TERMS OF REFERENCE No. 1 (Consulting Firm)

Support to Elaboration and Implementation of Haiti's Electronic Signature Legal, Regulatory, Institutional, and Operational Framework

HAITI

HA-T1360

Supporting the Implementation of Digital Crosscutting Solutions and Infrastructure Enabling Digital Transformation of Public Management

1. Background and Justification

1.1. The IDB is implementing the Program to Strengthen Public Management to Improve Service Delivery (HA-L1131), which aims to improve service delivery by enhancing the effectiveness, efficiency and transparency of human resources and salaries management. The Bank is also implementing the Program to Strengthen the Foundations of Digital Transformation of Public Management to Improve Government Effectiveness (HA-J0010), which aims to improve policy implementation and service delivery to citizens by supporting increased effectiveness of public management through digitalization. In the context of these operations, one of the key digital shared crosscutting solutions to be piloted at the Ministry of Economy and Finance (MEF) is electronic signature (e-signature).

1.2. On its part, the Government of Haiti (GoH) has made important progress with the development of the legal and regulatory framework to implement e-signature in the country, as this is one of the GoH priorities to enable digital government and digital solutions for public sector management, as well as a digital economy. This includes the core and complementary decrees, norms and regulations to implement the Electronic Signature Law of 2017, such as the *Décret* adjusting the law, and the *Arrêté* to operationalize and implement the law, among other.

1.3. As part of the technical assistance the IDB is providing to the GoH to conduct the execution of operations HA-L1131 and HA-J0010, the IDB will also provide technical assistance to support the elaboration and implementation of the country's electronic signature legal, regulatory, institutional, and operational framework.

2. Objectives

2.1. Support the GoH Task Force on Electronic Signature (TFES) -integrated by IHSI, CONATEL, ONI and MEF, among other public agencies- with the elaboration and implementation of the country's e-signature legal, regulatory, institutional, and operational framework.

3. Scope of Services

3.1. The scope of consulting services will include all the relevant legal, regulatory, institutional, and technical aspects to attain the objective above described and the activities detailed in Section 4 of this TOR.

3.2. Consulting services will thus leverage both best practices from world-leading e-signature frameworks, as well as lessons learned that are particularly relevant for LAC countries and for fragile countries such as Haiti.

4. Key Activities

4.1. Development of the set of complementary regulations, standards, and institutional arrangements necessary for the operational implementation of the Electronic Signature Law of 2017, the *Décret* adjusting the law, and the *Arrêté* to operationalize the law, including but not limited to:

i) Accreditation body
ii) Evaluation standards
iii) Management of Trusted Services List (TSL)
iv) Operational guidelines of CONATEL as a supervisory body
v) Scenario analysis for PKI in the short term and in the medium term
vi) Other as identified as priorities by the TFES, and to be agreed between the TFES, IDB and consulting firm.

4.2. Assessment and recommendations to harmonize Haiti's e-signature legal, regulatory, institutional, and operational framework with role model international frameworks such as the European EIDAS2, among other.

5. Expected Outcome and Deliverables

5.1. The general outcomes expected from this contract are:

i) Development of the set of complementary regulations, standards, and institutional arrangements necessary for the operational implementation of the Electronic Signature Law of 2017, the *Décret* adjusting the law, and the *Arrêté* to operationalize the law.
ii) Harmonization of Haiti's e-signature legal, regulatory, institutional, and operational framework with role model international frameworks such as the European EIDAS2, among other.

5.2. To this aim, the deliverables associated to the activities listed above are the following regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country:

i) Accreditation body
ii) Evaluation standards
iii) Management of Trusted Services List (TSL)
iv) Operational guidelines of CONATEL as a supervisory body
v) Scenario analysis for PKI in the short term and in the medium term
vi) Other as identified as priorities by the TFES, and to be agreed between the TFES, IDB and consulting firm.

6. Project Schedule and Milestones

6.1. Project schedule and milestones are described in Table No. 1.

Table No. 1: Project Schedule and Milestones

Milestone	Estimated Date
Deliverable 1: Report No. 1 on technical assistance provided, including documents prepared in the period related to the regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country.	6 months after contract start
Deliverable 2: Report No. 2 on technical assistance provided, including documents prepared in the period related to the regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country.	12 months after contract start
Deliverable 3: Report No. 3 on technical assistance provided, including documents prepared in the period related to the regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country.	18 months after contract start
Deliverable 4: Report No. 4 on technical assistance provided, including documents prepared in the period related to the regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country.	24 months after contract start

7. Reporting Requirements

7.1. The consulting firm will submit the reports in consistency with project schedule and milestones described in Table No. 1.

7.2. Reports will be submitted in English. When needed, reports will also be translated to French.

8. Acceptance Criteria

8.1. Deliverables will be accepted upon compliance with project schedule and milestones (Table No. 1) and quality review by IDB Project Manager as described in Section 10 of this TOR.

9. Consulting Firm and Team Requirements

9.1. The firm must demonstrate at least 15 years of sound experience in areas related to electronic identification and electronic signature operational, legal, and institutional framework. Firm experience must include work with key ecosystem actors, including both government agencies and private sector actors. Direct experience with e-signature role model international frameworks is a plus. Experience with LAC countries, other regions' developing countries, and/or fragile countries is a plus. Experience in design and/or implementation of digital government initiatives is a plus.

9.2. The firm team must include: i) project manager with several years of experience at senior advisory or managerial level; and ii) experts on e-signature solutions technological and functional architecture, legal and regulatory framework, and governance and institutional arrangements.

10. Supervision and Reporting

10.1. The firm will report to the IDB Project Manager: Claudia Mendieta Navarro, Sector Senior Specialist (cmendieta@IADB.ORG). The Project Manager will establish meetings frequency, provide comments to reports, and approve reports. The firm is responsible for ensuring that meetings are conducted, and reports are submitted to the Bank.

11. Schedule of Payments

11.1. Payments will be based on project deliverables as described in Table No. 2. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

Table No. 2: Payment Schedule

Deliverable	%
Deliverable 1: Report No. 1 on technical assistance provided, including documents prepared in the period related to the regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country.	25%
Deliverable 2: Report No. 2 on technical assistance provided, including documents prepared in the period related to the regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country.	25%
Deliverable 3: Report No. 3 on technical assistance provided, including documents prepared in the period related to the regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country.	25%
Deliverable 4: Report No. 4 on technical assistance provided, including documents prepared in the period related to the regulations, standards, and institutional arrangements necessary for the operational implementation of e-signature in the country.	25%
Total	100%

TERMS OF REFERENCE No. 2 (Individual Consultant)

Consultant to support the implementation of the Program to Strengthen the Foundations of Digital Transformation of Public Management to Improve Government Effectiveness (HA-J0010), with focus on Digital Crosscutting Solutions and Infrastructure

Post of Duty: 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.

About this position

We are looking for a consultant to support the implementation of operation HA-J0010, with focus on digital transformation components and activities, particularly those related to the deployment of digital crosscutting solutions and infrastructure enabling digital transformation of public management, including cloud-based digital workplace solutions and basic connectivity.

You will work in the Institutional Capacity of the State Division (IFD/ICS) part of the Institutions for Development (IFD) Department. ICS aims to improve the government's capacity for delivering effective public policy and public services.

What you'll do:

- Prepare technical inputs, and support procurement processes, for the design and implementation of:
  - HA-J0010 Component 2's deployment of digital crosscutting solutions and infrastructure enabling digital transformation of public management, including cloud-based digital workplace solutions and basic connectivity.
  - HA-J0010 Component 1's strengthening of digital governance.
- Prepare other inputs and reports, and participate in work sessions and missions, as needed.

Deliverables and Payments Timeline:

Deliverables	Percentage	Planned Date to Submit
Deliverable 1: Workplan.	10%	1 month after contract start
Deliverable 2: Report No. 1 on support to implementation of HA-J0010, including documents and briefs prepared.	30%	4 months after contract start
Deliverable 3: Report No. 2 on support to implementation of HA-J0010, including documents and briefs prepared.	30%	8 months after contract start
Deliverable 4: Final Report on support to implementation of HA-J0010, including documents and briefs prepared.	30%	12 months after contract start

What you'll need

- **Education:** Master's degree (or equivalent advanced degree) in information systems or other fields relevant to the responsibilities of the role.
- **Experience:** At least 15 years of experience with digital transformation of public sector.
- **Languages:** Proficiency in English.

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

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:** 12 months
- **Work Location:** Remote.

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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About IDB Lab
Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

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About IDB Invest
IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of $14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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