INVITATION TO SUBMIT APPLICATIONS FOR 2023 MONTSERRAT POPULATION AND HOUSING CONSULTANT

OVERVIEW

The Government of Montserrat is seeking a suitably qualified person to be contracted within the Statistics Department Montserrat, to provide consulting services for **the 2023 Montserrat Population and Housing Census**, as per functions and duties outlined in the Terms of Reference below. The successful applicant will be selected following an assessment based on the eligibility criteria outlined below.

The Contract will have a maximum duration of **seventy (70) days**.

1.0   BACKGROUND

The **Population and Housing Census** is the largest data collection undertaking in Montserrat. The activities span the entire country and information is collected on every person and every building on island. While the aim of the Census is to provide as accurate a picture of the population as at Census Night, this cannot be accomplished satisfactorily in any one day. Detailed face-to-face interviews takes place over several weeks after Census Night, commencing as at Census Day.

The National Statistics Office - Statistics Department Montserrat (**SDM**) is mandated under the General Statistics Act, No. 2 of 1973 to conduct a Population and Housing Census once every ten (10) years. An approval by the Cabinet is further required for the undertaking of a Census. The last Census was conducted in May 2011. With this said the next Census should have taken place in 2021 but was affected by the COVID-19 pandemic and the potential threat it posed to the conduct of face-to-face interviews and other varying reasons. Since then, the SDM has considered other methods of interviews to ensure data collection for future data collection isn't affected.

2.0   PROJECT TO BE UNDERTAKEN

The 2020 round of the Population and Housing Census will take place over the period September to November 2023 with 12 September 2023 as Census Day. The Census will represent the cornerstone of population statistics within the impending National Strategy for the Development of Statistics (NSDS) in Montserrat. It will update and provide a continuous series of quality data on population size, composition, and characteristics, housing, and income, essential evidence for economic and social development.

The overarching goal for the 2023 Census is to develop and maintain a comprehensive national population database as part of an integrated population information system. The goal will be realized through effective institutional arrangements, operational, administrative and technical infrastructures, and a well-designed publicity programme.

Data will be collected from all individuals and households on Montserrat. Temporary staff will be recruited to carry out all related works.

2.1 Objective

The objective of the Census is to update and provide a continuous series of quality data on population size, composition, and characteristics, housing, and income, essential evidence for economic and social development.

2.2 Purpose

The purpose of the Census is:

i. To plan pensions, health care, housing, and employment programmes;

ii. To determine where services such as hospitals/health centres, police stations, roads, schools, and water, electricity and telecommunications are needed;

iii. To provide the data that can help in prioritizing and allocating scarce resources;

iv. To use as a sampling frame for other surveys;

v. To monitor the local Sustainable Development Plan (**SDP**), and other socio-economic indicators;

vi. To inform the upcoming SDP;

vii. To capture necessary data for the 2030 Agenda for sustainable development goals otherwise not retrieved through administrative data;

viii. To enable business decisions and foster private as well as public investment.

2.3 Data Collection Instrument

Effective 2018, the SDM enhanced its survey methodology from pen and paper personal interviews (PAPI data collection) to computer-assisted personal interviews (CAPI) captured on tablets. The SDM welcomed the CAPI advanced methodology to include but not limited to the following reasons:

i. Less strenuous to conduct;

ii. Data entry takes place during the survey;

iii. It facilitates logic checks, skip patters, and validations during the interview. This makes the survey more efficient and helps assure higher quality data;

iv. Saves data cleaning efforts;

v. Good tool to monitor Enumerators.

The SDM endeavour to deliver on the PHC mandate as per the 2023 PHC slogan is **"*Count me in today, include me in tomorrow. Census 2023*"**

3.0 QUALIFICATIONS, EXPERIENCE AND EXPERTISE

The **2023 Montserrat Population and Housing Census Consultant** must possess the following:

i. A background in demographics, statistics, data analysis, or a related field supported by at least twenty-five (25) years' experience working within the field, actively participating in related activities.

ii. Experience in survey design, data collection, statistical analysis, and knowledge of census methodologies supported by at least twenty-five (25) years' experience working within the field, actively participating in related activities.

iii. Strong communication skills and the ability to work with diverse stakeholders.

iv. Possess proven instructional leadership, with evidence of senior leadership experience in the field or strongly related areas.

v. Be trained and versed with the Computer-Assisted Personal Interviews (CAPI) methodology.

vi. Be trained and versed with the Survey Solutions Application software.

vii. Experience working in similar settings on projects of similar scope to provide additional value.

viii. Excellent ability to plan and deliver quality outcomes within the agreed timeframes.

ix. Maintain confidentiality.

x. Ability to work under pressure and multitask.

xi. Demonstrates integrity, respect, agility, and sound judgement in all activities and interactions.

xii. Excellent problem solving and decision-making skills.

xiii. Verse with reading Geographic Census Maps.

4.0 SCOPE OF WORK

The SDM is seeking applicants for the post of **2023 Montserrat Population and Housing Census Consultant**. The **2023 Montserrat Population and Housing Census Consultant** will have direct supervision of the Census office and should be immediately available to undertake the following duties:

Deliverables	Content	Deadline
PRE-CENSUS SUPPORT ACTIVITIES	• Census 2023 Launch • Pre-testing and Pilot Testing of Census 2023 Questionnaire and Process • Deployment of the technology solution for the Montserrat Census 2023 • Conduct of Census Training of Census Supervisors and Technical Support Persons • Support for the Training and Selection of Supervisors and Enumerators	September 30th, 2023

CENSUS 2023 ROLL-OUT	• Deployment of Census 2023 Enumerators and Supervisors • GIS Mapping support for the Census Deployment • Management of Enumerators, Supervisors and Headquarter Users during Census 2023 Deployment	October 31st, 2023
MONITORING OF THE PROGRESS OF CENSUS 2023	• Consultant's Report to Census Manager on Performance of Supervisors • Consultant's Report to Census Manager on Quantity of Completed Interviews by Enumerator and Enumeration District • Consultant's Report to the Census Team on the Status of Completion of Census 2023	January 31st, 2024

5.0   DURATION

The consultancy is expected to take approximately **seventy (70) days**.

6.0   REPORTING

The successful individuals will report to the Chief Statistician.

7.0   CONTENT AND DEADLINE

Suitably qualified and experienced persons to submit their application comprising of their Curriculum Vitae (CV) along with a cover letter explaining the value he/she can add to this role and other supporting documents such as certificates of academic qualifications and professional Reference Letters.

Prospective applicants seeking additional information on this assignment are invited to email procurement@gov.ms on or before **07th September 2023.**   A detailed Terms of Reference is outlined above.   A copy of this Invitation can be downloaded from the GoM Website on https://tenders.gov.ms or a hard copy can be collected from the Statistics Department in Sweeney's.

7.1. Submitting an Application

Applications are to be placed in an envelope labelled **'Application for the 2023 Montserrat Population and Housing Consultant,** addressed to the **Chief Statistician, Statistics Department** and submitted to the Head of Procurement, Ministry of Finance and Economic

Management, Government Headquarters, Brades, Montserrat no later than **12:00 noon, local time, by 08ᵗʰ September 2023.**

Please do not write your name on this envelope. A receipt will be given.

8.0 EVALUATION

Applications will be assessed as follows:

No.	Criteria Description	Weight
i.	At least twenty (25) years' experience working within the field	25%
ii.	Trained and versed with the CAPI methodology and Survey Solutions	40%
iii.	Evidence of senior leadership experience	5%
iv.	Experience working in similar settings on projects of similar scope	30%
	TOTAL	**100%**

9.0 RENUMERATION

The **2023 Montserrat Population and Housing Census Consultant** will be paid based on knowledge and experience. (inclusive of travel allowance) for the duration of the engagement. The relevant taxes apply as per the Income Tax Act.