

# **MODERNISATION OF THE BARBADOS STATISTICAL SERVICE**

## **TERMS OF REFERENCE**

### **TOR #4.20 - SPSS TRAINING**

#### **I. PROJECT DESCRIPTION - GENERAL OVERVIEW**

- 1.1 The Barbados Statistical Service (BSS), Ministry of Finance and Economic Affairs, seeks to upgrade the Barbados Statistical Service's systems and processes for the collection, collation, analysis, interpretation and timely delivery of statistical information to end users.
- 1.2 The purpose of the Project is to enhance the SPSS capability of the BSS to provide relevant, timely and quality economic and social statistics, and establish its leadership in this area within the public sector.

## II. OBJECTIVE(S) OF THE ASSIGNMENT

2.1 The objectives of this consultancy are detailed as follows:

1. Training in SPSS – Statistics Base Core and Advanced Modules.

## III. SCOPE OF SERVICES, AND EXPECTED DELIVERABLES

3.1 The consultant would be required to provide training on specified SPSS Modules.

The consulting services (“the Services”) include:

### a. Training – SPSS Statistics Base Core and Advanced Modules, version 23.0

<b>Objective of the assignment</b>	The objective of the assignment is to provide training on the software product <b>SPSS Statistics Base 23.0 and SPSS Advanced Modules.</b>
<b>Product Name</b>	<b>SPSS version 23.0</b>
<b>Product Version Type</b>	Concurrent
<b>Product Version Number</b>	23.0
<b>Course Summary</b>	Introduction to SPSS <b>Statistics Base</b> version 23.0 and SPSS Advanced Modules
<b>Course Length</b>	Ten (10) days of instructor led training
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Overview of SPSS <b>Statistics Base</b> version 23.0.</li> <li>2. New features of version 23.0.</li> <li>3. Overview of SPSS <b>Advanced Modules</b> version 23.0. <ul style="list-style-type: none"> <li>• SPSS Custom Tables</li> <li>• SPSS Regression</li> <li>• SPSS Complex Samples</li> <li>• SPSS Advanced Statistics</li> <li>• SPSS Missing Values</li> <li>• SPSS Data Collection Entry Author</li> <li>• SPSS Data Collection Entry Interviewer</li> </ul> </li> <li>4. Prepare handouts and related training materials.</li> </ol>
<b>Number of Students</b>	Twenty (20)

<b>Characteristics of the consultancy</b>	<ul style="list-style-type: none"> <li>• Type of Consultancy: The work will be carried out by an individual consultant.</li> <li>• Starting date and duration: The main activities to be carried out under this TOR are expected to be performed between January and March 2017.</li> <li>• Place of work: The work is to be done at the Barbados Statistical Service.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree in Mathematics, Economics, Statistics or other quantitative technical degree.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• The consultant must have at least three (3) years of experience in building SPSS databases, constructing indices and variables and running the appropriate statistical tests. Substantive experience with coding of qualitative data.</li> </ul>

#### **IV. EXPERIENCE REQUIREMENTS**

**a. General:**

- The consultant must have at least three (3) years general experience in providing training on SPSS.
- Experience working in the Caribbean would be an asset.
- Fluency in English.

**b. Specific:**

- The consultant must have at least three (3) years experience using SPSS Statistics Base Core and Advanced Modules.

## V. QUALITY REQUIREMENTS

### a. Qualification Requirements for the consultant:

- The consultant must have at least three (3) years general experience in providing training on SPSS Statistics Base Core and Advanced Modules.

### SPSS – Statistical Base Core and Advanced Modules 23.0

#### Consultant

- One (1) statistical application specialist with a degree in Mathematics, Economics, Statistics or other quantitative technical degree.

## VI. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

### a. Deliverables content and format:

The deliverables to be submitted by the individual consultant are as follows:

- A detailed work plan should be presented within ten (10) working days of the commencement of the consultancy.
- A Draft Final Report and a Final Report on the consultancy.
- The consultant will report to and be supervised by the Director of BSS.
- Two (2) hard copies in addition to an electronic copy of all reports and documentary materials should be presented to the Director of BSS. A sub-committee of the BSS shall review all Reports within ten (10) working days of receipt. The draft report should be submitted no later than one (1) week before the end of the consultancy. The Final Report should be submitted no later than one (1) week after the comments on the Draft Final Report from the designated sub-committee of the BSS.

### b. Delivery dates: February, 2017 – March, 2017.

## VII. CHARACTERISTICS OF THE CONSULTANCY

- 7.1 **Type of Consultancy:** The work will be carried out by an individual consultant.
- 7.2 **Type of Contract:** This is a Lump Sum Contract (Contract includes Reimbursable expenses). Payments shall be made as established in section IX of this Terms of Reference.
- 7.3 **Place of Work:** The work to be done in Barbados unless otherwise agreed with the BSS.
- 7.4 **Duration:** January, 2017 – March, 2017.

## VIII. METHODOLOGY

- 8.1 The consultant will be required to work closely with the Director and IT Officers of the Barbados Statistical Service, stakeholder agencies and respective IT personnel.

## IX. PAYMENT SCHEDULE

- 9.1 Payment will be made on submission and approval of deliverables by the Director of BSS. The consultant should invoice the Director of BSS, specifying the tasks performed and the related outputs. A retention fee of ten percent (10%) of the consultancy fee will be kept and disbursed on the approval of the Final Report. On receipt of payment, the consultant is expected to present a letter indicating receipt of the sums paid for the deliverables as outlined below:

<b>Deliverables</b>	<b>Payment</b>
Work Plan	5%
<b>Training on SPSS – Statistics Base Core and Advanced Modules</b>	65%
Handouts and Training Materials	15%
Draft Report	5%
Final Report	10%

- 9.2 Failure to submit the deliverables will result in non-payment of fees.