

**CARICOM Secretariat Statistical Unit – Implementation of Trade in
Services Statistics**

CONSULTANT’S SCOPE OF WORK

APPENDICES

APPENDIX A

Consultants' Scopes of Work (SOW)

The CARICOM Secretariat, under the direction of Secretary General Mr. Edwin Carrington, has requested technical assistance from C-TRADECOM to assist CARICOM member states to collect and properly disseminate trade in services statistics.

C-TRADECOM will provide technical assistance to the Secretariat to prepare common statistical guidelines, to assess and compile statistical data currently available, review statistical survey instruments, and undertake statistical workshops.

C-TRADECOM

A mandate of C-TRADECOM is to improve the legislative and policy framework to support free trade and competition and to advance implementation of trade obligations (I.R2). The availability of accurate and relevant statistical data on trade in services is critical to convincing national decision makers of the need for legislative and regulatory reform. This data is also crucial to developing informed negotiating positions. This particular initiative will demonstrate C-TRADECOM's ability to improve the policy environment through the accessibility of accurate trade in services data.

Activity

C-TRADECOM will work in conjunction with the Secretariat in the:

1. Preparation of common guidelines;
2. Review and compilation of existing data;
3. Review of survey instruments and questionnaires; and,
4. Orchestration of national and regional workshops.

To undertake this activity, expertise in the following areas will be used:

1. Balance of Payments, International Trade in Services, and Foreign Direct Investment Statistics;
2. Production/national accounts, specifically the services sector;
3. Classification systems, survey and sampling, and questionnaire design; and,
4. Information technology for the analysis of data collection issues, to automate the questionnaire and to provide system/database design.

The Programme Manager, Statistics, will oversee, report on, and evaluate the project. A team of consultants with the above-mentioned skills will carry out the project activities.

Senior Consultant

Specific tasks will include the following activities in collaboration with the Programme Manager, Statistics and the team of Consultants:

1. Prepare in collaboration with Regional Consultant an Implementation Schedule for the execution of all Project activities.
2. Work on formulating common guidelines for the CARICOM Member States in regard to the compilation of trade in services statistics. This will entail travel to the various national bodies responsible for the gathering of statistics (e.g. Statistical Offices) in Barbados, Trinidad and Tobago, Saint Lucia, and Belize to obtain information to facilitate this process, when available.
3. Monitor, guide and coordinate the work of the other Consultants, when available.
4. Advise on the review and compilation of the available data by the Regional Consultant and the two (2) Balance of Payments/National Accounts Experts.
5. Work with the Regional Consultant, and two (2) Balance of Payments/National Accounts Experts to develop methods to treat gaps that exist in the available data.
6. Work with the Regional Consultant and the Classification Expert to develop an approach to extend the data collection and compilation from the BPM5 to the EBOPS format and to devise an approach to introducing product level details in the collection of data on production of services.
7. Act as a facilitator in the regional workshop to be held in selected Member States for practitioners, when available.
8. Work with the Regional Consultant to prepare a draft and final written report to assess the accomplishments of the exercise.
9. Review all consultants' reports prior to submission to the Secretariat and C-TRADECOM by the Regional Consultant.
10. Review draft outline prepared by National Accounts/Balance of Payments Consultant I.

Consultant Timing & Level of Effort:

Up to sixty (60) days level of effort will be allocated to the senior consultant.

Deliverables & Due Dates:

1. Implementation Schedule. Due date: 1 week after project start date.
2. Prepare Draft outline of Common Guidelines: Due date: 2 weeks after project start date.

3. Draft of Comprehensive Common Guidelines to enable Member States to collect, compile and disseminate statistics on International Trade in Services. Due date: 8 weeks after project start date.
4. Final Draft of Comprehensive Common Guidelines to enable Member States to collect, compile and disseminate statistics on International Trade in Services. Due date: 22 weeks after project start date.
5. Review overall Report on the assessment and compilation of data currently available in Member States in which activity has been executed. Due date: 20 weeks after project start date. This will include:
 - 5.1 Synopsis of extractions from datasheets;
 - 5.2 Development of a methodology for treating gaps;
 - 5.3 Development of an approach to extend BPM5 to EBOPS;
 - 5.4 Compiled tables on FATS;
 - 5.5 Report on the implementation of sampling design and data collection instruments in the services sectors in Member States;
 - 5.6 Report on the application of the classification systems in Member States;
 - 5.7 Synopsis of the national and regional workshop reports
 - 5.8 Synopsis of any other project activities not mentioned above; and,
 - 5.9 Recommendations for further work to continue the development of the framework to collect and compile statistics on International Trade in Services.
6. Participation in regional workshop, if available. Due date: 23 weeks after project start date.
7. Written report detailing all activities undertaken in the project. Due date: 26 weeks after project start date.

Level of Effort:

Approximately 60 days.

Regional Consultant

Specific tasks will include the following activities in collaboration with the Programme Manager, Statistics and the team of Consultants:

1. Prepare in collaboration with the Senior Consultant an implementation schedule for the execution of all Project activities.
2. Work on formulating common guidelines for the CARICOM Member States in regard to the compilation of trade in services statistics. This will entail travel to the various national bodies responsible for the gathering of statistics (e.g. Statistical Offices) in Barbados, Trinidad and Tobago, Saint Lucia, Jamaica and Belize to obtain information to facilitate this process.

3. Travel to Member States to collect and compile the services statistics. Visits will be made to, among others, the various national bodies responsible for the gathering of statistics (e.g. Statistical Offices) in St. Kitts and Nevis, St. Vincent and the Grenadines, and Jamaica.
4. Review the worksheets and other information available in the compilation of national accounts and balance of payments statistics, as it relates to detailed compilation of data on statistics on production and international trade in services and Foreign Direct Investment (FDI) across Member States.
5. Compile statistics on production and international trade in services, exports and imports, in accordance with the methodologies of the SNA 1993, the Balance of Payments (BPM5) and the Draft Manual of Trade in Services to a classification level as specified by the Senior Consultant. Identify and estimate where possible the product level information. Obtain an estimate of the amount of services traded imports and exports to total output/expenditure i.e. how much domestic production/total expenditure is traded services.
6. Classify the value of exports and imports of services and FDI by destination and country of origin distinguishing in particular intra-regional sources from other sources/destinations.
7. Re-organize data on production and capital formation to produce statistics on Foreign Affiliate Trade in Services (FATS), comparing data on FATS with FDI in the process.
8. Identify gaps in the data due to non-response or otherwise and apply methods of estimation to fill these gaps as appropriate using, input-output ratios, data from other sources such as administrative records, household surveys, quarterly surveys on production, earnings etc.
9. Identify and include in the estimates where possible data from industries including non-service industries, that import or export services for intermediates or final uses.
10. Assess the feasibility of organizing data according to the four modes of supply.
11. Facilitate the development and or refinement of a register of business establishments and a process to ensure its maintenance as it relates to all industries with particular reference to the identification of firms that import/export services sustaining the data compilation on International Trade in Services and Foreign Direct Investment and its attributes.
12. Conduct staff training as required relative to sustaining the data compilation, estimation/imputation for non-response and register building and maintenance processes.
13. Extract data on Foreign Direct Investment by type, country of origin and sector and enable the sustained production of FDI Statistics by these attributes.

14. Work with the Senior Consultant to develop methods to treat gaps that exist in the available data.
15. Work with the Regional Consultant and the Classification Expert to develop an approach to extend the data collection and compilation from the BPM5 to the EBOPS format and to devise an approach to introducing product level details in the collection of data on production of services.
16. Monitor and coordinate the work of the two National Accounts/Balance of Payments Experts, the Classifications Expert, the Information Technology Consultant and Financial Sector Experts in collaboration with the Senior Consultant.
17. Orchestrate and conduct a series of national workshops to be held in selected Member States to sensitize users, producers and suppliers of services.
18. Orchestrate and conduct the regional workshop to be held in selected Member State for practitioners.
19. Review all the consultants' reports in collaboration with the Senior Consultant prior to submission to the Secretariat and C-TRADECOM.
20. Review in collaboration with Senior Consultant draft outline prepared by National Accounts/Balance of Payments Consultant I.
21. Work with the Senior Consultant and the other Consultants to prepare a draft written report to assess the accomplishments of the exercise.

Consultant Timing & Level of Effort:

Up to one hundred and ten (110) days level of effort will be allocated to the regional consultant.

Deliverables & Due Dates:

1. Implementation Schedule. Due date: 1 week after project start date.
2. Draft Outline of Common Guidelines reviewed. Due date: 2 weeks after project start date.
3. Draft of Comprehensive Common Guidelines to enable Member States to collect, compile and disseminate statistics on International Trade in Services. Due date: 8 weeks after project start date.
4. Final Draft of Comprehensive Common Guidelines to enable Member States to collect, compile and disseminate statistics on International Trade in Services. Due date: 22 weeks after project start date.

5. Overall report on the assessment and compilation of data currently available in Member States in which activity has been executed. Due date 20 weeks after start date. This will include:
 - 5.1 Synopsis of extractions from worksheets;
 - 5.2 Development of a methodology for treating with data gaps,
 - 5.3 Development of an approach to extend BPM5 to EBOPS and for the inclusion of the UNCPC.
 - 5.4 Compiled tables on FATS
 - 5.5 Compiled tables on Investment flows by Country, Industry and Type.
 - 5.6 Assessment on the feasibility of organizing data by modes of supply
 - 5.7 Development and or refinement of a register of business establishments and process to ensure its maintenance as it relates to all industries but with particular reference to the identification of establishments that import and export services
 - 5.8 Training conducted.
 - 5.9 Other activities identified under the Specific Tasks as implemented in member states.

6. Organization of 2 workshops. Due date: 23 weeks after project start date. This will include report on workshop.

7. Written report detailing all activities undertaken in the project. Due date: 26 weeks after project start date.

Level of Effort:

Approximately 110 days.

BOP/National Accounts Consultant I

Specific tasks will include the following activities in collaboration with the Programme Manager, Statistics and the team of Consultants:

1. Work on formulating Common Guidelines for the CARICOM Member States in regard to the compilation of trade in services statistics based on previous experience on the CIDA/CARICOM “Strengthening the Capacity of National Authorities and Regional Organizations in respect of Services Statistics – Situational Analysis” project.

2. Prepare Draft outline of Common Guidelines.

3. Travel to Member States to carry out the assigned tasks. Visits will be made to, among others, the various national bodies responsible for the gathering of statistics (e.g. Statistical Offices) in Barbados, St. Lucia, Trinidad and Tobago and Grenada.

4. Review the worksheets and other information available in the compilation of national accounts and balance of payments statistics, as it relates to detailed compilation of data

on statistics on production and international trade in services and Foreign Direct Investment (FDI) across Member States.

5. Compile statistics on production and international trade in services, exports and imports, in accordance with the methodologies of the SNA 1993, the Balance of Payments (BPM5) and the Draft Manual of Trade in Services to a classification level as specified by the Senior Consultant. Identify and estimate where possible the product level information. Obtain an estimate of the amount of services traded imports and exports to total output/expenditure i.e. how much domestic production/total expenditure is traded services.
6. Classify the value of exports and imports of services and FDI by destination and country of origin distinguishing in particular intra-regional sources from other sources/destinations.
7. Reorganize data on production and capital formation to produce statistics on Foreign Affiliate Trade in Services (FATS), compiling tables on Investment flows by type, country of origin and industry.
8. Identify gaps in the data due to non-response or otherwise and apply methods of estimation to fill these gaps as appropriate using, input-output ratios, data from other sources such as administrative records, household surveys, quarterly surveys on production, earnings etc.
9. Identify and include in the estimates where possible data from industries including non-service industries, that import or export services for intermediates or final uses.
10. Assess the feasibility of organizing data according to the four modes of supply.
11. Facilitate the development and or refinement of a register of business establishments and a process to ensure its maintenance as it relates to all industries with particular reference to the identification of firms that import/export services sustaining the data compilation on International Trade in Services and Foreign Direct Investment and its attributes.
12. Conduct staff training as required relative to sustaining the data compilation, estimation/imputation for non-response and register building and maintenance processes.

Consultant Timing & Level of Effort:

Up to ninety (90) days level of effort will be allocated to the Balance of Payment/National Accounts consultant.

Deliverables & Due Dates:

1. Draft outline of Common Guidelines. Due date: 2 weeks after project start date.

2. Draft of Comprehensive Common Guidelines to enable Member States to collect, compile and disseminate statistics on International Trade in Services. Due date: 8 weeks after project start date.
3. Final Draft of Comprehensive Common Guidelines to enable Member States to collect, compile and disseminate statistics on International Trade in Services. Due date: 22 weeks after project start date.
4. Overall report on the assessment and compilation of data currently available in Member States in which activity has been executed. Due date 20 weeks after project start date. This will include:
 - 4.1 Synopsis of extractions from worksheets.
 - 4.2 Development of a methodology for treating with data gaps.
 - 4.3 Development of an approach to extend BPM5 to EBOPS and for the inclusion of the UNCPC.
 - 4.4 Compiled tables on FATS.
 - 4.5 Compiled tables on Investment flows by Country, Industry and Type.
 - 4.6 Assessment on the feasibility of organizing data by modes of supply.
 - 4.7 Development and or refinement of a register of business establishments and process to ensure its maintenance as it relates to all industries but with particular reference to the identification of establishments that import and export services.
 - 4.8 Training conducted.
 - 4.9 Other activities identified under the Specific Tasks as implemented in member states.

Level of Effort:

Approximately 90 days.

BOP/National Accounts II

Specific tasks will include the following activities in collaboration with the Programme Manager, Statistics and the team of Consultants:

1. Review the worksheets and other information available in the compilation of national accounts and balance of payments statistics, as it relates to detailed compilation of data on statistics on production and international trade in services and Foreign Direct Investment (FDI) across Member States subject to confidentiality constraints.
2. Travel to Member States to carry out the assigned tasks. Visits will be made to, among others, the various national bodies responsible for the gathering of statistics (e.g. Statistical Offices) in Barbados.
3. Compile statistics on production and international trade in services, exports and imports, in accordance with the methodologies of the SNA 1993, the Balance of Payments (BPM5) and the Draft Manual of Trade in Services to a classification level as specified by the Senior Consultant. Identify and estimate where possible the product level information. Obtain an estimate of the amount of services traded imports and exports to

total output/expenditure i.e. how much domestic production/total expenditure is traded services.

4. Classify the value of exports and imports of services and FDI by destination and country of origin distinguishing in particular intra-regional sources from other sources/destinations.
5. Re-organize data on production and capital formation to produce statistics on Foreign Affiliate Trade in Services (FATS), comparing data on FATS with FDI in the process.
6. Identify gaps in the data due to non-response or otherwise and apply methods of estimation to fill these gaps as appropriate using, input-output ratios, data from other sources such as administrative records, household surveys, quarterly surveys on production, earnings etc.
7. Identify and include in the estimates where possible data from industries including non-service industries, that import or export services for intermediates or final uses.
8. Assess the feasibility of organizing data according to the four modes of supply.
9. Facilitate the development and or refinement of a register of business establishments and a process to ensure its maintenance as it relates to all industries with particular reference to the identification of firms that import/export services sustaining the data compilation on International Trade in Services and Foreign Direct Investment and its attributes.
10. Conduct staff training as required relative to sustaining the data compilation, estimation/imputation for non-response and register building and maintenance processes.

Consultant Timing & Level of Effort:

Up to seventeen (17) days level of effort will be allocated to the Balance of Payment/National Accounts II consultant.

Deliverables & Due Dates:

Overall report on the assessment and compilation of data currently available in Member States in which activity has been executed. Due date 20 weeks after start of project. This will include:

- 1.1 Synopsis of extractions from worksheets;
- 1.2 Development of a methodology for treating with data gaps,
- 1.3 Development of an approach to extend BPM5 to EBOPS and for the inclusion of the UNCP.
- 1.4 Compiled tables on FATS
- 1.5 Compiled tables on Investment flows by Country, Industry and Type.
- 1.6 Assessment on the feasibility of organizing data by modes of supply.

- 1.7 Development and or refinement of a register of business establishments and process to ensure its maintenance as it relates to all industries but with particular reference to the identification of establishments that import and export services.
- 1.8. Training conducted.
- 1.9 Other activities identified under the Specific Tasks as implemented in member states.

Level of Effort:

Approximately 17 days.

Classification Expert

Specific tasks will include the following activities in collaboration with the Programme Manager, Statistics and the team of Consultants:

1. Review the classification systems in use in Member States for the compilation of statistics on production and International Trade in Services.
2. Travel to Member States to conduct review of the classification systems. Visits will be made to, among others, the various national bodies responsible for the gathering of statistics (e.g. Statistical Offices) in Trinidad and Tobago, Saint Lucia, Barbados and Belize.
3. Recommend a harmonized or common approach to the application of classification systems in the collection and compilation of statistics on production and international trade in services.
4. Recommend and assist in the implementation of product level classifications in production of services across the various services sectors using the UN CPC classification.
5. Recommend and assist in the implementation of the EBOPS and a common approach to the use of this classification in Member States.
6. Recommend a common approach for the classification to be used in the collection of statistics on FATS in Member States for production and international trade in services.

Consultant Timing & Level of Effort:

Up to nineteen (19) days level of effort will be allocated to the consultant.

Deliverables & Due Dates:

1. Report on Common classification system for Statistics on Production and International Trade in Services. Due date: four weeks after start date. This will include:
 - 1.1 Report on the classification systems in use in Member States for the compilation of statistics on production and international trade in Services.

- 1.2 Report on harmonized or common approach to the application of classification systems in the collection and compilation of statistics on production and international trade in services.
- 1.3 Report on the implementation of product level classifications in production of services across the various services sectors using the UNCPC classification.
- 1.4 Report on the implementation of the EBOPS and a common approach to the use of this classification in Member States.
- 1.5 Report on common approach for the classification to be used in the collection of statistics on FATS in Member States for production and international trade in services.

Level of Effort:

Approximately 19 days.

Financial Sector Expert

Specific tasks will include the following activities in collaboration with the Programme Manager, Statistics and the team of Consultants:

1. Prepare financial sector presentation that provides a comprehensive profile of banking, securities and insurance services across the region and implications for the compilation of statistics on trade in services and investment. This report should also focus on the international business /“offshore” sector and is also to be included in the document to be prepared on common guidelines for the compilation of trade in services in the region.
2. Travel to selected Member State to present report at assigned workshops.

Consultant Timing & Level of Effort:

Up to nineteen (19) days level of effort will be allocated to the consultant.

Deliverables & Due Dates:

1. Financial sector presentation that provides a comprehensive profile of banking, securities and insurance services across the region and implications for the compilation of statistics on trade in services and investment. This report should also focus on the international business /“offshore” sector. Due date two weeks after start.
2. Written version of presentation for circulation/publication. Due date three weeks after start.

Level of Effort:

Approximately 19 days.

IT Expert

Specific tasks will include the following activities in collaboration with the Programme Manager, Statistics and the team of Consultants:

1. Provide an analysis of data collection issues.
2. Automate the questionnaire format.
3. Provide system/database design.
4. Further explore the computerization and extraction of data on Foreign Direct Investment by type, by country or origin and by sector.
5. Travel to Member States to formulate the common approach. Visits will be made to, among others, the various national bodies responsible for the gathering of statistics (e.g. Statistical Offices) in Belize and Saint Lucia.

Consultant Timing & Level of Effort:

Up to thirty two (32) days level of effort will be allocated to the IT consultant.

Deliverables & Due Dates:

1. Harmonized database system for the collection and compilation of trade and services statistics. Due date: six weeks after start.
2. Harmonized questionnaire format. Due date: six weeks after start.
3. Report assessing data collection issues. Due date: six weeks after start.
4. Report exploring the computerization and extraction of data on Foreign Direct Investment by type, by country or origin and by sector. Due date: six weeks after start.

Level of Effort:

Approximately 32 days.

Survey and Sampling Expert

Specific tasks will include the following activities in collaboration with the Programme Manager, Statistics and the team of Consultants:

1. Work on formulating guidelines for the CARICOM Member States in regard to the compilation of trade in services statistics. This will entail visits to Barbados, Trinidad and Tobago, Belize and Saint Lucia.
2. Development of an approach to sampling the services industries, questionnaires and other sampling survey instruments. Provide quality control procedures for sampling. Recommend an approach for imputing for missing data/non-response.

Consultant Timing & Level of Effort:

Up to fifty-five (55) days level of effort will be allocated to the Survey and Sampling Expert.

Deliverables & Due Dates:

1. Draft of Comprehensive Common Guidelines to enable Member States to collect, compile and disseminate statistics on International Trade in Services. Due date: 8 weeks after start date.
2. Final Draft of Comprehensive Common Guidelines to enable Member States to collect, compile and disseminate statistics on International Trade in Services. Due date: 12 weeks after start date.
3. Documented approach to sampling services sector. Due date: 10 weeks after start date.
4. Revised questionnaires. Due date: 10 weeks after start date.
5. Revised survey instruments. Due date: 10 weeks after start date.
6. Quality control procedures. Due date: 10 weeks after start date.
7. Documented approach to estimation of production and trade in services based on sampling design incorporating imputation for missing data/non-response. Due date: 10 weeks after start date.
8. Approach to obtaining estimation with respect to Foreign Direct Investment. Due date: 10 weeks after start date.

Level of Effort:

Approximately 55 days.