

TERMS OF REFERENCE

Consultancy to Develop a Roadmap for Improving Regional Quality Infrastructure Services

JAMAICA

JA-T1235

Promoting Competitiveness and Sustainable Development in Jamaica

1. Background and Justification

1.1. This initiative is an integral part of the Technical Cooperation (TC) project titled " Promoting Competitiveness and Sustainable Development in Jamaica". The objective of the TC is to strengthen institutional capacity within the quality infrastructure system to promote MSME competitiveness under a sustainable development framework. Specifically, the TC will produce analytical inputs and a roadmap for modernizing the National Quality Infrastructure (NQI) and expanding QI services to MSMEs.

1.2 This project will provide the Government of Jamaica with a detailed roadmap to guide future investments to improve quality infrastructure services for Jamaica and the region. It is expected that investing in the COE will give access to an expanded menu of QI services not only in Jamaica, but across the region. As such, the project ultimately aims to benefit MSMEs, especially women-led firms, as well as other entities that may have demand for QI services (such as laboratories, conformity assessment bodies, etc.). Indirect beneficiaries include the wider public that consume MSME products and services.

2. Objectives

2.1. The objective of this consultancy is to develop a feasibility study for establishing a Centre of Excellence (COE) to modernize and expand QI service offerings to MSMEs in Jamaica and across the Caribbean region.

3. Scope of Services

3.1. The consultancy includes the following: (i) design and implementation of a survey to map their current and future demands for quality infrastructure services amongst MSMEs, particularly exporting MSMEs and women-led firms; (ii) a detailed demand analysis to provide insight on sector specific and gender sensitized quality infrastructure service needs; (iii) an institutional gap analysis; and (iv) a feasibility study for establishing a COE in Jamaica for quality infrastructure services under a sustainable development framework.

4. Key Activities

4.1. The consultancy will undertake several critical tasks, including:

- **Progress Meetings. Engage in strategic discussions to align on project objectives, methodological approaches, expected outputs and outcomes, and to address any execution-related issues. Conduct regular meetings with the IDB team, GOJ, and other identified stakeholders to present the progress and challenges/bottlenecks of the consultancy.**

- .1. **Survey Instrument Design and Implementation.** Design and implementation of a survey to map their current and future demands for quality infrastructure services amongst MSMEs, particularly exporting MSMEs and women-led firms
- .2. **Demand Analysis.** Produce a detailed demand analysis utilizing survey results and other data to provide insight on sector specific and gender sensitized quality infrastructure service needs as well as recommendations for streamlining and digitalization of services
- **Gap Analysis.** Conduct an institutional gap analysis to identify the equipment, technologies, facility upgrades, accreditation processes, and training/capacity development required for modernizing the quality infrastructure and improving/expanding services tailored to MSMEs, especially women-led firms.
- **Feasibility Study:** Develop a feasibility study for the establishing a COE in Jamaica for quality under a sustainable development framework. The study should include the following:
 - .1.1. Benchmarking to assess similar models, incentives, and strategies for long-term sustainability
 - .1.2. Revenue model for the COE, including QI services to be offered
 - .1.3. detailed architectural design
 - .1.4. detailed budget, including inputs from the gap analysis to propose a detailed list of inventory and equipment requirements
 - .1.5. financial feasibility
 - .1.6. risk assessment
 - .1.7. legal and regulatory requirements analysis
 - .1.8. considerations for financing environmental and traffic impact assessments
 - .1.9. operating guidelines which include the following elements: (a) objectives; (b) the governance structure; (c) profiles (i.e. terms of reference) required for the implementation; (d) budget and implementation plan for rolling out; and (e) other processes as necessary to ensure successful deployment and quality assurance

5. Expected Outcome and Deliverables

5.1 Each of the key activities outlined will culminate in corresponding deliverables, which are structured as follows to ensure comprehensive coverage and accountability throughout the consultancy's execution:

- **Deliverable 1 – Inception Report:** The inception report must include an initial review of existing guidelines and related literature, a proposed methodological approach for implementing the proposed activities outlined by the terms of reference, timeline for the expected completion of the deliverables of the consultancy, resources required, draft survey instrument, and potential risks and risk mitigating strategies.
- **Deliverable 2 – Survey Pilot Results**
- **Deliverable 3 – Survey Data and Demand Analysis**
- **Deliverable 4 – Institutional Gap Analysis and Draft Feasibility Study**
- **Deliverable 5 – Final Report : Feasibility Study**

6. Project Schedule and Milestones

6.1. The duration of the consultancy is twelve (12) months and the consultancy is structured around key milestones to ensure timely and effective delivery:

7. Reporting Requirements

7.1. Every report must be submitted to the Bank in an electronic file for review and dissemination to the project steering committee. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

7.2 The consulting firm will adhere to a strict reporting schedule to maintain transparency and accountability throughout the project's duration. These reporting requirements include:

- **Close Collaboration:** The firm will work closely with the Competitiveness, Technology, and Innovation Division of the Productivity, Trade and Innovation Sector (PTI) at the IDB, which provides essential technical assistance and knowledge products in areas like digital transformation and productive development.
- **Monthly Updates and Final Presentation:** Monthly updates will be provided to the PTI, detailing progress, challenges, and any necessary adjustments. The consultancy will conclude with a final presentation of the developed guidelines and a comprehensive report that incorporates stakeholder feedback.
- **Feedback Integration:** Systematic integration of feedback from PTI and other stakeholders will be crucial. The firm will document how this feedback has influenced the project deliverables and outline any project scope adjustments resulting from stakeholder insights.

8. Acceptance Criteria

8.1. The acceptance of deliverables will be based on specific criteria to ensure clarity and mutual understanding between all parties:

- **Criteria for Evaluation:**
 - **Compliance with Specifications:** Each deliverable must adhere to the specifications outlined in the TOR.
 - **Quality of Content:** The content should be clear, comprehensive, and practical for effective implementation.
 - **Incorporation of Feedback:** Deliverables must integrate feedback from the IDB and other stakeholders effectively.
- **Process for Acceptance:**
 - **Initial Review:** The IDB's Competitiveness, Technology, and Innovation Division will review each deliverable for compliance with the established criteria.
 - **Revisions and Resubmission:** Necessary revisions will be communicated to the consulting firm, which will have a specified timeframe to address and resubmit.
 - **Final Approval:** Deliverables that meet all criteria and revisions will receive final approval from the designated authority within the IDB.
- **Authorization for Acceptance:**
 - The project manager or a designated authority from the IDB's division will formally accept the work by signing off on each deliverable, confirming it meets all requirements and expectations.

9. Consulting Firm and Team Requirements

1. Consulting Firm Experience: At least five (5) years' experience.
2. Key Expert 1 (Lead, Project Manager): At least ten (10) years' experience in leading the design and implementation of quality infrastructure projects. Minimum of a Master's degree or equivalent in related field in education.
3. Key Expert 2 (National Quality Infrastructure Expert): At least 10 years of progressive experience in international expertise in standards and quality for private sector development. Consultant with experience on designing and implementing network of laboratories. Experience in the Caribbean preferred.

4. Key Expert 3 (Data Analytics/M&E Specialist): At least a Master's degree in Economics, Applied Statistics, International Development, or a related field. At least 5 years of professional experience in statistical methods, data collection, coding and programming and consultancies related to development of surveys and data collection methodologies for supporting the monitoring and evaluation of private sector development projects and programs. Demonstrated proficiency with data collection technologies/platforms; statistical software packages; and in the design and management of surveys and data collection exercises.
5. Key Expert 4 (Engineer)
6. Other Key Team Members: Other key team members (such communications expert, etc.) should be identified and should have skills relevant to implementing the TOR's activities.

10. Other Requirements

10.1. To maintain integrity and compliance throughout the consultancy, additional requirements include:

- Strict adherence to the IDB's operational protocols and security guidelines.
- Ensuring all team members comply with necessary health and safety standards, particularly in light of ongoing public health concerns.

11. Supervision and Reporting

11.1. The consulting firm will operate under the close supervision of the IDB's Competitiveness, Technology, and Innovation Division, which will provide ongoing guidance, review deliverables, and approve modifications as necessary to meet the project's objectives. The Consultancy will also be expected to work closely with the GOJ in ensuring alignment with the Government's Strategy and standards.

12. Schedule of Payments

12.1 The payment structure is designed to motivate timely and effective completion of milestones:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Deliverable 1.	10%	1 month after signing the contract
Deliverable 2.	10%	2 months after signing the contract
Deliverable 3.	20%	5 months after signing the contract
Deliverable 4.	30%	8 months after signing the contract`
Deliverable 4.	30%	10-11 months after signing the contract`

TERMS OF REFERENCE

Consultancy to Design and Implement a Training Program to Strengthen Capabilities for Monitoring, Evaluation, and Learning of Private Sector Development Programs

International

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

The IDB, through the Competitiveness, Technology, and Innovation (CTI) Division, provides funding, technical assistance, and knowledge products to support governments in key action areas such as firm-level innovation, entrepreneurship ecosystems, green innovation, digital transformation, creative economy, social innovation, and productive development. IDB programs in these areas incorporate common themes, such as training in science, technology, and innovation for advanced human capital; strengthening scientific and technological infrastructure; designing public policies to promote innovation; strengthening the institutional capacity of the agencies and ministries that are responsible for implementing these policies.

About this position

The Bank seeks a consultant to strengthen the institutional capacity of the MIIC, particularly the BSJ, to monitor and evaluate private sector development programs.

What you’ll do:

- Develop learning materials and manuals for a training workshop to equip stakeholders with the knowledge and skills necessary to design, implement, monitor and evaluate private sector development programs.
- The training workshop must utilize existing IDB courses¹ (such as Development Effectiveness and Project Management for Results).

¹ Examples of IDB courses: <https://cursos.iadb.org/en/programs>

- The training workshop must include advanced modules focused on data analytics for monitoring and reporting and advanced quantitative methods for conducting economic analyses and robust impact evaluations of PSD programs.
- The training should include will include a capstone project requiring the participants to design a program focused on building the NQI ecosystem in Jamaica (which include design elements such as the program's theory of change, results matrix, components, budget, risk, etc.) and to develop an ME&L strategy and economic analysis for the program
- Develop criteria and participate in the competitive selection of at least ten public sector professionals
 - Implement training workshops using a hybrid approach. At least 5 in-person workshop days are expected.
 - Provide technical advisory support (handholding) to participants of the course in the design of the proposed capstone project

Deliverables and Payments Timeline:

Deliverable 1: Inception Report and Proposed Learning Materials- A detailed inception report outlining the proposed curriculum (detailed breakdown of courses, expected outcomes, etc.), selection methodology (such as application form, selection criteria, etc), feedback survey, work plan, and timeline.

Deliverable 2: Progress Report on Completion of Virtual Sessions

Deliverable 3: Progress Report on Completion of One Week In-Person Session

Deliverable 4: Capacity Building Materials and Training- Summary of training workshops, including developed training materials, participant feedback, and recommendations for ongoing capacity building.

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Deliverable #	Percentage	Planned Date to Submit
Deliverable 1	20	1 month after contract signature
Deliverables 2	25	3 months after submission Deliverable 1
Deliverable 3	25	4 months after submission Deliverable 2
Deliverable 4	30	5 months after submission Deliverable 3

What you'll need

- **Education:** Ph.D./ Master/Bachelor's degree (or equivalent advanced degree) in Data Science, Applied Statistics, Economics, or other fields relevant to the responsibilities of the role.

- **Experience:** At least 5 years of professional experience in statistical methods, data collection, coding and programming and consultancies related to development of surveys and data collection methodologies for supporting the monitoring and evaluation of private sector development projects and programs. Demonstrated proficiency with data collection technologies/platforms; statistical software packages; and in the design and management of surveys and data collection exercises.
- **Languages:** Proficiency in English

Key skills:

- Collaborate and share knowledge
- Focus on clients
- Communicate and influence

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 6 months

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

Our culture

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

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