

MODERNISATION OF THE BARBADOS STATISTICAL SERVICE

TERMS OF REFERENCE

TOR #4.21 - SPSS Software Implementation

I. PROJECT DESCRIPTION - GENERAL OVERVIEW

- 1.1 The Barbados Statistical Service (BSS), Ministry of Finance and Economic Affairs, seeks to further 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. SPSS Software Installation and Implementation (Statistics Base Core and Advanced Modules).

III. SCOPE OF SERVICES, AND EXPECTED DELIVERABLES

3.1 The individual consultant would be required to:

- a. Install and implement SPSS – (Statistics Base Core).
- b. Install and implement SPSS – (Advanced Modules).
- c. Attend any meetings convened by the Director of BSS as required.

The consulting services (“the Services”) include:

- **Installation and Implementation of SPSS – Statistics Base Core and Advanced Modules, version 23.0**

Software installation

- a. Installation and configuration of SPSS – Statistics Base Core version 23.0. (Network server deployment with ten (10) concurrent SPSS software licenses with appropriate license management for desktop clients).
- b. Installation and initial setup of SPSS software – Advanced Modules version 23.0 with license count as specified below:
 - SPSS Custom Tables 23.0 Software (Concurrent) with three (3) software licenses.
 - SPSS Regression 23.0 Software (Concurrent) with four (4) software licenses.
 - SPSS Complex Samples 23.0 Software (Concurrent) with one (1) software license.
 - SPSS Advanced Statistics 23.0 Software (Concurrent) with one (1) software license.
 - SPSS Missing Values 23.0 Software (Concurrent) with two (2) software licenses.
 - SPSS Data Collection Entry Author 23.0 Software (Concurrent) with two (2) software licenses.
 - SPSS Data Collection Entry Interviewer 23.0 Software (Concurrent) with two (2) software licenses.

Software configuration and customization

- c. Validate concurrent user access to appropriate SPSS software modules based on authorization. Validate the data migration process of SPSS data stored in earlier versions of SPSS (versions 19 – 21, 5 users) to the new server running SPSS Statistics Base 23.0 Software (Concurrent) for network access.
- d. Validate data exports from SPSS to support imports into Microsoft SQL Server 2012.

IV. EXPERIENCE REQUIREMENTS

a. General:

- The consultant must have at least three (3) years general experience in the implementation in SPSS Statistics Base Core and Advanced Modules.
- Experience working in the Caribbean would be an asset.
- Fluency in English.

b. Specific:

- Knowledge of technical standards and specifications for the various SPSS software products.
- Experience in managing electronic data exchange and sharing environments, web technologies and web services.
- Knowledge of relational databases, data warehousing and data security.

SPSS – Statistical Base 23.0

Consultant

- Three (3) years of experience building SPSS databases, constructing indices and variables and running the appropriate statistical tests. Substantive experience with coding of qualitative data.
- Three (3) years of utilizing advanced analytic tools with three (3) or more years of SPSS experience.

V. QUALITY REQUIREMENTS

a. Composition & Qualification Requirements for the consultant:

- The consultant must have at least three (3) years general experience in the implementation in 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 Computer Sciences, 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 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 staff 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:

Deliverables	Payment
Work Plan	5%
<p>Technical Implementation:</p> <p>a. Installation and configuration of SPSS – Statistics Base Core version 23.0. (Network server deployment with ten (10) concurrent SPSS software licenses with appropriate license management for desktop clients).</p> <p>b. Installation and configuration of SPSS – Advanced Modules version 23.0. (Network deployment of the SPSS product software licenses as specified below with appropriate license management for desktop clients):</p> <ul style="list-style-type: none"> • SPSS Custom Tables 23.0 Software (Concurrent) with three (3) software licenses. • SPSS Regression 23.0 Software (Concurrent) with four (4) software licenses. • SPSS Complex Samples 23.0 Software (Concurrent) with one (1) software license. • SPSS Advanced Statistics 23.0 Software (Concurrent) with one (1) software license. • SPSS Missing Values 23.0 Software (Concurrent) with two (2) software licenses. • SPSS Data Collection Entry Author 23.0 Software (Concurrent) with two (2) software licenses. • SPSS Data Collection Entry Interviewer 23.0 Software (Concurrent) with two (2) software licenses. <p>c. Validate the data migration process of SPSS data stored in earlier versions of SPSS (versions 19 – 21, 5 users) to the new server running SPSS Statistics Base 23.0 Software (Concurrent) for network access.</p> <p>d. Validate data exports and imports into Microsoft SQL server 2012 Software.</p>	60%
Procedural Manuals, Technical Documentation on Implementation	20%
Draft Report	5%
Final Report	10%

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