Governance arrangements and implementation road map for the implementation of [DPI] in [Country] - Consultant

<u>**Post of duty:**</u> **Remote**

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<u>**About this position:**</u>

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.

Within the Institutions for Development (IFD) Department, the Innovation in Citizen Services Division (IFD/ICS) is structured in four clusters: Public Management, Citizen Security, Data and Digital Government, and Transparency. The Data and Digital Government (DDG) cluster promotes government digital transformation throughout the region. On the other hand, the Knowledge, Innovation, and Communications (KIC) Department includes the Innovation Division (KIC/ICD).

Currently, the DDG cluster and innovation division in KIC are supporting the implementation of Digital Public Infrastructure (DPI) across the region, and have partner with CoDevelop, a global non-profit fund helping countries accelerate their digital transformation journeys by leveraging safe and inclusive shared digital public infrastructure (DPI) at scale, to support the implementation of DPI in the Caribbean. With this in mind, the DDG cluster is looking for a consultant to support [Country] with an implementation road map for a rapid deployment and scaling strategy of [DPI].

<u>**What you'll do:**</u>

- Review, based on previous experiences, the requirements for a successful implementation of [DPI]
- Map existing capabilities and institutional arrangements in [Country] for the deployment of [DPI]
- Propose a governance arrangement, for the deployment of [DPI] and, if needed, any further arrangements required to increase its sustainability in the medium and long term.
- Propose a detailed implementation and action plan, including the activities to be carried by the government, required equipment, personnel, and costs.
- The consultant is expected to spend at least two weeks in [Country].

The activities mentioned above form the principal duties of the position; however, this does not preclude additional responsibilities which may become necessary, to be approved by the IFD/ICS's Digital Government Knowledge Coordinator.

Deliverables and Payments timeline:

The deliveries and timeline are as follows:

Reports / Deliverables

- **Deliverable 1:** Requirements based on international experience and existing capabilities in country.
- **Deliverable 2:**Governance arrangements for implementation and recommendations for sustainability of [DPI].
- **Deliverable 3:** Detailed Implementation and action plan for the deployment of [DPI] in [Country].

Deliverable #	Percentage	Estimated delivery date
Deliverable 1	30%	15 days after contract signature
Deliverable 2	30%	30 days after contract signature
Deliverable 2	40%	45 days after contract signature

What you'll need:

- **Education:** Master's degree in economics, Public Policy, Public Administration, or another relevant field.
- **Experience:** At least 2 years of relevant experience in digital government programs, with emphasis on shared services and platform integration and/or implementation.
- **Languages:** Ability to read, write and speak fluently in English and Spanish.

Key skills:

- Project management experience is desired. Specific experience with systems and/or platform implementation in the public sector is preferred.
- Knowledge of digital public goods and digital public infrastructure is required. Previous experience in the implementation of one is desired.
- General knowledge of digital government technical topics is desired.
- Familiarity with international organizations is desired.

Requirements:

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

Type of contract and duration:

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

- **Length of contract:** 3 months.
- **Location:** Remote

What we offer

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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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https://www.facebook.com/IADB.org

https://twitter.com/the_IDB

TERMS OF REFERENCE
[DPI] rapid implementation in [Country]

1. Background and Justification

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

1.2 The Institutions for Development Sector (IFD) and the Knowledge, Innovation, and Communications sector (KIC) are requesting the complete functional deployment of [DPI], a [e.g. data exchange platform, digital identification and authentication service system, verifiable credentials system] that will facilitate the [use case]

2. Objectives

2.1. [Paragraph on the use case and objectives]

2.2. The IDB is looking for a vendor that will fully deploy the open-source DPI [DPI] in [country] based on the solution's source code and documentation, as well as the implementation roadmap document that was designed specifically for [country]'s needs. This consists of the platform's back-end and front-end deployment, including infrastructure setup and scalable data ingestion. We also require integration with [x government systems].

3. Scope of Services

3.1. Rapid deployment of [DPI] in [country]: (i) the adaptation, integration, and full functional deployment of the DPI in [country]; (ii) DPI's full roll out, including data ingestion and operational use in the country; (iii) training and technical support during hypercare launch of the DPI.

3.2. [X number] main functionalities will be implemented: [list of functionalities]

3.3. Work alongside the IDB and the [country]'s project teams to ensure all Bank and Country regulations and requirements are followed during the system's deployment.

4. <u>Key Activities</u>

Key activities	Description
Kickoff	Team identification and initial coordination meetings
Context and coordination	Understand the institutional context and limitations with [country], IDB and its partners.
Sprints definition	Review the product and all related documents and define the sprints' scope.
DPI adaptation	Small adaptations from initial open-source source code might be necessary.
Platform integrations	Deployment of APIs that integrate the platform with other systems might be necessary.
Data Integration	Deployment of API contracts to integrate with national internal systems.
DPI's full deployment	DPI's full deployment in [country]'s environment.

Hypercare	Training and technical support of [country]'s employees.

5. Expected Outcome and Deliverables

Product 1:
- [to be defined after definition of DPI, country and use case]
- E.g. Small adaptations from initial open-source source code approved by product owner.

Product 2:
- [to be defined after definition of DPI, country and use case]
- E.g. Platform integrations approved by product owner.

Product 3:
- [to be defined after definition of DPI, country and use case]
- E.g. APIs approved by product owner.

Product 4:
- [to be defined after definition of DPI, country and use case]
- Full deployment in [country]'s environment approved by product owner.
- Testing documentation of the full solution (penetration test, user acceptance test, functional test) approved by the product owner.

Product 5:
- [to be defined after definition of DPI, country and use case]
- Trainings and technical support delivered and approved by product owner.

6. Project Schedule and Milestones

6.1. [To be defined after definition of DPI, country and use case]

7. Reporting Requirements

Key report	Description
Project Plan	Work plan detailing activities with their dependencies, timeline, team involved, as well as the objectives of each activity and KPIs proposal.
Sprint plans	Detailed description of the developments and changes to be conducted during the sprint
Sprint retrospective reports	Upon completion of the sprint, report of the result of activities.
Test cases, automated tests, and Testing results	Full documentation of test cases, automated cases, and test results.
Technical Documentation & user training videos	Solution specifications and configuration document with complete detail of the configurations made to the infrastructure, CMS and analytics.

8. <u>Acceptance Criteria</u>

8.1. The products must achieve complete documentation, including all integrations, evidence of successful testing and fully functional deployment. As the product owner, Arturo Muente (amuente@iadb.org) will be responsible for all approvals of deliverables.

9. <u>Other Requirements</u>

9.1. [To be defined after definition of DPI, country and use case]

10. <u>Payment Schedule</u>

10.1. The payment schedule is divided into three payments:

Payment Schedule	
Deliverable	**%**
1. Product 1 and 2	15%
2. Product 3 and 4	25%
3. Product 5	60%
TOTAL	100% (USD 150,000 – USD 200,000)

11. <u>Supervision</u>

11.1. The firm will be reporting to Arturo Muente (amuente@iadb.org) and Julia Dias (juliav@iadb.org), who will give comments to any reports, approve reports, documents, work, give any instructions for changes.

Documentation and evaluation of the implementation of [DPI] in [Country] - Consultant

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What you'll do:

- Review and proposed, based on previous international experiences, an evaluation framework to be applied in this consultancy.
- Review the implementation plan and governance arrangements recommended for this implementation.
- Interview all stakeholders involved in the implementation process.
- Document the implementation of [DPI], with emphasis on any problems faced and the solutions that were applied, if any. The consultant will highlight any problem that could be applicable to other contexts.
- Apply the evaluation framework previously designed.
- The consultant is expected to spend at least two weeks in [Country].

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Deliverables and Payments timeline:

The deliveries and timeline are as follows:

Reports / Deliverables

- **Deliverable 1:** Evaluation framework for digital public infrastructure.
- **Deliverable 2:** Documentation of the implementation of [DPI] in [Country]
- **Deliverable 3:** Final report

Deliverable #	Percentage	Estimated delivery date
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