

## TC Document

### I. Basic Information for TC

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| ▪ Country/Region:  | REGIONAL  |
| ▪ TC Name:   | Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM)  |
| ▪ TC Number:   | RG-T4607  |
| ▪ Team Leader/Members:   | Mejia-Guerra, Jose Antonio (IFD/ICS) Team Leader; Garcia Nores, Luciana Victoria (INT/RIU); Marichal Abiuso Maximiliano (IFD/ICS); Bueno Londono Daniela (IFD/ICS); Nogueira Felipe Honorio (INT/RIU); Gonzalez Chacon Marianna Jose (IFD/ICS); Sanmartin Baez, Alvaro Luis (LEG/SGO) |
| ▪ Taxonomy:  | Client Support  |
| ▪ Operation Supported by the TC:   | .   |
| ▪ Date of TC Abstract authorization:   | .   |
| ▪ Beneficiary:   | National statistical offices of The Bahamas, Belize, Guyana, and Trinidad and Tobago  |
| ▪ Executing Agency and contact name:   | Caribbean Community Secretariat   |
| ▪ Donors providing funding:  | OC SDP Window 1 - Regional Public Goods(W1A)  |
| ▪ IDB Funding Requested:   | US\$650,000.00  |
| ▪ Local counterpart funding, if any:   | US\$336,800.00 (In-Kind)  |
| ▪ Disbursement period (which includes Execution period):                               | 36 months   |
| ▪ Required start date:   |   |
| ▪ Types of consultants:  | Individuals and firms.  |
| ▪ Prepared by Unit:  | IFD/ICS-Innovation in Citizen Services Division   |
| ▪ Unit of Disbursement Responsibility:   | IFD/ICS-Innovation in Citizen Services Division   |
| ▪ TC included in Country Strategy (y/n):   | No  |
| ▪ TC included in CPD (y/n):  | No  |
| ▪ Alignment to the Transforming for Scale and Impact Institutional Strategy 2024-2030: | Environmental sustainability; Gender equality; Institutional capacity and rule of law   |

### II. Objectives and Justification of the TC

- 2.1 **Objectives.** The general objective of this Technical Cooperation (TC) is the development of institutional capacity across the participating countries by supporting the development of a statistical framework to measure poverty and other vulnerability dimensions through collaborative work.
- 2.2 The specific objectives are to develop: (i) A harmonized data collection instrument for measuring vulnerability in CARICOM in the economic, social and environmental dimensions of sustainable development; (ii) Regional knowledge products and methodological guidelines for administering the harmonized instrument; and (iii) Training modules for administering multipurpose surveys for measuring vulnerability.
- 2.3 **Justification.** The beneficiary countries work together to deepen integration and build resilience. The Region works closely to systematically reduce poverty, unemployment and social exclusion by collectively addressing the impacts of poverty and unemployment. However, regional issues of hunger and malnutrition have worsened

because of challenges exacerbated by the COVID-19 pandemic, climate change, humanitarian crises, violence, instability and inequalities. In particular, the climate crisis has resulted in long-standing structural issues magnifying the challenges of CARICOM SIDS<sup>1</sup>. For example, in 2021, Haiti experienced a tropical storm, followed by an earthquake and quickly followed by another tropical storm, within a few days of each other.<sup>2</sup>

- 2.4 In addition, certain population groups are disproportionately affected by climate change since vulnerability to climate impacts varies based on exposure, sensitivity and adaptive capacity. In general, certain sectors of employment are more susceptible to the impacts of climate events rendering the persons employed in those sectors vulnerable. Exposure to situations of vulnerability is also manifested through the impact on gender gaps (for example, female-headed households are more likely to be below the poverty line). Measuring vulnerability is essential for understanding exposure and designing effective policies that would promote equitable sustainable development. Further, the development and implementation of adaptation strategies in CARICOM that integrate climate resilience into economic development and planning, as well as access to financing for disaster response, are often constrained by the general lack of reliable, comparable and up-to-date data and indicators that identify at-risk populations and other social, economic and environmental disparities.
- 2.5 Engagements and interventions on such matters are best informed by the results of regular multipurpose surveys that capture the multidimensional characteristics of vulnerability, along with other socioeconomic and environmental factors. Engagements and interventions on such matters are best informed by the results of regular multipurpose surveys that capture the multidimensional characteristics of vulnerability, along with other socioeconomic and environmental factors. However, national statistical offices tend to conduct multipurpose or living conditions surveys infrequently. As a result, the available data are often outdated. For instance, the last living conditions survey was conducted in 2001 in The Bahamas,<sup>3</sup> 2009 in Belize,<sup>4</sup> 2018 in Guyana,<sup>5</sup> and 2014 in Trinidad and Tobago.<sup>6</sup> Thus, it is necessary to produce up-to-date data in order to report, among other statistics, vulnerability indicators.
- 2.6 The information generated from these surveys would give a reflection of the situation confronting CARICOM Member States, including their wealth, wealth distribution and their general standard of living. It could also inform policies aimed towards creating more sustainable and resilient economies, as well as attracting greater financing for development.
- 2.7 Insufficiently reliable, comparable, and up-to-date data, as well as the unavailability of relevant indicators, undermine the efforts of the region to develop data driven policies, including for at-risk populations, and to advocate on its own behalf in relevant international fora. Therefore, this project aims to prioritize the development of institutional capacity across CARICOM Member States by building the statistical

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<sup>1</sup> [SIDS](#): Caribbean Small Island Developing States.

<sup>2</sup> Early Warnings for All supported by CMO at the 19th World Meteorological Congress ([CARICOM, 2023](#)).

<sup>3</sup> Bahamas Living Conditions Survey 2001 ([Bahamas National Statistical Institute, 2004](#)).

<sup>4</sup> Living Standards Measurement Survey 2009 ([Belize's Voluntary National Review for the Sustainable Development Goals, 2017](#)).

<sup>5</sup> Household Budget Survey 2018 ([Bureau of Statistics of Guyana, 2024](#)).

<sup>6</sup> Survey of Living Conditions ([Central Statistical Office of Trinidad and Tobago, 2024](#)).

framework to measure poverty and other vulnerability indicators through the development of a comprehensive suite of tools and instruments.

- 2.8 This project is driven by the CARICOM Regional Agenda as agreed by the Conference of Heads of Government, which underscores the critical importance of the global adoption of the Multidimensional Vulnerability Index (MVI)-a measure that Caribbean Small Island Developing States (SIDS) have been championing, as well as the data demands necessary to monitor the eradication of hunger and malnutrition by 2030, combat the climate crisis and build resilient economies. The region is also committed to the implementation of frameworks such as, the Antigua and Barbuda Agenda for SIDS (ABAS), the Regional Framework for Achieving Development Resilient to Climate Change (2019-2029), the Regional Strategy for the Development of Statistics (RSDS) and aligning with broader development frameworks such as the 2030 Agenda for Sustainable Development and the Sendai Framework for Disaster Risk Reduction.
- 2.9 **Expected results.** The key public goods resulting from this project would include the following: (i) A harmonized data collection instrument for measuring vulnerability in CARICOM in the economic, social and environmental dimensions of sustainable development; (ii) Regional knowledge products and methodological guidelines for administering the harmonized instrument; and (iii) Training modules designed to train staff in administering multipurpose surveys to measuring vulnerability. The outputs of this TC will be shared and disseminated to enable other countries in the region to access and replicate them.
- 2.10 **Strategic alignment.** This TC is consistent with the IDB Group Institutional Strategy: Transforming for Scale and Impact (CA-631) and is aligned with the objective of: (i) reduce poverty and inequality by generating more and better data for decision-making related to poverty eradication; and (ii) address climate change, generating quality information on climate change and environmental sustainability, which can then be used for decision-making aimed at mitigating the effects of climate change. The TC is also aligned with the operational focus areas of: (i) gender equality and inclusion of diverse population groups; and (ii) institutional capacity, rule of law, and citizen security since: the products resulting from the TC will make possible to have updated statistical information and produce data in new fundamental dimensions for the formulation, monitoring and evaluation of public policies aimed at closing gender gaps, as well as to improve data on the different population groups that are affected by the impact of climate change; and promoting transparency and coordination among government actors to ensure quality data is produced, widely disseminated and openly accessible. The project can contribute to enhance citizens' trust in state institutions and improve service delivery for the population. Additionally, This TC will contribute to the monitoring of the indicators of the Impact Framework 2024-2030 (GN-3195-8), as it will facilitate access to official country information for reporting indicators linked to: (i) reducing poverty and inequality; and (ii) addressing climate change. The TC is also aligned with the Sectoral Strategy on Institutions for Growth and Social Welfare (GN-2587-2) referring to the strengthening of institutional capacities for policy formulation; and the Update of the Strategy for the Strengthening and Use of National Systems (GN-2538-31), through the strengthening of non-fiduciary systems of development effectiveness through strategic planning, monitoring and evaluation, and statistical systems. The TC is aligned with One Caribbean Regional Program and consistent with the objectives of the Strategic Program for Development Financed with Ordinary Capital (GN-2819-14), in particular with Window 1A, which includes the Regional Public Goods financing that finances this project and

seeks to generate cooperation, collective action, and significant common benefits among countries that have similar development challenges and opportunities. In turn, the TC is likely to generate synergies with project [ATN/OC-21294-RG](#) through component 1 “Data for Targeting Vulnerable Groups, Designing Effective ONE Caribbean Interventions and Measuring Impact” by providing substantial information for the identification, quantification and characterization of vulnerable groups in the Caribbean.<sup>7</sup>

### III. Description of activities/components and budget

- 3.1 **Component 1. Harmonized Data Collection Instrument (US\$173,000.00).** This component will support the development and implementation by beneficiary countries of harmonized survey instruments to measure and assess vulnerability. This would include the development of a harmonized questionnaire in a CAPI (Computer Assisted Personal Interviewing) format. The main activities will be supported by the services of a consultant and will encompass: (i) reviewing existing national household surveys, international standards and methodologies for measuring vulnerability including instruments; (ii) designing the data collection instrument, including questionnaire design and application (CAPI programming), tabulation plan (including disaggregation by gender, age, geographic region, among others), interviewer's manual, among others.
- 3.2 **Component 2. Regional Knowledge Products and Methodological Guidelines (US\$100,000.00).** This component will finance the development of the data infrastructure and technical capacity to implement the harmonized instrument on a continuous and consistent basis. This will include a manual, methodological guidelines, fact sheets and reports. This will be done through the following main activities: (i) the development of clear guidelines for administering the instrument. These guidelines should cover aspects such as sampling techniques, data collection procedures, quality control, and ethical considerations; (ii) Preparation and distribution of knowledge products (e.g., reports, manuals, and fact sheets) that explain the purpose, methodology, and findings of the vulnerability assessment; to staff of NSOs, policymakers, researchers, and other stakeholders via the CARICOM eCISTAR.<sup>8</sup>
- 3.3 **Component 3. Training Modules/Workshops (US\$250,000.00).** This component will fund activities to improve the capacity of CARICOM countries in measuring and assessing vulnerability and poverty, their multidimensional characteristics and intersectionality with other social, economic and environmental conditions. The component will focus on two activities: (i) design and development of the training modules (as well as the knowledge products necessary for their application); and (ii) application of the training modules through workshops and webinars.
- 3.4 These modules would ensure consistent implementation of the instrument across CARICOM Member States and would consist of training and capacity development information related to: (i) Survey Design - to provide guidance to survey administrators on designing effective surveys including question phrasing, response scales, statistical bias; (ii) Data Collection Techniques -to provide enumerators with techniques on best practices for collecting data in field, including ethical conduct; (iii) Data Entry and Quality Control -to provide instructions on quality assurance methods and data entry

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<sup>7</sup> This TC is directly in line with the institutional strengthening cross-cutting area of the ONE Caribbean framework (GN-3201-5).

<sup>8</sup> The [e-CISTAR](#) is an electronic platform for Statistical Training and Research in the Caribbean.

and validation procedures; (iv) Cross-Culture Considerations - to introduce survey administrators on methods for adapting the survey to address cultural nuances accordingly; (v) Using Technology -to introduce survey administrators and enumerators to techniques for using digital tools for data collection and management; (vi) Analyzing the Survey Data -to introduce survey administrators to basic data analysis techniques; (vii) Ethics and Privacy -to sensitize fieldworkers on the importance of protecting respondents' privacy and on the importance of obtaining informed consent; (viii) Communicating the survey results -to sensitize survey administrators on strategies for conducting effective stakeholder engagements; and (ix) Indicator - to compute indicators for vulnerability assessments, explain the significance and calculation methods.

3.5 **Component 4. Project management and coordination (US\$97,000.00).** The last component covers the activities related to the Executing Agency, CARICOM, and the hiring of a Statistician (Project Coordination). The main activities and responsibilities of the Executing Agency will be to: (i) carry out the financial management of the project; (ii) carry out the procurement of goods and the selection and contracting of the required consulting services in accordance with the Bank's standards, policies and procedures; (iii) prepare semiannual progress reports; (iv) coordinate the contracting of independent external audit and evaluation; and (v) prepare and update the Procurement Plan.

3.6 **Budget.** The total TC budget is US\$650,000 and will be financed with resources that will come from Window1A (Regional Public Goods) of the Strategic Program for Development financed with Ordinary Capital (GN-2819-14). The TC includes local in-kind counterparts for a total amount of US\$336,800. The in-kind contributions of the NSOs correspond to staff time. The following table summarizes the main activities and their costs:

**Indicative Budget (US\$)**

| Activity/Component   | Description   | IDB/Fund Funding | Counterpart Funding | Total Funding |
|--|---|------------------|---------------------|---------------|
| Component 1. Harmonized Data Collection Instrument                     | Review existing household surveys, international standards and methodologies, develop, and finalize the instrument, tabulation plan and interviewers' manual.         | 173,000          | 125,000             | 298,000       |
| Component 2. Regional Knowledge Products and Methodological Guidelines | Develop guidelines and knowledge products for implementing instruments, sampling techniques, data collection procedures, quality control, and ethical considerations. | 100,000          | 73,400              | 173,400       |
| Component 3. Training Modules/Workshops                                | Delivery of training to build capacity among NSO staff to ensure consistent implementation of instruments across CARICOM Member States.                               | 250,000          | 102,700             | 352,700       |

| Activity/Component              | Description  | IDB/Fund Funding | Counterpart Funding | Total Funding  |
|---------------------------------|--|------------------|---------------------|----------------|
| Component 4. Project management | Managing all project resources, hiring personnel, communicating with project stakeholders, preparing project documents and maintaining timelines and deliverables. | 97,000           | 25,800              | 122,800        |
| Other costs                     | Final external Evaluation and audit  | 30,000           | 9,900               | 39,900         |
| <b>Total</b>                    |  | <b>650,000</b>   | <b>336,800</b>      | <b>986,800</b> |

#### IV. Executing agency and execution structure

- 4.1 **Executing Agency.** The Secretariat of the Caribbean Community (CARICOM), based in Georgetown, Guyana, will be responsible for the execution of this technical cooperation, in accordance with the criteria established in the Technical Cooperation Policy (GN-2470-2) to act as an executing agency. The choice of CARICOM as the Executing Agency is based on its experience in project implementation. The team at CARICOM has knowledge and experience in a wide range of projects, in collaboration with international organizations. CARICOM has worked with the Bank through the implementation IDB-funded project (ATN/OC-16475-RG Common Census Framework 2.0 - Support to CARICOM Regionally Coordinated Census Strategy, 2017), which enabled greater harmonization of the census data across countries through the adoption of a common data collection tool, common concepts and definitions and a common tool for data dissemination.
- 4.2 The main activities and responsibilities of the Executing Agency will be: (i) to carry out the financial management, coordination and oversight of the project; (ii) to carry out the acquisition of goods and the selection and contracting of the consulting services required in accordance with the rules, policies and procedures of the Bank; (iii) prepare semi-annual reports on the progress of the project; (iv) coordinate the contracting of independent external audit and evaluation; and (v) prepare and update the Procurement Plan. Reimbursement of expenses charged to the Contribution and/or the local contribution that are made prior to the date of approval of the operation is not authorized.
- 4.3 The knowledge products generated within the framework of this technical cooperation will be the property of the Bank and may be made available to the public under a Creative Commons license. However, at the request of the beneficiaries and/or the Executing Agency, the intellectual property of these products may also be licensed in their favor.
- 4.4 **Procurement.** The activities to be executed under this operation have been included in the Procurement Plan (Annex IV) and will be executed in accordance with the applicable policies and procedures for the Policies for the Procurement of Goods and Works Financed by the IDB (GN-2349-15) and the Policies for the Selection and Contracting of Consultants Financed by the IDB (GN-2350-15).
- 4.5 **Steering Committee.** A Steering Committee to be established will be in responsible for administering, coordinating and supervising the development of the Project,

preparing the necessary work material and collaborating in the technical guidance to the agencies of the participating countries. This Steering Committee will be composed of representatives of the NSOs registered in the TC and will have the support and accompaniment of the Executing Agency, and the team leader (José Antonio Mejía) on behalf of the Bank.

- 4.6 The main functions of the Steering Committee are: (i) to analyze the development of the work program, the procurement plan and the budget of the Project, as well as the financial and progress reports of the Project; (ii) review the terms of reference for the contracts to be carried out within the framework of the Project; and (iii) contribute to the development of activities in order to achieve the objectives of the Project, including contact and cooperation with the institutions determined in each country, the provision of the necessary information for the fulfillment of the work of the consultants, participation in meetings and workshops that are organized, and the review of the technical inputs and products that are generated within the framework of the Project.
- 4.7 **Coordinator.** The Executing Agency (CARICOM) will hire a coordinator to facilitate the coordinate execution of the planned activities and ensure coordination between the participating NSOs, within the framework of the different stages of the project.
- 4.8 **Conditions prior to the first disbursement.** The Executing Agency shall provide evidence that it has a financial information system and a control structure. Once validated, the Executing Agency will be responsible for the opening of an accounting sub-account for the project. The Executing Agency will also be responsible for hiring the person in charge of coordinating the project.
- 4.9 **Evaluation and monitoring.** CARICOM will submit biannual progress reports, which will be approved by the Steering Committee. These reports shall include, inter alia, a description of the progress made, details of the in-kind contributions made during the respective period, results achieved, status of implementation of the planned activities, difficulties encountered and suggestions for adjustments to implementation. The half-yearly reports shall be submitted by CARICOM to the Bank no later than July 31 for the first half of the year and January 31 for the second semester, for each year of implementation. The report for the second half of the year will include an update on the Procurement Plan.
- 4.10 **Final Evaluation.** Resources will be allocated for the evaluation of the project in order to measure the achievement of the objectives and indicators and to systematize the lessons learned from the TC. The final evaluation must be carried out and submitted no later than ninety (90) days after the last disbursement of IDB financing resources. The evaluation will be carried out by a consultancy external to the Bank.
- 4.11 **Audit.** As part of the Project Closure Report, the Executing Agency will submit, within ninety (90) days after the date of last disbursement, the Audited Financial Statements of the project, which will be prepared in accordance with Terms of Reference (TOR) previously agreed between the Bank and the Executing Agency and prepared by an independent External Audit Firm acceptable to the Bank. The TORs will include the ex-post review of the project's procurement processes.

## **V. Major issues**

- 5.1 The main risk factors identified for the implementation of the project are: (i) change in the priorities of the counterpart with respect to the objectives of the implementation of the technical cooperation; (ii) institutional changes (e.g. change in the governance of the participating institutions); (iii) reduced interest of consultants in participating in the

contracting processes due to the complexity and long term commitment of the project; and (iv) institutional capacity of the executing agency. In this regard, the Bank will promote a close dialogue with the participating NSOs, through the Steering Committee, to ensure that the priority in the objectives of the project is maintained and to follow up on possible institutional changes, as well as the importance of maintaining the technical cadres of officials involved in the direct execution of technical cooperation. The reduced interest of consultants to participate in the project will be mitigated by competitive fees and positive motivation due to the regional scope of the project. The institutional capacity of the executing agency will be mitigated by hiring a project coordinator.

**VI. Exceptions to Bank policy**

- 6.1 There are no exceptions to the Bank policy.

**VII. Environmental and Social Aspects**

- 7.1 This TC will not finance feasibility or pre-feasibility studies of investment projects or associated environmental and social studies, and thus does not have applicable requirements of the Bank's Environmental and Social Policy Framework (ESPF).

**Required Annexes:**

[Request from the Client\\_62352.pdf](#)

[Results Matrix\\_37411.pdf](#)

[Terms of Reference\\_36134.pdf](#)

[Procurement Plan\\_59610.pdf](#)