and liaising closely with, the Secretariat's Deputy Programme Manager – Gender and Development, in the Directorate of Human and Social Development, to ensure consistency with gender and social interventions in the realm of statistics.
- (f) Providing CDB with copies of all the consultant's outputs, transmitting CDB's comments on outputs to the Consultant, enabling CDB to monitor the quality of the outputs prior to payments to the Consultant based on their satisfactory completion of deliverables.
- (g) Compiling satisfactory evidence of all expenses incurred, and payments made, in accordance with the budget detailed in the Grant Agreement between the Secretariat and CDB, and preparing accurate statements on project receipts and expenses.
- (h) Representing NSOs in project monitoring meetings with CDB.
- (i) Generating project reports as detailed in the Grant Agreement between the Secretariat and CDB, including the Quarterly Report on the performance of the Project.
- (j) Developing and implementing a monitoring and evaluation plan, including collecting baseline and actual performance data for each level of results in the Project's Results Framework. Collecting outstanding baseline data during the development of the sector profiles.
- (k) Alerting CDB promptly of any project issues (such as those relating to progress, consultant performance, policy decisions, project partner inputs and budget) which may negatively impact implementation of the Project and the achievement of planned results.
- (l) Submitting to CDB, within three weeks of project completion, a final project completion report.

PROVISIONAL IMPLEMENTATION PLAN

Task	Q3 2019	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020
CDB Approval						
CDB Dispatch of Grant Agreement						
Secretariat Signing of Grant Agreement						
CDB Signing of Grant Agreement						
RCCC 2019						
Advertising of Consultancy						
Hiring of Consultant						
Briefing Meeting with Project Director						
Inception Report						
Preliminary Assessment of the Census e-Portal.						
In-country Support for Data Validating and Cleaning						
Draft Final Report of the Administrative and End-user Manuals						
Detailed Training Plan (Draft)						
Conduct Specific Training						

PROCUREMENT PLAN

I. GENERAL

Project Information:

Country: Regional

Beneficiary: The Caribbean Community (CARICOM) and the Borrowing Member Countries of the Caribbean Development Bank (CDB)

Project Name: Analysis of Data from the Population and Housing Census in the Caribbean Community

Project Implementing Agency: CARICOM

Bank's Approval Date of the Procurement Plan: June 28, 2019

Period Covered by this Procurement Plan: July 28, 2019 - December 2020

II. GOODS AND WORKS AND NON-CONSULTING SERVICES

1. **Prior Review Threshold:** Procurement decision subject to prior review by the Bank as stated in Appendix 2 to the Guidelines for Procurement:

Procurement Method		Prior Review Threshold (USD)	Comments
1.	DC (Goods/Non-Consultant Services)		
2.	Shopping (Workshop and stakeholder consultations)		

2. **Reference to (if any) Project Operational/Procurement Manual:** CDB Guidelines for Procurement 2006.
3. **Any Other Special Procurement Arrangements:** N/A.
4. **Procurement Packages with Methods and Time Schedule:**

1	2	3	4	5	6	7	8
Ref No.	Contract (Description)	Estimated Cost (USD)	Procurement Method	Pre-qualification (Yes/No)	Review by Bank (Prior/Post)	Expected Bid-Opening Date	Comments
1.	Workshop and stakeholder consultations (venue/equipment/catering/supplies)	██████████	Shopping	No	Post	Q3 2019	Cost of each not expected to exceed prior review threshold.
2.	Software and upgrade costs (Census e-Portal)	██████████	DC	No	Post	Q2 2020	Cost of each not expected to exceed prior review threshold.
3.	Travel costs	██████████	DC	No	Post	Q3 2019	Cost of each not expected to exceed prior review threshold.

III. CONSULTING SERVICES

IV. Prior Review Threshold: Procurement decision subject to prior review by the Bank as stated in Appendix 1 to the Guidelines for the Selection and Engagement of Consultants:

Selection Method	Prior Review Threshold	Comments
1. Individual Consultant Selection	All	-

V. Reference to (if any) Project Operational/Procurement Manual: CDB’s Guidelines for Selection and Engagement of Consultants 2011.

VI. Any Other Special Procurement Arrangements:

VII. Procurement Packages with Selection Methods and Time Schedule:

1	2	3	4	5	6	7
Ref No.	Assignment (Description)	Estimated Cost (USD)	Selection Method	Review by Bank (Prior/Post)	Expected Proposal Submission Date	Comments
4.	Data Preparation/Dissemination – Census e-portal	██████████	ICS	Prior	Q3 2019	

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank’s Information Disclosure Policy.

IV. IMPLEMENTING AGENCY CAPACITY BUILDING ACTIVITIES WITH TIME SCHEDULE

In this section the agreed Capacity Building Activities are listed with time schedule.

No.	Expected Outcome/Activity Description	Estimated Cost (USD)	Estimated Duration	Start Date	Comments
1.	Virtual project launch meeting convened by CDB with the Secretariat.	N/A	<1 day	Once project approved	

V. SUMMARY OF PROPOSED PROCUREMENT ARRANGEMENT

Project Component	CDB (USD '000)			NBF (USD'000) Institution	Total Cost (USD'000)
	Secondary	Other			
	ICS	Shopping	DC		
1. Workshop and Stakeholder Consultations (venue/equipment/catering/supplies)					
2. Software and Upgrade Costs (Census e-Portal)	-	-		-	
3. Travel Costs					
4. Data Preparation/Dissemination – Census e-Portal					
Sub-total					
5. Physical Contingency					
6. Price Contingency					
7. Finance Charges					
Total Project Costs					

DCS Direct Contracting
ICS International Competitive Services
NBF Non-Bank Financed

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.