

**Conceptual Design for SEM Bases in El Salvador Consultant****Post of Duty: Remote**

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 seeking a professional (architect, engineer or similar) with experience in resilient building design to support the review of infrastructure projects that meet these conditions. El Salvador is exposed to various natural threats (geological and hydrometeorological), some of which, such as hurricanes and tropical storms, have been exacerbated due to the effects of climate change in the last decade. The region's social infrastructure (hospitals, schools, social housing, institutional buildings) is consistently affected by these phenomena, necessitating designs that consider these threats to prevent damage and ensure continuous operation, especially for critical infrastructure.

You will work in interdisciplinary group of specialist from Social and Health Protection Division, (SCL/SPH) and Social Infrastructure Group (VPS/GIS). This team is responsible for the preparation and supervision of IDB operations in borrowing member countries in the areas of social protection (safety nets and transfers and services for social inclusion that include: early childhood development, youth programs, care services for dependency, among others), health (capital investment strategies in health, strengthening of health networks, financing, organization and performance of the health system, etc.) and nutrition

**What you'll do:**

(main accountabilities that contribute to the team's objectives - don't go into the details)

- Review tools for health infrastructure assessment, especially the tool prepared by IADB for Hospitals, and include GIS Resilient Health Infrastructure Design Criteria Checklist, OPS Smart Hospitals Toolkit, Vulnerability Analysis Tool, WHO Safe Hospitals Checklist, and Guide for Master Plans with a Network Approach.
- Prepare a toolkit for evaluating the vulnerability of Primary Healthcare facilities, that consider health and occupational safety related to architecture, structural system service and reliability, environmental and comfort conditions, maintenance and operation, universal accessibility, critical Mechanical, Electrical, and Plumbing (MEP) systems, and equipment and furniture.
- The toolkit can be developed using a web dashboard, Power BI, Excel, or any medium approved by the contracting party.
- Conduct diagnoses of prioritized existing infrastructure and perform a preliminary "macro" costing of investments per establishment.

**Deliverables and Payments Timeline:**

Click or tap here to enter text.

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
<b>Product 1:</b> Workplan and methodology	30%	15 days after signing the contract
<b>Product 2:</b> Draft version of the tool and initial implementation	30%	60 days after signing the contract
<b>Product 3:</b> Final version of the tool; PHC assessment and cost estimates	40%	120 days after signing the contract

**What you'll need**

- **Education:** Degree in architecture, civil engineering, or other similar fields and a master degree.
- **Experience:** At least 10 years in healthcare facilities design or construction
- **Languages:** Proficiency in Spanish

**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:** El Salvador/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](mailto: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://twitter.com/the\\_IDB](https://twitter.com/the_IDB)

**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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## **TERMS OF REFERENCE**

### *Topographical Assessment and Soil Survey for Primary Care Centers*

*El Salvador*

*Loan: ES-L1160*

*Technical Cooperation: Support the preparation and execution of the Smart and Comprehensive Health Program (ES-L1160) - ES-T1363*

#### **1. Background and Justification**

- 1.1. El Salvador is exposed to various natural threats (geological and hydrometeorological), some of which, like hurricanes and tropical storms, have been exacerbated due to the effects of climate change in the last decade. The social infrastructure of the region (hospitals, schools, social housing, institutional buildings) is constantly affected by these phenomena, and its design must consider these threats to prevent damage and ensure continuous operation, particularly in the case of critical infrastructure.
- 1.2. The Social Infrastructure Group (GIS) supports different sectors of the Bank in everything related to infrastructure works, ensuring that buildings are resilient to the threats they are exposed to. As a consulting firm, you will carry out the physical evaluation and technical dossier of prioritized projects with the aim of meeting the necessary scopes to guarantee sustainability.
- 1.3. The Social Sector (SCL) has a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the challenges of development in Latin America and the Caribbean. Along with the countries of the region, the Social Sector builds public policy solutions to reduce poverty and improve education, work, social protection, and health services that citizens receive. The work of the Sector aims to promote a more productive region with equal opportunities between men and women and greater inclusion of the most vulnerable populations.
- 1.4. This contract is financed by a TC that will support the preparation and execution of the Smart and Integral Health Program ES-L1160 (the original name Integrated Health Program III was changed during the identification mission) The objective of the program is to contribute to improving the level of health of the population, with emphasis on Non Communicable Diseases (NCDs), through the physical and digital implementation of a comprehensive healthcare network and management model, which strengthens the continuity of care and availability, quality and efficiency of services. The specific objectives are: (i) Increase the coverage and integration of digital health services and the coverage and the referrals from the primary health centers to hospitals; (ii) Strengthen the resilience and environmental sustainability (green infrastructure) of health facilities and expand specialized coverage; (iii) Increase the coverage and quality of support services (primary care laboratories, hospital blood banks and laundry), extend the coverage of pre-hospital care and improve the response to public health emergencies; and (iv) Strengthen the health policy design and management capacity of the Ministry of

Health.)

## 2. Objectives

The overall objective of this consultancy is: (i) conduct topographic surveys of the land where the projects are planned to be executed. (ii) perform soil studies for each of the lands.

## 3. Scope of Services

3.1. The consulting firm is required to carry out the topographic and soil studies for the following healthcare facilities:

CENT y US-E San Miguel, San Miguel  
CENT Occidente-Santa Ana  
UDSE Anamorós, La Unión  
US-I Coatepeque  
US-I La Unión  
US-I Nueva Concepción, Chalatenango, Potrero  
U-I San Fco Menéndez Ahuachapán, Cara Sucia  
US-I Santa Rosa de Lima  
US-I Sonsonate SO  
UDSE San Miguel, San Miguel, El Zamoran  
US-I Chalatenango, Chalatenango  
US-E La Palma, Chalatenango

## 4. Key Activities

4.1 **Activity 1. Topographic Survey:** Prior to architectural design, a topographic survey of the project site will be conducted. The topographic survey should include at least the planimetry and altimetry of the terrain with respective contour lines every 50 centimeters, indicating the main existing infrastructure inside and its nearby boundaries, adjacent streets and avenues, effluents, boundary levels, and the survey of the existing structure for demolition estimate if it exists. Similarly, existing service infrastructure (electric pole, water connection line, water table level, fire hydrant, etc.) should be surveyed.

Digital photographs in daylight conditions need to be taken for (i) at least 4 views of the whole area from different angles and (ii) at least four views of each building or all views by using a 360-degree camera. Utilize GPS and/or other modern surveying technologies to ensure accuracy and efficiency is an asset.

4.2 **Activity 2. Soil Study:** Before finalizing the designs, a soil study will be conducted following the most updated local and international standards. The testing should be done using the Standard Penetration Test (SPT) described in ASTM D-1586, recording the number of blows "N" of the hammer per linear meter of sampler penetration to a minimum depth of 8 m. Additionally, necessary tests for soil classification according to the Unified Soil Classification System (USCS) should be conducted to determine the stratigraphy of different boreholes, draw stratigraphic profiles, and determine load-bearing capacity in the foundation stratum and recommendations for foundation, possible soil improvement needs, and slope management, where applicable. For measuring the water table level, it is recommended to take measurements 24 hours after completing the drilling. The offeror must consider the existence

of existing buildings for drilling. The location of the boreholes with a maximum separation of 20 m between each borehole. Before starting the drilling, the location of the points must be confirmed by a professional appointed by MINSAL or the Bank. The proposal will be valued for the execution of the geophysical study of Multichannel Analysis of Surface Waves (MASW) for determining the shear wave velocity ( $V_{s30}$ ) for seismic site classification and validating the homogeneity or heterogeneity of the boreholes.

The execution of the soil tests must be always supervised by a geotechnical engineer, and the drilling machinery must comply with the specifications specified in ASTM D-1586. For laboratory tests, representative samples of each stratum must be selected, with less than 3 m in depth for the selection of each sample. Laboratory tests should be carried out in a laboratory certified by the country, following the parameters established in the relevant ASTM or AASHTO standard for each of the following tests:

- Atterberg Limits – ASTM D 4318.
- Moisture Content – ASTM D 2216.
- Granulometry – ASTM D 422.
- Unconfined Compression – ASTM D2166.
- SUCS Classification – ASTM D 2487.
- Specific Gravity – ASTM D558.
- Permeability, Relative Permeability, and Permeability Coefficient ( $k$ ) estimation.
- Volumetric weights.
- Internal friction angle ( $\Phi$ ) or cohesion ( $c$ ), as applicable.

A written report must be delivered, containing a description of the work carried out, methodology, equipment, and materials used, laboratory tests performed according to the criteria specified in this document and current regulations in El Salvador applicable to geology and soil characteristics of the site. The report should include, at a minimum, the following aspects, but not limited to them:

1. Plan or diagram of the subsurface exploration location, with UTM coordinates of the borehole locations.
2. Description of the scope of the investigations and the methodology used.
3. Drilling records.
4. Final logs of the boreholes with a description of soil and rock samples by a qualified professional.
5. Calculation report for each laboratory test performed, with results shown in a summary table.
6. Results report of geophysical test, with seismic site classification according to Table 20.3-1 of ASCE/SEI 7-10.
7. Location of the water table, if encountered in the boreholes.
8. Photographic record of drilling activities and extracted soil samples.
9. Description of regional and local geology, including hydrogeology.
10. Description of topography.
11. Stratigraphic profiles/geological sections.
12. Determination of allowable bearing capacity.
13. Expected total and differential settlements.
14. Determination of the foundation stratum and recommended type, depth, and construction techniques of foundation.
15. Information on the soil's permeability and natural drainage characteristics for assessing potential water-related issues.

16. Calculation report (bearing capacity, settlement, etc.) and illustrations or diagrams explaining the geotechnical analyses. Tables and correlations used should be properly referenced.
17. Slope stability analysis and recommendations.
18. Comments, recommendations, and conclusions. All results of laboratory tests on selected samples by drilling must be attached. The soil study result must be signed and sealed by the responsible geotechnical specialist, and the chosen laboratory must be registered and have all the necessary permits. As an annex to the report, all documents related to the results of field and laboratory tests, as well as all calculations associated with geotechnical analyses, will be delivered (both in printed and digital formats).

The requirements specified in these Terms of Reference are minimum. In the proposal evaluation, additional studies that the geotechnical specialist deems necessary, as well as specific experience in projects of this nature and previous studies conducted in the area, will be taken into consideration.

## **5. Expected Outcome and Deliverables**

**Product #1:** Work Plan for Topographic land surveys and Soil mechanical analysis.

- This document will include the number of health facilities that will be part of this study.

**Product #2:** A comprehensive Topographic Land Survey for each site, including.

- Detailed topographic plans/maps of the site (as described in chapter 4).
- Photographs in JPEG format (as described in chapter 4).
- CAD format digital data.
- PDF format of topographic plans.
- Point cloud if possible.
- Report of the topographic survey

**Product #3:** A comprehensive Soil Mechanics Analysis Report for each site, including.

- Executive Summary.
- Geotechnical Investigation Report.
- Soil Classification Data and Characterization Report.
- Geotechnical Testing Results.
- Groundwater Level.
- Soil Bearing Capacity Analysis.
- Foundation Analysis and Recommendations.
- Soil Permeability and Drainage Characteristics.
- Construction Impact Analysis.
- Settlement Analysis.
- Mitigation and Remediation Strategies.
- Cost Estimates for Recommended Actions and Project Timelines.
- Recommendations for Structural Stability.



- Seismic Risk Assessment.

## 6. Project Schedule and Milestones

The Plan it is expected to be delivered within the first week from the contract award date.  
 The Topographic surveys and its deliverables are expected to be completed within 10 weeks from the contract award date.  
 Comprehensive soil mechanics analysis report within 18 weeks from the contract award date.

Product	weeks																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Product 1																				
Product 2																				
Product 3																				

## 7. Reporting Requirements

- 7.1. A consulting initiation meeting will be required within one week of contract award.
- 7.2. Meeting Frequency: As needed, typically bi-weekly during active phases. These meetings will correspond to follow-up meetings and clarification of doubts, among other scopes.
- 7.3. The consulting firm may make partial deliveries within the schedule, to the extent that the surveys per project are completed.
- 7.4. The consulting firm must deliver all presentations, calculation reports, and databases used to generate analyses, plans, graphs, tables, and figures in both digital and physical formats. Plans must be presented in binders, A1 paper size, contained in compressed cardboard folders, and organized by specialty with their corresponding cover and an index showing all the contained documents and a list of plans indicating plan number, content, and scale, as specified in the scope. Likewise, digital copies of all files must be provided, following the same logic of organization as the physical documents.
- 7.5. All files in CAD will comply with the respective color code defined by the executing unit and facilitate subsequent processes of material quantification for the works. This delivery format may be detailed further, if necessary, and depending on the technical and human reading and reproduction capabilities available to the unit (differentiated information in different layers, print point file, use of 3D and virtual animation of the project). In the case of reports, these can be delivered in Word and PDF format.
- 7.6. The final deliverables will be 1 bound copy of each report/drawing to be sent/prepared electronically and on memory stick /CD.
- 7.7. One (1) printed copy of each topographic plan/map shall be provide physical, plotted copy of the final topographic maps, as part of the deliverables. It is imperative that these maps are printed on high-quality, durable material suitable for both field use and archival purposes. The maps should be printed at a suitable scale that ensures all details are clearly visible and legible. The exact scale and dimensions of the prints shall be agreed upon at the initial stage of the topographic survey.

7.8. The consulting firm will prepare the documents in Spanish. All reports must be submitted to the Bank in electronic file format.

## 8. Acceptance Criteria

- 8.1. The MINSAL Executing Unit reserves the right to issue its technical opinion on all deliverables. This opinion may be positive or negative if the deliverable in question does not meet the mentioned requirements and expected quality.
- 8.2. The IDB will consider MINSAL's technical opinion throughout the execution of this consultancy.
- 8.3. The deliverables will be considered accepted when they receive formal approval from the IDB.
- 8.4. IDB must approve all deliverables and products before proceeding with payment.

## 9. Other Requirements

### 9.1. Construction Codes and Regulations:

The assessment and recommendations must comply with any relevant or mandatory local regulations. The consultancy firm must take into consideration that in El Salvador, as well as in other countries in the region, structural design and construction are usually governed by a combination of local regulations and international codes or recognized standards.

### 9.2. Required qualifications, expertise, and experience expected from the consulting firm or company to be hired, including:

It is crucial that the designated consulting firm has highly qualified and duly certified staff to conduct the necessary topographic study. The minimum professional requirements include:

#### In Topography.

- **Professional in Civil Engineering, Surveyor or Topography** with a minimum academic degree of bachelor's degree, with a minimum general professional experience of 5 (five) years, counted from obtaining the university degree and specific experience of at least three (3) years in topography.
- Working familiarity with operational procedures including environmental and social performance standards. Experience with public sector projects and/or with bi-lateral or multi-lateral funding agencies is an asset.
- Experience in building infrastructure and/or civil works, particularly in the field of cadastral and topographic surveys.
- Detailed knowledge of relevant El Salvador legislation related to construction works is an asset.
- Proven experience in conducting topographic surveys, particularly for construction projects.
- Access to and proficiency with modern surveying technology and software.
- Ability to interpret and present complex topographical data in an accessible format.
- Good communication and collaboration skills to work effectively with the project team.

Prospective consultancies are required to submit a detailed proposal that includes:

- An overview of their experience and past projects of a similar nature.
- A methodology for the topographic survey.
- A proposed timeline and schedule of activities.
- A detailed quotation for the services to be provided.

#### In Soil assessment

- **Structural/Civil engineer:** Licensed civil engineer with at least five (5) years of certified experience in structural design. Bachelor's or specialization in structural design and calculations. Ability to conduct the technical study of the existing buildings to be retrofitted and to prepare the structural design documentation. Fluent in English (written and spoken). Dutch is an asset.
- **Geotechnical/Civil engineer:** Licensed civil engineer with at least five (5) years of certified experience in the geotechnical field. Ability to conduct soil mechanics studies where the laboratory structure is located to prepare the structural design documentation. Fluent in English (written and spoken). Dutch is an asset.
- Extensive experience and proven expertise in structural engineering and geotechnical assessments, backed by a portfolio of similar successful projects.
- The consultancy must employ qualified professionals, such as structural engineers (see upward) and geotechnical engineers (see upward).
- Familiarity with El Salvador's construction regulations, codes, and standards.
- The consultancy firm must also demonstrate the ability to perform comprehensive site inspections, structural analyses, and soil testing using appropriate equipment and technology.
- The consultancy firm must also demonstrate the ability to perform reports that include structural modeling, soil analysis, and practical recommendations for remediation or strengthening, ensuring compliance with local building codes and international standards.

The Consulting firm shall include in its offer the following non-exhaustive documents:

- A portfolio with relevant recent projects completed, including pictures and plans.
- A methodological note.
- A detailed work plan, including a list of specific activities with a provisional chronogram.
- A summarized breakdown of the financial offer in USD (What could modify the payment schedule after agreement with the IDB).

## **10. Supervision and Reporting**

- 10.1. The consulting firm must carry out each of the points detailed in the Key Activities and Expected Products sections of these Terms of Reference. However, the execution of other works that have not been specified, necessary to successfully complete the consultancy, will be at the discretion of the consulting firm, without extra cost to the IDB.
- 10.2. Throughout the consultancy, the consulting firm must be available for meetings with the project team as required.

## 11. Schedule of Payments

- 11.1. Payment terms will be based on project milestones or deliverables. 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.
- 11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

<b>Payment Schedule</b>	
<b>Deliverable</b>	<b>%</b>
DELIVERABLE 1 Presentation and Approval of the Work Plan	10%
DELIVERABLE 2 1. Topographic land surveys and Soil mechanical analysis for 3 of 9 Health Facility	30%
DELIVERABLE 3 2. Topographic land surveys Soil Mechanics Analysis Report for 6 of 9 Health Facilities	30%
DELIVERABLE 4 3. Soil Mechanics Analysis Report for 9 Health Facilities	30%
<b>TOTAL</b>	<b>100%</b>

## **TERMS OF REFERENCE**

### **Evaluation of Physical Infrastructure and Preparation of Technical Folders for Resilience Investments in five Prioritized Hospitals**

*El Salvador*

*Loan: ES-L1160*

*Technical Cooperation: Support the preparation and execution of the Smart and Comprehensive Health Program (ES-L1160) - ES-T1363*

#### **1. Background and Justification**

- 1.1. El Salvador is exposed to various natural threats (geological and hydrometeorological), some of which, like hurricanes and tropical storms, have been exacerbated due to the effects of climate change in the last decade. The social infrastructure of the region (hospitals, schools, social housing, institutional buildings) is constantly affected by these phenomena, and its design must consider these threats to prevent damage and ensure continuous operation, particularly in the case of critical infrastructure.
- 1.2. The Social Infrastructure Group (GIS) supports different sectors of the Bank in everything related to infrastructure works, ensuring that buildings are resilient to the threats they are exposed to. As a consulting firm, you will carry out the physical evaluation and technical dossier of prioritized projects with the aim of meeting the necessary scopes to guarantee sustainability.
- 1.3. The Social Sector (SCL) has a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the challenges of development in Latin America and the Caribbean. Along with the countries of the region, the Social Sector builds public policy solutions to reduce poverty and improve education, work, social protection, and health services that citizens receive. The work of the Sector aims to promote a more productive region with equal opportunities between men and women and greater inclusion of the most vulnerable populations.
- 1.4. This contract is financed by a TC that will support the preparation and execution of the Smart and Integral Health Program ES-L1160 (the original name Integrated Health Program III was changed during the identification mission) The objective of the program is to contribute to improving the level of health of the population, with emphasis on Non Communicable Diseases (NCDs), through the physical and digital implementation of a comprehensive healthcare network and management model, which strengthens the continuity of care and availability, quality and efficiency of services. The specific objectives are: (i) Increase the coverage and integration of digital health services and the coverage and the referrals from the primary health centers to hospitals; (ii) Strengthen the resilience and environmental sustainability (green infrastructure) of health facilities and expand specialized coverage; (iii) Increase the coverage and quality of support services (primary care laboratories, hospital blood banks and laundry), extend the coverage of pre-hospital care and improve the response to public health emergencies; and (iv) Strengthen the health policy design and management capacity of the Ministry of

Health.)

## **2. Objectives**

The main objective of this consultancy is to carry out an assessment of the state of the facilities of 5 prioritized hospitals and prepare their technical folders in El Salvador. The evaluations include: (i) Conduct site visits to health facilities to assess the physical and digital condition of the buildings and systems of each and measure the functionality factors that make the health facility grounds suitable and appropriate for their intended functions. ii) Prepare technical folders for investment projects focusing on sustainability, safety, and resilience.

## **3. Scope of Services**

**3.1.** The selected firm will provide services to carry out the evaluation of the physical and digital infrastructure of selected health facilities in El Salvador. The main purpose of the consultancy is to conduct comprehensive assessments of the conditions of the facilities and their corresponding grounds. Health facilities will be audited with the aim of strengthening their digital infrastructure, resilience, technological preparedness for climate change, and providing information and estimates for additional requirements in terms of space; equipment, materials, and furniture needed to transform these five facilities.

## **4. Key Activities**

- 4.1.** Review relevant documentation, including project-related documents, 2023 hospital vulnerability assessment, applicable to El Salvador's building codes and regulations, and applicable to the operational policies of the Inter-American Development Bank (IDB).
- 4.2.** Participate in an initial workshop where the Ministry of Health (MINSAL) will present the minimum infrastructure standards (planning and design guidelines), the overall objective, and the conceptual budget of the investment projects.
- 4.3.** Identify areas of intervention based on the information obtained in the vulnerability assessment 2023 and incorporating consistency with EDGE certification requirements.
- 4.4.** Assist the Ministry in defining and redefining regular and structured maintenance requirements.
- 4.5.** Conduct visits to each health facility and confirm the viability of the conceptual scope of the interventions.
- 4.6.** Analysis of the evaluation report: a comprehensive evaluation of all facilities identifying physical and digital deficiencies and general interventions (for all systems of the health facility).
- 4.7.** Prepare a list of activities and preliminary cost estimates for the implementation of general interventions.
- 4.8.** Compile all collected information in the evaluation in digital format; this database will be shared with the Ministry and included in the Ministry's data collection system.
- 4.9.** Prepare a master plan that includes the site plan and construction plans per floor of the

health facilities.

- 4.10. The master plan is expected to include the following information:
  - 4.10.1. Description and analysis of the site with relevant information about existing buildings, available land, and possible spatial or technical limitations, etc.
  - 4.10.2. Package of preliminary plans for an intervention scenario for each site and design of each floor with identification and descriptions of the interventions.
  - 4.10.3. General specifications for the development phase.
  - 4.10.4. Identify and assess compliance with accessibility requirements for people with disabilities.
- 4.11. Assist the Ministry in developing cost estimates and schedules.
- 4.12. Prepare a preliminary list of EDGE measures and simulations for 5 hospitals, showing the energy efficiency and sustainability measures to be implemented, as well as the intended construction system and material, ensuring compliance with EDGE certification requirements.
- 4.13. Assist in identifying measures contributing to the IDB's climate change objective (this will be done in conjunction with a climate change specialist).
- 4.14. Participate in IDB or MINSAL missions and meetings. A presentation is required for each product before MINSAL and the IDB.
- 4.15. EDGE Level 1 Standards: Investment projects must meet and exceed the available standards following the requirements of the Excellence in Design for Greater Efficiencies (EDGE) green building certification standard. To achieve EDGE certification, the project must have 20% less energy and water usage, and 20% less embodied energy in materials compared to a conventional building. Specific measures to achieve this standard could be identified with the online application of EDGE Building (free of charge), available at <https://app.edgebuildings.com>.

## **5. Expected Outcome and Deliverables**

**Product 1:** Report of review of existing information with synthesis and work plan.

- Review all existing architectural and engineering designs and infrastructure standards.
- Review all existing technological designs and objectives to expand digital infrastructure or connectivity in health facilities, along with related documentation.
- Review facility maintenance practices and processes that support the maintenance of all facilities to verify that required records are being maintained.
- Meet with key stakeholders to schedule project milestones, schedule health facility visits, and ensure that key personnel are aware and informed about the audit process and its objectives.

**Product 2:** Programing, inspection, and final assessment documentation of sites visits.

- Conduct site visits before the audit process to determine the scope of the audit exercise.
- In collaboration with key stakeholders, develop and request confirmation of inspection and functionality evaluation forms according to the level of information to be obtained.

Functionality criteria to be evaluated should include functional adequacy, accessibility, room finishes, acoustics and sound control, climate control, lighting electrical service, energy and water conservation measures, climate resilience, instructional support, and storage spaces. This functionality evaluation is for the health facility as it is.

- Physically inspect, document, and rate the condition of 5 hospital. One facility will include all buildings, building components, systems, system components, and exterior site components. For the purposes of this exercise, the aforementioned areas will be defined as follows:
  - a. Buildings: All essential, permanent, and semi-permanent structures located on the health facility site.
  - b. Building components: The entire structure and any extension attached to such a structure. Components include exterior elements (roofing systems, piping, windows, doors, foundations, and structural members) and interiors (roofs, walls, floors, doors, and structural members and appearance elements).
  - c. Digital infrastructure: Inventory of network devices, servers, software, and student and teacher computers. Document the Internet providers for each health facility.
  - d. Systems: Elements that provide services and utilities to the building and its occupants. Systems include, among others, mechanical, electrical, connectivity, plumbing, air conditioning, fire protection, and specialized elements.
  - e. System components: Elements that make up a system. System components include, among others, generators, and electrical distribution panels.
  - f. Exterior site components: May include, among others, paths and railings, paved areas, parking spots, site lighting, landscaped areas, play areas, drainage systems, fences, and outdoor facilities.
- Make recommendations based on the findings of the infrastructure audit.
- Apply in preselected areas the predeveloped functional assessment form to assess how well the facilities meet contemporary functionality needs for assigned programs and planned new specialized programs. This final assessment will include general cost estimates.

**Product 3:** Master Plan and technical dossier with cost estimates for 5 hospitals based on prioritized interventions.

- Document with explanatory and detailed information on the areas to be intervened and the work necessary to address the defined investments in each hospital.
- General and level plans that identify the sectors where the work must be carried out, associated with description, specifications and costs differentiated by item.

## **6. Project Schedule and Milestones**

*The Product 1 is expected to be delivered within 15 days from the contract award date.*



*The Product 2 is expected to be completed within 60 days from the contract award date.  
The Product 3 is expected to be completed within 180 days from the contract award date.*

## **7. Reporting Requirements**

- 7.1. A consulting initiation meeting will be required within one week of contract award.
- 7.2. Meeting Frequency: As needed, typically bi-weekly during active phases. These meetings will correspond to coordination and clarification of doubts, among other scopes.
- 7.3. The consulting firm must deliver for each phase, all presentations, calculation reports, and databases used to generate analyses, plans, graphs, tables, and figures in digital format. Plans must be presented in A1 paper size in PDF and Dwg format, organized by specialty, and an index showing all the contained documents and a list of plans.
- 7.4. The consulting firm will prepare the documents in Spanish. All reports must be submitted to the Bank in electronic file format.

## **8. Acceptance Criteria**

- 8.1. The MINSAL Executing Unit reserves the right to issue its technical opinion on all deliverables. This opinion may be positive or negative if the deliverable in question does not meet the mentioned requirements and expected quality.
- 8.2. The IDB will consider MINSAL's technical opinion throughout the execution of this consultancy.
- 8.3. The deliverables will be considered accepted when they receive formal approval from the IDB.
- 8.4. IDB must approve all deliverables and products before proceeding with payment.

## **9. Other Requirements**

The consultancy will require a multidisciplinary team.

- 9.1. Project Coordinator: Registered project manager with experience, architect or engineer or experienced administrator, with at least ten (10) years of certified general experience; Specific experience in architectural projects totaling at least 3000 m2. One of the architecturally accredited projects with specific experience must have an area of at least 1500 m2 and have been built. Skills: Knowledge of local and international construction standards for new and renovation projects. Experience in sustainable building design. Dedication: at least 60%. Language: Fluent in Spanish (written and spoken).
- 9.2. Design Architect: Registered architect, with at least five (5) years of certified general experience. At least three (3) years of specific experience in architectural design and with a minimum certified area of 1000 m2. Dedication: 100%.
- 9.3. Structural/Civil Engineer: Licensed civil engineer with at least five (5) years of certified experience in structural design. Bachelor's degree or specialization in structural design and calculations. Ability to conduct the technical study of existing buildings to be rehabilitated and prepare structural design documentation in accordance with

architectural solutions. Dedication: Not less than 60% and as required by the project. Fluent in English (written and spoken).

- 9.4. Electrical Engineer: Licensed engineer with at least five (5) years of certified experience. Project design includes voice and data, communication, and the design of exterior and interior lighting systems, mechanical and electronic equipment, and power supply. All electrical preparations must comply with local standard code. Dedication: Not less than 40%.
- 9.5. Hydrosanitary Engineer: Licensed engineer with at least five (5) years of certified experience in plumbing and sanitary facilities design. Dedication: Not less than 40%.
- 9.6. Quantity and Cost Calculator: Licensed civil engineer with at least five (5) years of certified and experienced in managing contractual and financial costs of a construction project. Dedication: Not less than 40%.
- 9.7. Bioclimatic Design Consultant: Architect or engineer expert in EDGE with at least one (1) year of certified experience in bioclimatic design in El Salvador or experience in implementation.

**10. Supervision and Reporting**

- 10.1. Each deliverable will be approved the (SCL/SPH) specialist in El Salvador, and a member of the Social Infrastructure Group (INE/GIS).
- 10.2. The consulting fees for the services provided under these TORs will be paid following the payment schedule under the approval of the deliverables. For the purpose of this audit, facility condition reports and prioritization will be presented with a distinction between digital and physical infrastructure. This will allow for risk classification from different areas.

**11. Schedule of Payments**

- 11.1. Payment terms will be based on project milestones or deliverables. 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.
- 11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

<i>Deliverable</i>	%
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DELIVERABLE 1 Presentation and Approval of the Work Plan for Evaluation and Investment Projects. For all five health facilities.	10%
DELIVERABLE 2 Evaluation Report for two (2) hospitals	20%
DELIVERABLE 3 Evaluation Report for three (3) Hospitals	30%
DELIVERABLE 4 Technical Dossier and Proposal for five (5) hospitals	40%
<b>TOTAL</b>	100%

DRAFT

## Conceptual and Schematic Design for Medical Emergency System Bases (SEM) in El Salvador

### Consultant

#### Post of Duty: El Salvador

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

This contract is financed by a TC that will support the preparation and execution of the Smart and Integral Health Program ES-L1160 (the original name Integrated Health Program III was changed during the identification mission) The objective of the program is to contribute to improving the level of health of the population, with emphasis on Non Communicable Diseases (NCDs), through the physical and digital implementation of a comprehensive healthcare network and management model, which strengthens the continuity of care and availability, quality and efficiency of services. The specific objectives are: (i) Increase the coverage and integration of digital health services and the coverage and the referrals from the primary health centers to hospitals; (ii) Strengthen the resilience and environmental sustainability (green infrastructure) of health facilities and expand specialized coverage; (iii) Increase the coverage and quality of support services (primary care laboratories, hospital blood banks and laundry), extend the coverage of pre-hospital care and improve the response to public health emergencies; and (iv) Strengthen the health policy design and management capacity of the Ministry of Health

We are looking for an expert, committed and motivated professional in healthcare architecture, to develop conceptual and schematic designs of the SEM bases. As responsible for the conceptual design of the SEM bases, you will be responsible for preparing the medical-architectural programs, functional plans, the conceptual design, schematic design, and the reference budget of the facilities.

You will work in interdisciplinary group of specialists from Social and Health Protection Division, (SCL/SPH) and Social Infrastructure Group (VPS/GIS). This team is responsible for the preparation and supervision of IDB operations in borrowing member countries in the areas of social protection (safety nets and transfers and services for social inclusion that include early childhood development, youth programs, care services for dependency, among others), health (capital investment strategies in health, strengthening of health networks, financing, organization and performance of the health system, etc.) and nutrition

#### What you'll do:

1. **Define the Architectural Program.** Based on information provided you must review and propose:
  - Prepare the medical-architectural planning for the 4 SEM bases.

- Prepare a general Space Matrix with functional areas, list of rooms and surfaces, based on the reviewed information and considering applicable standards.

## 2. Functional Plan and Conceptual Design

- Prepare a Functional plan of the facilities, considering persons and vehicles flows.
- Prepare a Conceptual design of a prototype that will be deployed for three (3) SEM bases, considering a functional plan of the facilities, reflecting areas, segregated access, and a correct inner and exterior flow.

## 3. Schematic Design. The consultant will prepare and must validate this proposal with IDB and the Executing Unit.

- Carry out the schematic design in a 1:200 scale considering design criteria related to accessibility, security, compliance with EDGE requirements, expressed in location and floor plants and elevations, including equipment's and furniture's.
- Prepare preliminary engineering and utilities requirements considering EDGE standards.
- Prepare General Technical specifications. This shall include a general framework of conditions for the later development of the project, including instructions and recommendations for the contractor as well as a detailed list of applicable codes, specifications or standards materials to be used, as well as methods of work performance and quality. The specifications will include the framework of conditions so it can facilitate the optimization of budget in a subsequent D+B process.
- Prepare General Cost estimation for the construction.
- Prepare a project construction schedule considering the national authorization process.

### Deliverables and Payments Timeline:

The Consultant will prepare and present four products according to the table below that contain a brief summary of the progress in the assigned activities

<u>Deliverable #</u>		<u>Percentage</u>	<u>Planned Date to Submit</u>
<u>1</u>	Medical-Architectural Planning	20%	60 days
<u>2</u>	Functional plan and Conceptual design	25%	90 days
<u>3</u>	Schematic design including preliminary engineering and utilities.	25%	150 days
<u>4</u>	General Cost estimation and timeline of project construction.	30%	180 days

### What you'll need

- **Education:** The consultant must have university academic training at the master's level in architecture, civil engineering, or related fields.
- **Experience:** At least 10 years in healthcare facilities design and/or construction

- **Languages:** Proficiency in Spanish

**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:** 7 months
- **Work Location:** El Salvador/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](mailto: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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[https://twitter.com/IDB\\_Lab](https://twitter.com/IDB_Lab)

**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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**Conceptual and Schematic Design for the Metropolitan Centralized Laundry, El Salvador  
Consultant**

**Post of Duty: El Salvador**

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**

This contract is financed by a TC that will support the preparation and execution of the Smart and Integral Health Program ES-L1160 (the original name Integrated Health Program III was changed during the identification mission) The objective of the program is to contribute to improving the level of health of the population, with emphasis on Non Communicable Diseases (NCDs), through the physical and digital implementation of a comprehensive healthcare network and management model, which strengthens the continuity of care and availability, quality and efficiency of services. The specific objectives are: (i) Increase the coverage and integration of digital health services and the coverage and the referrals from the primary health centers to hospitals; (ii) Strengthen the resilience and environmental sustainability (green infrastructure) of health facilities and expand specialized coverage; (iii) Increase the coverage and quality of support services (primary care laboratories, hospital blood banks and laundry), extend the coverage of pre-hospital care and improve the response to public health emergencies; and (iv) Strengthen the health policy design and management capacity of the Ministry of Health

We are looking for an expert, committed and motivated professional in healthcare architecture, to develop conceptual and schematic designs of the Centralized Laundry. As responsible for the conceptual design of the Laundry, you will be responsible for preparing the architectural programs, functional plans, the conceptual design, schematic design, industrial equipment, and the reference budget of the facilities.

You will work in interdisciplinary group of specialists from Social and Health Protection Division, (SCL/SPH) and Social Infrastructure Group (VPS/GIS). This team is responsible for the preparation and supervision of IDB operations in borrowing member countries in the areas of social protection (safety nets and transfers and services for social inclusion that include early childhood development, youth programs, care services for dependency, among others), health (capital investment strategies in health, strengthening of health networks, financing, organization, and performance of the health system, etc.) and nutrition

**What you'll do:**

- 1. Determination of Demand;** Based on information provided by health establishments, you must establish the demand for equipment, its capacity and quantity. Prepare a brief report that includes:
  - Prepare an estimate of the production of the establishments it serves and define the capacity of the appropriate industrial equipment (washing machines, dryers, ironing press.



- Determination of the capacity and quantity of equipment; Prepare a list of equipment according to its capabilities to respond to the requirement:
2. **Define a Space Matrix and conceptual design.**
    - Prepare a Space Matrix with functional areas, list of rooms and surfaces, based on previous calculations and considering applicable standards, including industrial equipment.
    - Prepare a Conceptual design considering the functional plan of the facilities, reflecting inner flows for people and laundry carts, access, and a correct flow of the processes.
  3. **Schematic Design.** The consultant will prepare and validate this proposal with IDB and the Executing Unit.
    - Carry out the schematic design at a 1:200 scale considering design criteria related to accessibility, safety, compliance with EDGE requirements, expressed in location, distribution of enclosures in floor plans and elevations, including equipment and furniture.
    - Develop preliminary engineering and utility requirements considering EDGE standards.
    - Prepare General Technical specifications. This shall include a general framework of conditions for the later development of the project, including instructions and recommendations for the contractor as well as a detailed list of applicable codes, specifications or standards materials to be used, as well as methods of work performance and quality. The specifications will include the framework of conditions so it can facilitate the optimization of budget in a subsequent D+B process.
    - Prepare preliminary cost estimates for construction.
    - Prepare a project construction schedule considering the national authorization process.

**Deliverables and Payments Timeline:**

The Consultant will prepare and present three products according to the table below that contains a summary of the progress in the assigned activities.

<b><u>Deliverable #</u></b>		<b><u>Percentage</u></b>	<b><u>Time after contract suscription</u></b>
<b><u>1</u></b>	Architectural Program with space matrix and medical equipment list.	25%	60 days
<b><u>2</u></b>	Conceptual Design	25%	90 days
<b><u>3</u></b>	Schematic Design including preliminary engineering, General Cost estimation and Timeline of project construction.	50%	150 days

**What you'll need**

- **Education:** The consultant must have university academic training at the master's level in architecture, civil engineering, or related fields.
- **Experience:** At least 10 years in healthcare facilities design and/or construction
- **Languages:** Proficiency in Spanish

**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:** 6 months
- **Work Location:** El Salvador/Remote

**Our culture**

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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 Invest**

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**Conceptual and Schematic Design for the Metropolitan Hemocenter, El Salvador**  
**Consultant**

**Post of Duty: El Salvador**

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**

This contract is financed by a TC that will support the preparation and execution of the Smart and Integral Health Program ES-L1160 (the original name Integrated Health Program III was changed during the identification mission) The objective of the program is to contribute to improving the level of health of the population, with emphasis on Non Communicable Diseases (NCDs), through the physical and digital implementation of a comprehensive healthcare network and management model, which strengthens the continuity of care and availability, quality and efficiency of services. The specific objectives are: (i) Increase the coverage and integration of digital health services and the coverage and the referrals from the primary health centers to hospitals; (ii) Strengthen the resilience and environmental sustainability (green infrastructure) of health facilities and expand specialized coverage; (iii) Increase the coverage and quality of support services (primary care laboratories, hospital blood banks and laundry), extend the coverage of pre-hospital care and improve the response to public health emergencies; and (iv) Strengthen the health policy design and management capacity of the Ministry of Health

We are looking for an expert, committed and motivated professional in healthcare architecture, to develop conceptual and schematic designs of the Metropolitan Hemocenter. As responsible for the conceptual design of the Hemocenter, you will be responsible for preparing the architectural programs, functional plans, the conceptual design, schematic design, medical equipment, and the reference budget of the facilities.

You will work in interdisciplinary group of specialists from Social and Health Protection Division, (SCL/SPH) and Social Infrastructure Group (VPS/GIS). This team is responsible for the preparation and supervision of IDB operations in borrowing member countries in the areas of social protection (safety nets and transfers and services for social inclusion that include early childhood development, youth programs, care services for dependency, among others), health (capital investment strategies in health, strengthening of health networks, financing, organization, and performance of the health system, etc.) and nutrition

**What you'll do:**

- 1. Define the Architectural Program.** Based on information provided by health establishments, you must review and propose a program to:
  - Prepare a general Space Matrix with functional areas, list of rooms and surfaces, based on the reviewed information and considering applicable standards.

- Prepare a detailed Medical Equipment list, linked to the spatial matrix through a systematized list of codes.

**2. Conceptual Design**

- Prepare a Conceptual design considering the functional plan of the facilities, reflecting separate areas, segregated access, and a correct flow of the processes.

**3. Schematic Design.** The consultant will prepare and validate this proposal with IDB and the Executing Unit.

- Carry out the schematic design at a 1:200 scale considering design criteria related to accessibility, safety, compliance with EDGE requirements, expressed in location, distribution of enclosures in floor plans and elevations, including equipment and furniture.
- Develop preliminary engineering and utility requirements considering EDGE standards.
- Prepare General Technical specifications. This shall include a general framework of conditions for the later development of the project, including instructions and recommendations for the contractor as well as a detailed list of applicable codes, specifications or standards materials to be used, as well as methods of work performance and quality. The specifications will include the framework of conditions so it can facilitate the optimization of budget in a subsequent D+B process.
- Prepare preliminary cost estimates for construction.
- Prepare a project construction schedule considering the national authorization process.

**Deliverables and Payments Timeline:**

The Consultant will prepare and present three products according to the table below that contains a summary of the progress in the assigned activities.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Time after contract suscription</u>	
<b>1</b>	Architectural Program with space matrix and medical equipment list.	25%	60 days
<b>2</b>	Conceptual Design	25%	90 days
<b>3</b>	Schematic Design including preliminary engineering, General Cost estimation and Timeline of project construction.	50%	150 days

**What you'll need**

- **Education:** The consultant must have university academic training at the master's level in architecture, civil engineering, or related fields.
- **Experience:** At least 10 years in healthcare facilities design and/or construction
- **Languages:** Proficiency in Spanish

### **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:** 6 months
- **Work Location:** El Salvador/Remote

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**Conceptual and Schematic Design for three Regional Laboratories, El Salvador**  
**Consultant**

**Post of Duty: El Salvador**

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**About this position**

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We are looking for an expert, committed and motivated professional in healthcare architecture, to develop conceptual and schematic designs of three (3) regional Laboratories. As responsible for the conceptual design of the Laboratories, you will be responsible for preparing the architectural programs, functional plans, the conceptual design, schematic design, industrial equipment, and the reference budget of the facilities.

You will work in interdisciplinary group of specialists from Social and Health Protection Division, (SCL/SPH) and Social Infrastructure Group (VPS/GIS). This team is responsible for the preparation and supervision of IDB operations in borrowing member countries in the areas of social protection (safety nets and transfers and services for social inclusion that include early childhood development, youth programs, care services for dependency, among others), health (capital investment strategies in health, strengthening of health networks, financing, organization, and performance of the health system, etc.) and nutrition

**What you'll do:**

- 1. Define the Architectural Program.** Based on information provided by health establishments, you must review and propose a program to:
  - Prepare a general Space Matrix with functional areas, list of rooms and surfaces, based on the reviewed information and considering applicable standards.



- Prepare a detailed Medical Equipment list, linked to the spatial matrix through a systematized list of codes.

## 2. Conceptual Design

- Prepare a Conceptual design of a prototype that will be deployed for three (3) Laboratories, considering the functional plan of the facilities, reflecting separate areas, segregated access, and a correct flow of the different laboratories processes.

## 3. Schematic Design. The consultant will prepare and must validate this proposal with IDB and the Executing Unit.

- Carry out the schematic design at a 1:200 scale considering design criteria related to accessibility, safety, compliance with EDGE requirements, expressed in location, distribution of enclosures in floor plans and elevations, including equipment and furniture.
- Develop preliminary engineering and utility requirements considering EDGE standards.
- Prepare General Technical specifications. This shall include a general framework of conditions for the later development of the project, including instructions and recommendations for the contractor as well as a detailed list of applicable codes, specifications or standards materials to be used, as well as methods of work performance and quality. The specifications will include the framework of conditions so it can facilitate the optimization of budget in a subsequent D+B process.
- Prepare preliminary cost estimates for construction.
- Prepare a project construction schedule considering the national authorization process.

### Deliverables and Payments Timeline:

The Consultant will prepare and present three products according to the table below that contains a summary of the progress in the assigned activities.

	<u>Deliverable #</u>	<u>Percentage</u>	<u>Time after contract suscription</u>
<u>1</u>	Architectural Program with space matrix and medical equipment list.	25%	60 days
<u>2</u>	Conceptual Design	25%	90 days
<u>3</u>	Schematic Design including preliminary engineering, General Cost estimation and Timeline of project construction.	50%	150 days

### What you'll need

- **Education:** The consultant must have university academic training at the master's level in architecture, civil engineering, or related fields.
- **Experience:** At least 10 years in healthcare facilities design and/or construction
- **Languages:** Proficiency in Spanish

### **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:** 6 months
- **Work Location:** El Salvador/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](mailto:diversity@iadb.org) to request reasonable accommodation to complete this application.

**Our Human Resources Team reviews carefully every application.**

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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 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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**Project Manager for the "Pilas" Project in El Salvador Consultant****Post of Duty: in country**

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 seeking a Project Manager to lead the implementation of the "Pilas" project aimed at reducing the incidence of diabetes in pre-diabetic patients through a health program that links a smartphone application and the health information system called SIS. This initiative aims to promote digital health and improve healthcare and population self-care through technological innovation.

The Project Manager will be responsible for leading the successful implementation of the "Pilas" project. Their main objective will be to plan, coordinate, and supervise all activities related to the project, including coordination activities for the development of the mobile application and its integration with the SIS health information system from the Ministry of Health of El Salvador. Additionally, the Project Manager is expected to ensure compliance with established objectives, control of the allocated budget, and efficient management of the human and technical resources involved.

You will work in the Social Protection and Health Division (SCL/SPH), which is part of the Social Sector (SCL). The Social Sector (SCL) has a multidisciplinary team convinced that investing in people is the path to improving lives and overcoming development challenges in Latin America and the Caribbean. Together with the countries in the region, the Social Sector builds public policy solutions to reduce poverty and improve education, employment, social protection, and health services that citizens receive. The Sector's work aims to promote a more productive region with equal opportunities for men and women and greater inclusion of the most vulnerable populations.

The Social Protection and Health Division (SCL/SPH) is tasked with preparing and overseeing IDB operations in borrower member countries in social protection areas (safety nets and transfer and social inclusion services that include: early child development, youth programs, care services, among others), health (health capital investment strategies, strengthening health networks, health system financing, organization, and performance, etc.) and nutrition.

**What you'll do:**

- Develop and execute the project plan: Define clear project objectives, establish a detailed activity schedule, identify necessary resources, and coordinate all actions to meet established milestones.
- Coordinate and supervise the development team: Lead the team, ensure each member understands their role and responsibilities, monitor progress consistently, and ensure quality standards are met.
- Manage the application integration: Ensure the application integration processes and stages are established according to the integration and implementation plan.
- Monitor and control the budget: Continuously monitor project expenditure, identify any deviations, and take corrective measures to ensure efficient use of allocated resources.
- Coordinate with other areas and external entities: Establish effective communication with different departments of the Ministry of Health and other involved institutions, ensuring harmonious collaboration and joint problem-solving.
- Identify and manage project risks: Assess potential risks that may arise during the project and take proactive measures to mitigate them, ensuring work continuity and minimizing negative impacts.
- Prepare progress reports and presentations: Prepare detailed reports and regular presentations to communicate project progress, highlight achievements, discuss challenges along with potential solutions to project supervisors and team stakeholders.

**Deliverables and Payments Timeline**

Product #	Percentage	Estimated date after contact signature
Product 1: Initial report of current status	10%	2 weeks
Product 2: Detailed Project Plan	30%	6 weeks
Product 3: Advance report #1	10%	3 months
Product 4: Advance report #2	10%	6 months
Product 5: Advance report #3	10%	8 months
Product 6: Advance report #4	10%	10 months
Product 7: Reporte final de Proyecto, presentación y entrega de documentación.	20%	11 months

**What you need:**

- **Academic background:** A university degree in Project Management is required, with a focus on health projects being valued.

- **Project Management Certifications:**

In addition to academic qualifications, you should have recognized certifications in project management, specific and related to the job profile such as:

- Project Management Professional (PMP) from the Project Management Institute (PMI)
  - Certified Associate in Project Management (CAPM) from PMI
  - PRINCE2 (Projects IN Controlled Environments) Foundation or Practitioner
  - Agile Certified Practitioner (PMI-ACP) from PMI
  - Certified ScrumMaster (CSM) from Scrum Alliance
- **Additional studies:** Completion of courses, workshops, or training programs related to project management is appreciated. This may include leadership, risk management, change management, quality management, among other relevant topics for project management.
  - **Experience:** At least 5 years of experience in project management and leadership, preferably in the health or information technology fields. It is essential to have experience in similar projects involving mobile application development in the health sector.
  - **Technical knowledge:** The project manager must have solid knowledge and experience in project management methodologies and techniques. This includes the ability to develop project plans, set objectives, define scope, manage risks, control the budget, and supervise the schedule.
    - **Mastery of the project life cycle:** The project manager must understand and apply the concepts and phases of the project life cycle, from planning and execution to closure. They should be able to adapt to the specific needs and characteristics of each project.
    - **Resource management:** The project manager must have skills to identify, allocate, and manage the resources necessary for successful project execution. This includes human, financial, technological, and material resources.
    - **Information technology:** It is crucial for the project manager to have knowledge of information technology and computer systems. They should understand the basic principles of technological infrastructure and be able to coordinate and communicate effectively with technical professionals and experts in system development.
    - **Risk and quality management:** The project manager must be able to identify and assess potential risks associated with the project and develop strategies to mitigate them. Additionally, they should ensure that quality control

practices are implemented to ensure the delivery of a satisfactory product or service.

- Communication and interpersonal skills: The project manager must possess effective communication skills, both verbal and written. They should be able to establish and maintain clear and constant communication with team members, stakeholders, and end users of the project.
- Problem-solving: The project manager must have skills to identify and solve problems in project development and execution. They should be able to make quick and effective decisions, manage conflicts, and adapt to changing situations.

### **Key Skills**

- Technical Field
  - Continuous learning
  - Collaborating and sharing knowledge
  - Customer focus
  - Effective communication
  - Innovation and trying new things

### **Requirements:**

- **Citizenship:** You are a citizen of one of our 48 member countries, with residence or legal permission to work in El Salvador.
- **Consanguinity:** You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including the spouse) working at the IDB, BID Invest, or BID Lab.

### **Contract type and duration**

Contract Type: Products and External Services Consultant (PEC), Lump Sum

Duration: 12 Months.

Work location: El Salvador

### **Our culture:**

At the IDB Group, we work for everyone to bring their best selves to work, be willing to try new approaches without fear, be accountable for their actions, and be rewarded for them.

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DRAFT

## **Functional Analyst for the "Pilas" Project in El Salvador (Design of processes for remote care of the target population)**

### **Post of Duty: in country**

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 Job:**

We are seeking a Functional Analyst for the implementation of the "Pilas" project aimed at reducing the incidence of diabetes in pre-diabetic patients through a health program that links a smartphone application and the health information system called SIS. This initiative aims to promote digital health and improve healthcare and population self-care through technological innovation.

The Functional Analyst with a medical profile will play an essential role in the "Pilas" project, acting as a critical link between medical requirements, program requirements, patient needs, and the technical functionalities of the application for its integration. Their work will involve thoroughly analyzing the mentioned needs and translating them into understandable functional specifications for the technical team. This position will be key to ensuring that the technological solution aligns properly with the requested standards and significantly contributes to improving healthcare and health management for this specific population.

You will work in the Social Protection and Health Division (SCL/SPH), which is part of the Social Sector (SCL). The Social Sector (SCL) has a multidisciplinary team convinced that investing in people is the path to improving lives and overcoming development challenges in Latin America and the Caribbean. Together with the countries in the region, the Social Sector builds public policy solutions to reduce poverty and improve education, employment, social protection, and health services that citizens receive. The Sector's work aims to promote a more productive region with equal opportunities for men and women and greater inclusion of the most vulnerable populations.

The Social Protection and Health Division (SCL/SPH) is tasked with preparing and overseeing IDB operations in borrower member countries in social protection areas (safety nets and transfer and social inclusion services that include: early child development, youth programs, care services, among others), health (health capital investment strategies, strengthening health networks, health system financing, organization, and performance, etc.) and nutrition.

### **What you'll do:**

- Detailed Computer Requirement Analysis: Thoroughly assess the clinical needs of pre-diabetic patients to identify and document the functional and technical requirements of the application based on directives provided by the project management.

- **Interface between Medical Professionals and Technical Team:** Act as a key link between medical professionals and the development team, facilitating the understanding and effective implementation of the requirements in the application's design and development.
- **Definition of Functional Specifications:** Develop detailed documentation of functional requirements that ensure alignment between medical needs and technological solutions.
- **User Experience Assurance:** Collaborate in user-centered design to ensure that the application offers an intuitive and effective experience, tailored to the needs and preferences of the patients included in the program.
- **Compliance Supervision of Standards and Requested Guidelines:** Constantly verify that the application's functionalities and design adhere to standards, guidelines, and best practices in patient care.
- **Participation in Testing and Evaluations:** Contribute to user testing and regular reviews to ensure the quality, effectiveness, and clinical relevance of the application before implementation.
- **Creation of Documentation and Manuals:** Develop technical manuals and clear documentation that facilitates the understanding and effective use of the application for both end users and the technical and medical teams.

#### **Deliverables and Payments Timeline**

<b>Product #</b>	<b>Percentage</b>	<b>Estimated date after contact signature</b>
Product 1: Work plan	10%	2 weeks
Product 2: Functional requirements	30%	3 months
Product 3: Test and assessment plan	30%	7 months
Product 4: Manuals, users documents and update of functional requirements	20%	10 months
Product 5: Training and Knowledge transfer to users.	10%	11 months

#### **What you need:**

- **University Degree in Medicine:** A bachelor's degree in Medicine or equivalent is required, preferably with a focus on areas related to public health or healthcare management.
- **Additional Training** in Technology or Functional Analysis: Positive valuation of courses, workshops, or training related to information technology, functional system analysis, or user experience design.
- **Work Experience:** At least 2 years of experience in environments related to functional analysis, information technology, or health projects, preferably in roles that

integrate medical knowledge with technological or project management aspects. Experience in the development or implementation of digital applications in the health field is particularly valued, highlighting problem-solving skills.

- **Valued Courses:** The following additional courses will be valued:
  - User Experience (UX/UI) Design Courses.
  - Certifications or training in Patient Safety.
  - Training in Change Management or adaptation to technological transformations in healthcare environments.
- **Communication Skills:** Strong verbal and written communication skills will be valued, especially in the ability to interact and facilitate collaboration between medical and technical teams, as well as with the project's end users.
- **Problem-Solving Ability:** Demonstrated capacity to identify, analyze, and solve challenges or issues in the context of digital projects in the healthcare field.

#### Key Skills

- Technical Field
  - Continuous learning
  - Collaborating and sharing knowledge
  - Customer focus
  - Effective communication
  - Innovating and trying new things

#### Requirements:

- **Citizenship:** You are a citizen of El Salvador or a citizen of one of our 48 member countries, with residence or legal permission to work in El Salvador.
- **Consanguinity:** You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including the spouse) working at the IDB, BID Invest, or BID Lab.

#### Contract type and duration:

Contract Type: Products and External Services Consultant (PEC), Lump Sum

Duration: 12 Months.

Work location: El Salvador

**Our culture:**

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DRAFT

## Commercial Management Advisor for the "Pilas" Project in El Salvador

### **Post of Duty: in country**

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 seeking a Commercial Advisor for the implementation of the "Pilas" project aimed at reducing the incidence of diabetes in pre-diabetic patients through a health program that links a smartphone application and the health information system called SIS. This initiative aims to promote digital health and improve healthcare and population self-care through technological innovation.

The Commercial Management Advisor plays a fundamental role in the "Pilas" project, being responsible for developing and implementing innovative and effective commercial strategies. Their main objective is to actively promote the adoption and continuous use of the mobile application, seeking to positively impact the health of the pre-diabetic population in El Salvador based on patient benefits and commercial proposals linked to the program and its loyalty. This role requires a unique combination of strategic skills and solid commercial relationships.

You will work in the Social Protection and Health Division (SCL/SPH), which is part of the Social Sector (SCL). The Social Sector (SCL) has a multidisciplinary team convinced that investing in people is the path to improving lives and overcoming development challenges in Latin America and the Caribbean. Together with the countries in the region, the Social Sector builds public policy solutions to reduce poverty and improve education, employment, social protection, and health services that citizens receive. The Sector's work aims to promote a more productive region with equal opportunities for men and women and greater inclusion of the most vulnerable populations.

The Social Protection and Health Division (SCL/SPH) is tasked with preparing and overseeing IDB operations in borrower member countries in the areas of social protection (safety nets and transfers and social inclusion services including early child development, youth programs, care services, among others), health (health capital investment strategies, strengthening health networks, health system financing, organization and performance, etc.), and nutrition.

### **What you'll do:**

- Develop and implement commercial strategies: The role's function will be to conceive and implement dynamic strategies to encourage the adoption and continuous use of the "Pilas" project's mobile application. This involves identifying market

opportunities, studying trends, and designing innovative plans to increase user participation.

- Establish and maintain commercial relationships: The Commercial Management Advisor will create strategic alliances with health institutions, providers of medical services, educational and sports institutions, and other relevant entities. Their work will include identifying potential collaborators, negotiations, and maintaining strong relationships to enhance the project's impact.
- Design marketing and promotion plans: This role will develop marketing and promotion strategies to increase the visibility and adoption of the mobile application. This involves activities such as advertising, digital marketing, events, and awareness campaigns targeting diverse user groups.
- Compliance with commercial objectives: The Commercial Management Advisor will evaluate and monitor commercial performance, ensuring the achievement of established objectives. They will be responsible for tracking key performance indicators and proposing corrective actions to ensure the success of implemented strategies.

#### **Deliverables and Payments Timeline**

<b>Product #</b>	<b>Percentage</b>	<b>Estimated date after contact signature</b>
Product 1: Work plan	30%	4 weeks
Product 2: Marketing and promotion strategy	20%	2 months
Product 3: Advance report	10%	6 months
Product 4: Expansion and sustainability plan	20%	9 months
Product 5: Final report, documentation and presentation	20%	11 months

#### **What you need:**

##### **Academic Background:**

- University Degree in Business Administration, Marketing, Commerce, or related fields. Preference will be given to candidates with additional training in project management or digital marketing, demonstrating a broad understanding of commercial strategies in digital and healthcare environments.

##### **Experience:**

- Minimum of 5 years' experience in commercial management, especially in projects related to the health sector or information technologies. A proven track record in designing commercial strategies for mobile applications and digital health projects is highly valued, demonstrating the ability to drive and adopt digital solutions in the healthcare field. Technical Knowledge:



- **Proficiency in sales techniques**, marketing, and commercial management. Specific knowledge in the health sector is considered advantageous, understanding the challenges and opportunities related to implementing digital solutions in this field.

**Required Skills:**

- Excellent communication skills, both for negotiation and teamwork. Skills to establish and maintain solid commercial relationships with different stakeholders. Results-oriented and analytical skills to assess the impact of implemented commercial strategies, adapting them according to project needs.

**Key Skills**

- Technical Field
  - Continuous learning
  - Collaborating and sharing knowledge
  - Customer focus
  - Effective communication
  - Innovating and trying new things

**Requirements:**

- **Citizenship:** You are a citizen of El Salvador or a citizen of one of our 48 member countries, with residence or legal permission to work in El Salvador.
- **Consanguinity:** You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including the spouse) working at the IDB, BID Invest, or BID Lab.

**Contract type and duration**

Contract Type: Products and External Services Consultant (PEC), Lump Sum

Duration: 12 Months.

Work location: El Salvador

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## Technology Manager for the "Pilas" Project in El Salvador

### **Post of Duty: in country**

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 seeking a Technology Manager of the "Pilas" project, to manage and supervise the technological aspects of the project, ensuring efficient implementation of technological infrastructure and proper integration of the mobile application with the SIS. It is crucial to align technology with both the project's and the Ministry of Health's strategic objectives, ensuring its proper integration into the healthcare context.

The "Pilas" project is a prominent initiative of the Ministry of Health of El Salvador, aimed at significantly reducing the incidence of diabetes in pre-diabetic patients through a health program and an innovative mobile application integrated with the Ministry of Health's Health Information System (SIS). To achieve the success of this initiative, it is necessary to have a highly skilled Technology Manager who will be responsible for ensuring the successful implementation of technological solutions and efficient management of the necessary infrastructure for the project.

You will work in the Social Protection and Health Division (SCL/SPH), which is part of the Social Sector (SCL). The Social Sector (SCL) has a multidisciplinary team convinced that investing in people is the path to improving lives and overcoming development challenges in Latin America and the Caribbean. Together with the countries in the region, the Social Sector builds public policy solutions to reduce poverty and improve education, employment, social protection, and health services that citizens receive. The Sector's work aims to promote a more productive region with equal opportunities for men and women and greater inclusion of the most vulnerable populations.

The Social Protection and Health Division (SCL/SPH) is entrusted with the preparation and oversight of IDB operations in borrowing member countries in the areas of social protection (safety nets, transfers, and social inclusion services including early childhood development, youth programs, care services, among others), health (health capital investment strategies, strengthening health networks, health system financing, organization and performance, etc.), and nutrition.

### **What you'll do:**

- Develop strategies for efficient technology management, ensuring alignment with the strategic objectives of the Ministry of Health and the 'Pilas' project: This function involves creating and executing strategies that address not only current technological needs but also project future solutions. This includes assessing project

needs, identifying opportunities for technological growth, and designing plans to ensure that infrastructure and digital solutions are scalable and sustainable in the long term.

- Supervise and lead technical teams, fostering a collaborative and high-performance environment to achieve established technological goals: Here, the Technology Manager is expected not only to manage teams but also to guide, inspire, and promote an environment where innovation is encouraged and complex technological challenges are solved. This involves not just leading but also training and developing team members to achieve optimal results.
- Establish and maintain security protocols and best practices in managing medical information, ensuring compliance with privacy regulations and standards: This responsibility is critical. The Technology Manager must develop and implement robust security protocols that protect confidential medical data in accordance with current regulations, ensuring the integrity and confidentiality of information and avoiding security risks.
- Collaborate with the development team and other key stakeholders to ensure interoperability and quality of the mobile application within the existing healthcare system: This role involves working closely with developers, medical staff, and other stakeholders to ensure the effective integration of the mobile application into the healthcare system, maintaining high-quality standards and ensuring the end-user experience.
- Identify and assess innovative technological solutions to improve operational efficiency and the quality of health services provided through the 'Pilas' project: Here, the Technology Manager is expected to stay abreast of the latest technological trends and propose innovative solutions that optimize health services. This could involve the adoption of new tools, systems, or methodologies that enhance healthcare and the patient experience in the 'Pilas' project.

#### **Deliverables and Payments Timeline**

<b>Product #</b>	<b>Percentage</b>	<b>Estimated date after contact signature</b>
Product 1: Work plan	30%	4 weeks
Product 2: Activity report first trimester	20%	3 months
Product 3: Activity report second trimester	20%	6 months
Product 4: Activity report third trimester	20%	9 months
Product 5: Final report, documentation and presentation	10%	11 months

**What you need:****Academic Background:**

- A university degree in Computer Engineering, Systems Engineering, or related fields. Additional training in project management, leadership, or business administration will be valued. Experience:
- At least 5 years of experience in roles related to technology management and leadership, preferably in the healthcare sector or similar projects in the healthcare domain. Technical Knowledge:
- Extensive knowledge and understanding of Information and Communication Technologies (ICT), including operating systems, networks, databases, and computer security. Experience in designing and implementing technological infrastructures, vendor selection, and technological project management. Leadership and Team Management:
  - Ability to lead and coordinate work teams, fostering a collaborative and high-performance environment. Experience in human resource management, task allocation, and performance supervision. Strategic Orientation:
  - Ability to align technology with the strategic objectives of the project and the Ministry of Health, proposing innovative and effective technological solutions. Change Management:
  - Experience in managing technological change within an organization, facilitating the adoption and acceptance of new solutions by healthcare personnel and end-users. Results Orientation:
    - Ability to set clear goals, measure performance, and make data-driven decisions. Skills in managing technological projects, ensuring compliance with established deadlines and budgets.

**Key Skills**

- Technical Field
  - Continuous learning
  - Collaborating and sharing knowledge
  - Customer focus
  - Communicating and influencing
  - Innovating and trying new things

**Requirements:**

- **Citizenship:** You are a citizen of one of our 48 member countries

- **Consanguinity:** You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouses) working at the IDB, IDB Invest, or IDB Lab.

**Contract type and duration**

Contract Type: Products and External Services Consultant (PEC), Lump Sum

Duration: 12 Months.

Work location: El Salvador

**Our culture:**

At the IDB Group, we work for everyone to bring their best selves to work, be willing to try new approaches without fear, be accountable for their actions, and be rewarded for them.

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

We will ensure that persons with disabilities are provided reasonable accommodations to participate in the job interview process. If you are a qualified candidate with a disability, please email us at [diversity@iadb.org](mailto:diversity@iadb.org) to request reasonable accommodations to complete this application.

**Our Human Resources team thoroughly reviews each application.**

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The Inter-American Development Bank's mission is to improve lives. Founded in 1959, the IDB is one of the main sources of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. The IDB also conducts cutting-edge research projects and provides policy advice, technical assistance, and training to public and private clients throughout the region.

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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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## **TERMS OF REFERENCE**

### *Consultancy for the Design and Implementation of PILAS*

*El Salvador*

*Loan: ES-L1160*

*Technical Cooperation: Support the preparation and execution of the Smart and Comprehensive Health Program (ES-L1160) - ES-T1363*

#### **1. Background and justification**

- 1.1.** At the Inter-American Development Bank, we are dedicated to improving lives. Since 1959, we have been a major source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. However, we do more than lend. We partner with our 48 member countries to provide Latin America and the Caribbean with cutting-edge research on relevant development issues, policy advice to inform their decisions, and technical assistance to improve project planning and execution. To this end, we seek innovative and agile methodologies that allow us to increase the impact of technological solutions in the region.
- 1.2.** The Social Protection and Health Division (SPH) of the IDB aims to promote the social inclusion of people living in poverty and vulnerability, as well as to support minimum consumption levels for those in extreme poverty through schemes that foster the development of people's capacities.
- 1.3.** The Ministry of Health (MINSAL) in El Salvador is undergoing a digital transformation process, which was carried out in coordination with the Central Government, Health Sector providers, PAHO, and IDB during 2020. Various workshops were conducted to develop a Roadmap aimed at promoting digital transformation through the use of ICT to improve the quality of healthcare services provided to the population and to promote the use of information and knowledge for evidence-based decision-making..
- 1.4.** As part of the Roadmap and Digital Health Agenda, efficient and high-quality Digital Health has been identified as a priority objective. Its development must be analyzed with sophisticated conceptualization to identify the potential benefits and cost-effectiveness of digital solutions. Through the aforementioned study, an opportunity was identified to work on a proximity-based digital solution for the follow-up and monitoring of non-communicable chronic diseases, particularly diabetes. This product to be designed is among those identified in the cost-effectiveness study and is part of the Proximity Health strategy outlined in the Roadmap. For this specific digital intervention, it is necessary to create a conceptualization through an efficient and proven methodology. This product is fundamental to advancing healthcare for a sector of the population with a high epidemiological burden and represents a high-return investment in health objectives for El Salvador.

1.5. The Knowledge, Innovation, and Communication Department (KIC) aims to: (i) help the IDB Group identify, generate, apply, and disseminate high-quality knowledge as well as develop and utilize learning products that build technical and general competencies; (ii) promote an internal culture of innovation by providing expertise, networks, methodologies, and accelerating the adoption of innovative solutions; and (iii) expand the audience consuming the Bank's products and position the brand through internal and external communication..

1.6. The Innovation and Creativity Division (ICD) supports the strengthening of the Bank's internal capacities to innovate and accelerate the adoption of innovative solutions for development challenges. Among these efforts, it complements the IDB Group's initiatives to drive structural economic growth and social inclusion in Latin America and the Caribbean, focusing on the potential of the digital economy.

## 2. **Objectives**

2.1. The general objective of the consultancy is to support the design and implementation of digital services for pre-diabetics - PILAS<sup>1</sup>, through Behavioral Change methodologies for the population of El Salvador. By designing digital products, it is possible to advance the transformation and modernization of healthcare systems in Latin America and the Caribbean to increase quality, efficiency, and equity

2.2. The specific objective of the consultancy is:

- Provide expert services to the Minsal team for the implementation of PILAS to build internal capabilities for Behavioral Design

## 3. **Scope of services**

3.1. The scope of the contracted services will be to advise Minsal on the implementation of PILAS, from conceptualization and design of digital solutions, as well as understanding the methodology used for future digital services.

## 4. **Key activities**

4.1. Service Provision: The consulting firm will provide virtual support services for the implementation of PILAS.

4.2. Documentation and Tools: The consulting firm will provide and document the methodology and tools used.

## 5. **Results and expected deliverables.**

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<sup>1</sup> <https://blogs.iadb.org/salud/es/ponerse-las-pilas-contr-la-prediabetes-3-lecciones-sobre-behavioral-design/>

5.1. The expected outcome of the consultancy is for the Minsal team to incorporate the cited methodology into the development and implementation of digital solutions, enabling a multidisciplinary and functional approach to future products and services. Additionally, support in the implementation of PILAS is anticipated.

**5.2. Deliverables**

- **Deliverable 1** - Work Plan and Methodological Proposal
- **Deliverable 2** - Activity Report and Time Invested Report to Minsal for the implementation of the PILAS product.
- **Deliverable 3** - Final Implementation Report with recommendations and lessons learned, and documentation on the applied methodology.

**6. Project Schedule and milestones**

- The consultancy will be executed within a maximum period of 6 months from the signing of the contract.

Product	Date
Work Plan and Methodology	Fifteen days after the start of the consultancy
Service Delivery Report	Five months after the start of the consultancy
Final Implementation Report	Six months after the start of the consultancy

**7. Report Requirements**

7.1. All reports must be in Spanish and sent in electronic format (editable format, Microsoft Office), as required by the IDB, with evidence of progress in the activities defined in the approved work plan at the beginning of the project. The firm must attach in digital format all materials (documents, instruments, databases, etc.) used or produced for the development of the consultancy.

**8. Acceptance Criteria**

- 8.1. All deliverables must be approved by the IDB.
- 8.2. The Consulting Firm will maintain regular communication with the IDB's point of contact in carrying out the activities and developing all deliverables described in this contract. The Consulting Firm must obtain IDB approval for the completion of each activity before associated payments are processed.

**9. Other Requirements**

- 9.1. Refrain from using the information for one's own benefit or for any purpose other than the provision of services under the terms and conditions established in the contract
- 9.2. Never disclose information about the Contracting Parties to third parties, except to those of its employees or advisors who need to know such information in order to provide the aforementioned Service.
- 9.3. Adopt all necessary and appropriate measures to protect confidentiality and prevent disclosure and misuse of information.

## 10. Supervisión and Reporting

- 10.1. The consultancy will work closely and coordinate with the IDB, who will be responsible for the technical supervision of the project. This product will be coordinated by Ignacio Astorga (SCL/SPH)

## 11. Payment Schedule

- 11.1. Payment terms will be based on the milestones or deliverables of the project. The Bank does not expect to make advance payments under consultancy contracts unless a significant amount of travel is required. The Bank seeks to receive the most competitive cost proposal for the services described here..
- 11.2. The official exchange rate of the IDB indicated in the RFP will be applied for any necessary conversions of payments into local currency.

<b><i>Deliverable</i></b>	<b>%</b>
Work Plan and Methodology	20%
Service Delivery Report	40 %
Final Implementation Report	40 %
<b>TOTAL</b>	<b>100%</b>

## Baseline Study for Pre-Diabetes in El Salvador Consultant

### Post of Duty: in country

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 seeking a consultant for the baseline study for non-communicable chronic diseases (NCDs), particularly Pre-Diabetes, for a project aimed at reducing the incidence of diabetes in pre-diabetic patients through a health program that links a Smartphone application and the health information system called SIS. This initiative aims to drive digital health and improve healthcare and promote population self-care through technological innovation.

Diabetes and pre-diabetes represent a significant burden for El Salvador's health system, with implications for morbidity, mortality, and quality of life of the population. Adequate understanding of the current situation of these diseases is crucial to inform policies, programs, and public health actions aimed at prevention, treatment, and control. Therefore, this consultancy requires the conduct of a baseline study to establish a clear benchmark and measure the future impact of digital interventions applied.

You will work in the Division of Social Protection and Health (SCL/SPH), which is part of the Social Sector (SCL). The Social Sector (SCL) has a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges of Latin America and the Caribbean. Along with the countries in the region, the Social Sector builds public policy solutions to reduce poverty and improve the education, employment, social protection, and health services that citizens receive. The Sector's work aims to promote a more productive region with equal opportunities between men and women and greater inclusion of the most vulnerable populations.

The Division of Social Protection and Health (SCL/SPH) is responsible for the preparation and supervision of IDB operations in borrowing member countries in the areas of social protection (safety nets and transfer and social inclusion services including early childhood development, youth programs, care services, and others), health (health capital investment strategies, strengthening health networks, health system financing, organization and performance, etc.), and nutrition.

### What you'll do:

- **Methodological Proposal and Monitoring and Evaluation Indicators:**  
You will develop and document a methodology to assess the baseline. This methodology will establish a precise and reliable benchmark, facilitating the recurrent monitoring of the impacts of digital interventions in the future. You will seek and propose specific indicators on the impact of digital interventions for pre-diabetes.

This will include identifying studies that have evaluated the effectiveness of similar digital programs in other contexts, as well as collecting data on measurable outcomes to apply to the baseline.

- **Comprehensive Literature Review:**

You will conduct a comprehensive literature review related to mental health in adolescents, with an emphasis on digital interventions. This review will include the search and critical evaluation of previous studies, academic research, public health reports, cost-effectiveness reports, and any other relevant sources of information to deeply understand the current state of knowledge on the prevalence, incidence, risk factors for pre-diabetes, and the effectiveness of digital interventions in health.

- **Collection and Analysis of Epidemiological Data:**

You will collect and analyze available epidemiological and health data at the national and regional levels. This process will include gathering demographic data, public health statistics, medical records, and any other relevant data sources. Then, you will use statistical and data analysis techniques to examine the prevalence of pre-diabetes and diabetes, as well as patterns of geographic and demographic distribution. This analysis will provide a deeper understanding of the disease burden and help identify at-risk populations.

### **Deliverables and Payments Timeline**

#### **Deliverable 1: Work plan**

Detailed schedule with activities and dates, including sources of information and key actors to interview.

#### **Deliverable 2: Methodology and Conceptual Framework Report for Baseline Study.**

The consultant must clearly define the target population of the study, including inclusion and exclusion criteria and the current status of the disease in the population context. Key indicators will be identified and defined to assess the prevalence, risk factors, and consequences of pre-diabetes and diabetes in the Salvadoran population and a cost-effectiveness analysis of the solutions. These indicators must be relevant, measurable, and consistent with international standards. Clear and reasoned justifications will be provided for the selection of the methodology. The data analysis plan will be described, including the statistical and qualitative analysis methods to be used to analyze the collected data and derive relevant conclusions. Ethical and confidentiality considerations related to the collection and management of health data will be addressed, ensuring compliance with current ethical norms and standards.

#### **Deliverable 3: Final Report of Baseline Study**

The consultant must submit a final report documenting the results of the baseline study on pre-diabetes and diabetes in El Salvador, applying the previously defined methodology. The results of the data analysis will be presented, including the prevalence of pre-diabetes and diabetes, as well as associated risk factors and demographic characteristics of the studied population. Trends, patterns, and significant associations for each of the evaluated indicators will be identified. Relevant conclusions will be drawn from the study results, highlighting implications for health and specific recommendations for the prevention, detection, and management of pre-diabetes and diabetes in El Salvador. Once the baseline study is completed, the methodology (Deliverable 1) is expected to be applied in the future to evaluate changes

Product #	Percentage	Estimated date after contact signature
Product 1: Work plan	20%	2 weeks
Product 2: Methodological proposal for base line study	40%	6 weeks
Product 3: Final report of base line (document) and presentation	40%	10 weeks

#### **What you need:**

Profile: Medical Consultant or Economist Consultant

##### **Medical Consultant:**

- Academic Background in Medicine or Health Sciences: Must have a university degree in medicine or a related health discipline.
- Experience in Epidemiology and Public Health: Previous experience in epidemiological research and in the design and execution of public health studies will be required, as well as experience in cost-effectiveness studies.
- Data Analysis Skills: Must have skills to analyze epidemiological and clinical data, as well as interpret results and prepare technical reports.
- Teamwork Skills: Must be able to work collaboratively in a multidisciplinary team, interacting with other healthcare professionals and public health experts.

##### **Economist Consultant:**

- Degree in Economics or related discipline: Must have a university degree in economics, preferably with an emphasis on health economics or public health policies.
- Experience in Health Policy Analysis: Previous experience in health policy analysis and evaluation of public health programs will be valued.
- Knowledge in Economic Evaluation of Health Interventions: Must have experience in conducting economic evaluations of digital health interventions, including cost-effectiveness analysis and cost-benefit analysis in this field.

- Analytical and Quantitative Skills: Must have strong analytical skills to conduct studies and projections of disease morbidity.
- Experience (for both profiles): At least 5 years of documented experience in similar health projects and field research.

**Key Skills**

Technical Field

- Continuous learning
- Collaborating and sharing knowledge
- Ability to work in multidisciplinary environments
- Communication and influencing
- Innovation

**Requirements:**

- **Citizenship:** You are a citizen of one of our 48 member countries.
- **Consanguinity:** You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including the spouse) working at the IDB, IDB Invest, or IDB Lab.

**Contract type and duration**

Contract Type: Products and External Services Consultant (PEC), Lump Sum

Duration: 3 Months.

Work location: El Salvador

**Our culture:**

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DRAFT

## **TERMS OF REFERENCE**

*Consultancy to design an organizational model for the centralized coordination unit of the RIIS in the Ministry of Health of El Salvador*

*El Salvador*

*Loan: ES-L1160*

*Technical Cooperation: Support the preparation and execution of the Smart and Comprehensive Health Program (ES-L1160) - ES-T1363*

### **1. Background and Justification**

- 1.1.** In response to the increasing complexity of health systems, the offer of digital health services and the need to improve the integration and coordination of services, the Ministry of Health of El Salvador proposes to establish a Coordination Unit based on the strategy of Integrated and Comprehensive Health Networks (RIIS) proposed by the Pan American Health Organization (PAHO). This initiative arises from the imperative demand to strengthen cohesion and efficiency among the different levels and actors of the health system, optimizing the care and services offered to the population.
- 1.2.** It highlights the importance of coordinating the supply and demand of digital services in conjunction with physical health services, for more efficient and patient-centered care. The creation of the Coordination Unit will allow a cross-cutting look at the patient's journey, establishing optimal referral and counter-referral models between the various levels and points of care. This will facilitate continuity and quality in medical care, ensuring a comprehensive experience for users of the Salvadoran health system. With a proactive approach to the coordination of digital services and the effective management of supply and demand, the Unit is an essential pillar in moving towards a more modern, efficient, digital, and patient-centered health system.

### **2. Objectives**

- 2.1.** The overall objective of the consultancy is to design an organizational model for the RIIS Coordination Unit in the Ministry of Health of El Salvador.
- 2.2.** The specific objectives of the consultancy are:
  - To review the current health system in El Salvador, with a focus on the integration and coordination of support services, digital service offerings, and supply- and demand-driven referral and counter-referral processes.
  - Design an organizational structure that coordinates flows between the different levels of care, as well as support services and digital service offerings, based on PAHO's RIIS strategy.
  - Define and propose the governance of the health processes to be coordinated by this unit, its tasks, responsibilities, and functions to be deployed.

- List and define the set of information systems required for the effective performance of the unit, considering the quality, integrity, security and accessibility of the information to be used.

### **3. Scope of Services**

#### **3.1. Integral Survey:**

The consultancy firm will carry out an exhaustive survey of the processes inherent to the responsibilities of a unit in charge of coordinating the flows between the different levels of care and the support services to the health networks. This analysis will include the evaluation of existing digital services, considering the future state desired by the Ministry of Health for its health system. The scope addresses both the current provision of health services by the Ministry and the coordination of services for its coverage population, including entities such as SEM, FOSALUD, among others.

#### **3.2. Comprehensive Design Strategy:**

The consultant will develop a comprehensive design strategy for the coordinating unit, addressing technical, legal and administrative perspectives. The resulting proposal will consider the substantive processes of the unit, its size and the definition of roles and profiles required. It will also detail the unit's responsibilities and tasks, ensuring full alignment with the objectives of the Ministry of Health.

#### **3.3. Conceptual Value Vision:**

As an essential complement, the consultant will build a conceptual vision of value, providing a clear understanding of the benefits and impacts that this initiative will bring to the health system. This vision will effectively articulate the strategic objectives of the coordinating unit with the expected tangible outcomes, promoting successful implementation.

#### **3.4. The consultancy will carry out work based on interviews with key stakeholders and a comprehensive review of the state of the art in governance models and mechanisms in similar health systems. The research will draw on the specialized “Redes Integradas e Integrales de Salud (RIIS)”, ensuring an informed and up-to-date approach. This comparative analysis will contribute to the identification of best practices and lessons learned applicable to the specific context of the Ministry of Health of El Salvador.**

### **4. Key Activities**

#### **4.1. Integral Survey:**

- Identification of information flows and processes between the different levels of care and support services in the health network.
- Detailed assessment of current digital services, including their scope and effectiveness.
- Analysis of existing practices in the provision of health services by the Ministry and in coordination with entities such as SEM, FOSALUD, among others.
- Conducting interviews with key actors to understand the needs and expectations of users and providers of health services.

- Review of the state of the art in digital health services and coordination models in similar health systems at the international level.
- Preparation of a map of actors, services and coverage of the actual functioning of the health sector in the country.
- Assessment of the existing legal and regulatory frameworks that support and affect the implementation of the coordinating unit, especially highlighting possible legal barriers or restrictions. Development of recommendations to address them and ensure legal compliance.

#### **4.2. Comprehensive Design Strategy:**

- Definition of a structure capable of making use of information for strategic and public policy decision-making (institutional organization, human resources in data science, infra- and infostructure, legal and administrative aspects).
- Establishment of responsibilities and tasks of the unit, aligned with the strategic objectives of the Ministry of Health.
- Design of substantive processes to ensure efficient coordination between levels of care and support services.
- Sizing of the unit, considering the workload and resources required.
- Detailed definition of roles and profiles required to guarantee the effective functioning of the unit.

#### **4.3. Conceptual Value Vision:**

- Identification and analysis of the tangible and intangible benefits that the coordinating unit will bring to the health system. Carry out a SWOT for the governance proposal at institutional level.
- Development of a model that clearly and visually illustrates the expected positive impacts.
- Development of key performance indicators to assess the success of implementation.
- Validation of the conceptual vision with key stakeholders, including Ministry of Health leadership and representatives of collaborating entities.

#### **4.4. Research and benchmarking activities:**

- Identification and selection of comparable health systems for interviews and comparative analysis.
- Structured interviews with key actors in reference health systems.
- Comprehensive literature review of specialized literature on RIIS and health governance models.
- Synthesis of best practices and lessons learned to inform design recommendations.
- Presentation of findings to a working group of national and international experts for validation and feedback.

## 5. Expected Outcome and Deliverables

5.1. The expected outcome of the consultancy is a proposed conceptual framework and design strategy for the Central Coordinating Unit of the RIIS for the Ministry of Health of El Salvador.

### 5.2. Deliverables

- **Deliverable 1** - Work plan and list of actors and institutions to be interviewed.
- **Deliverable 2** - Comprehensive analysis. A diagnostic report on the current situation, which will include what is requested in point 4.1. This consolidated report will provide a detailed analysis of the information flows and processes identified in the health sector, a comprehensive assessment of current digital services and coordination practices with relevant bodies. It will include a clear mapping of the key stakeholders involved in the health system. This product provides a comprehensive overview of the current situation and serves as a basis for strategic decision making and the definition of the coordinating body.
- **Deliverable 3** - Organizational proposal of the unit, which will include all that is required in point 4.2. Strategic document providing a conceptual framework for the coordinating unit, detailing responsibilities, and tasks, and setting out the design strategy at technical, legal and administrative levels.
- **Deliverable 4** - Design of the value proposition, benefits and uses of the unit as requested in 4.3. A visual model illustrating the expected benefits and impacts, accompanied by key performance indicators, validated by feedback from key stakeholders.

## 6. Project Schedule and Milestones

6.1. The consultancy shall be executed within a maximum of 7 months from the signing of the contract.

Tentative schedule	1	2	3	4	5	6	7
Deliverable 1							
Deliverable 2							
Deliverable 3							
Deliverable 4							

## 7. Reporting Requirements

7.1. All reports must be in Spanish and sent in electronic format (editable format, Microsoft Office), as required by the IDB, with evidence of progress in the activities defined in the work plan approved at the beginning of the project. The firm must attach in digital form all the material (documents, instruments, databases, etc.) used or produced for the development of the consultancy.

7.2. Deliverable 3 shall include a narrative executive summary, a MS Powerpoint presentation and a graphic map.

**8. Acceptance Criteria**

- 8.1. All deliverables must be approved by the IDB.
- 8.2. The Consulting Firm shall maintain regular communication with the point of contact at the IDB in the performance of the activities and development of all deliverables described in this contract. The Consulting Firm shall obtain IDB approval of the completion of each activity before associated payments are processed.

**9. Confidentiality of information**

- 9.1. Refrain from using the information for its own benefit or for any purpose other than providing the services under the terms and conditions set forth in the contract.
- 9.2. Never disclose information of the Contracting Parties to third parties, except to those of its employees or advisors, who require knowing such information in order to be able to provide the referred Service.
- 9.3. Adopt all necessary and appropriate measures to protect confidentiality and prevent the disclosure and improper use of information.
- 9.4. Adopt all necessary and conducive measures to protect confidentiality and avoid disclosure, access, transfer, and misuse of personal data, sensitive or not, to which it may have access for the purpose of providing services, taking responsibility for any damage by these actions or those of their dependents.

**10. Supervision and Reporting**

- 10.1. The consulting firm will work closely and in coordination with the IDB, who will provide technical supervision of the project.
- 10.2. The products of the consultancy will be submitted for review and approval by the IDB specialist.

**11. Schedule of Payments**

- 11.1. Payment terms will be based on project milestones or deliverables. 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.
- 11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

<b>Payment Schedule</b>		
<b><i>Deliverable</i></b>	<b><i>Delivery time</i></b>	<b><i>%</i></b>
<i>Deliverable 1 reviewed and approved</i>	15 days after contract signature	10 %
<i>Deliverable 2 reviewed and approved</i>	60 days after contract signature	25 %
<i>Deliverable 3 reviewed and approved</i>	150 days after contract signature	25 %

<i>Deliverable 4 reviewed and approved</i>	200 days after contract signature	40 %
<b>TOTAL</b>		100%

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## **TERMS OF REFERENCE**

### *Consultancy for the Implementation of the ICT Diagnostic Tool in the Health Sector of El Salvador*

*El Salvador*

*Loan: ES-L1160*

*Technical Cooperation: Support the preparation and execution of the Smart and Comprehensive Health Program (ES-L1160) - ES-T1363*

#### **1. Background and Justification**

**1.1.** The Ministry of Health (Minsal) of El Salvador is implementing the IDB investment loan ES-L1160 to finance the Comprehensive and Smart Health Program (PROSINT). The objective of the program is to contribute to improving the health status of the population, with an emphasis on NCDs, through the physical and digital implementation of a comprehensive networked care and management model that strengthens care continuity and availability, as well as the quality and efficiency of services.

**1.2.** Health information systems are critical for primary care and the chronic care model, as well as for complex care. The World Health Organization recognizes the need for health information systems as part of the Essential Non communicable Disease Interventions (PENT) for Primary Health Care in resource-limited settings. Additionally, research shows that digital tools can make significant contributions to chronic care provision when patients and providers are connected to share information, compare it with evidence-based standards, and monitor outcomes through regular feedback and interaction. The adoption of health information technology has resulted in reductions in mortality rates for complex patients whose diagnoses require care coordination across specialties and extensive clinical information management in hospital settings, as well as improvements in resource allocation efficiency. Health information systems, along with information exchange, have the potential to enhance clinical practice by reducing staff errors, improving automated harm detection, monitoring infections more effectively, and enhancing care continuity during physician handovers.

**1.3.** The Pan American Health Organization (PAHO) and the Inter-American Development Bank (IDB) are supporting Minsal to strengthen Health Information Systems (IS4H) in El Salvador. IS4H is a key strategy in Minsal efforts to improve planning, decision-making, policy formulation, and health equity in El Salvador. Minsal has embarked on a renewed effort to strengthen and expand its use of information technology to improve the efficiency, effectiveness, and safety of both clinical and business processes, and to enhance the availability of quality information to support clinical, programmatic, and policy decision-making.

**1.4.** The IDB and PAHO are collaborating with the Brazilian Network Information Center (NIC.br) and its Regional Center for Studies on the Development of the Information Society (Cetic.br) to improve the quality and comparability of data on the use of information and communication technologies in health facilities in the LAC region.

Cetic.br|NIC.br supports quality standards in surveys on access to and use of information technology in the region, fostering national policy dialogue for digital transformation.

## **2. Objectives**

**2.1.** The main objective of this consultancy is to implement nationwide the tool (survey) to measure the Current Situation of Health Information Systems (Information Infrastructure and available Technology) in public and private health facilities, the use of information and communication technologies (ICT) by health institutions, and the perception of users and providers of health information technologies. The aim is for this consultancy to provide recommendations for the future design of a mechanism that allows the periodic updating and collection of information to assess the evolution of the systems.

This measurement will be a priority input to generate a recommendation of strategic guidelines that can serve as a basis for the formulation of an Implementation Plan aimed at improving these systems/technologies.

## **3. Scope of Services**

**3.1.** The work will be conducted in:

- Regional Hospitals
- National Hospitals
- Health Units

**3.2.** The location of the establishments will be determined by the coordinating team and the Ministry of Health (Minsal) during the planning of the contract execution with the firm.

## **4. Key Activities:**

**4.1** Development of a detailed logistics plan to conduct both in-person and virtual surveys (in the case of municipalities with difficult access) on the study sample provided by the technical team of the IDB/Minsal, including a script with frequently asked questions, procedures for contacting public hospitals, number, order, and pattern of attempts, etc. The logistics plan must be approved by the technical team before commencing data collection.

**4.2** Schedule the electronic questionnaire according to the survey instrument provided by the technical team and develop a case management system to track web contact attempts with hospitals.

**4.3** Carefully manage the contact information (phone numbers) provided by the Ministry of Health under the rules of a non-disclosure agreement.

**4.4** Train the surveyors, supervisors, field managers, and other project personnel.

- 4.5 Conduct interviews resulting in a sample of at least 1,800 completed surveys from public hospitals or the set of completed surveys and tracking of all successful and unsuccessful attempts to contact participants.
- 4.6 Data quality controls to ensure the highest levels of data quality and careful monitoring.
- 4.7 Cleaning and organizing data files, programs, and codebooks into a single database that will be provided to the technical team of the IDB and the Ministry of Health.

### **Metodology:**

- The consulting firm must submit a technical proposal outlining the methodology for designing and validating survey instruments and the sampling framework, conducting data collection, and preparing a final report and database. The proposal should also describe the service delivery model, including teams, roles, etc.
- The methodology to be employed must be aligned with and yield data comparable to the OECD methodology for measuring ICT in Health and its adaptation to the region. It should also adhere to international standards and best practices in measurement, ensuring the standardization and comparability of questionnaires across different countries through a consensus-based and field-tested instrument.
- For healthcare facilities, a questionnaire module on information systems must be developed, considering at least the following aspects: identifying and assessing the various current information systems managed by the Ministry of Health or the facility, specifying the services provided by each system, and determining their level of adoption by healthcare managers and professionals.
- The measurement will be conducted at the following levels:
  - Healthcare facilities and institutions
  - Healthcare professionals
  - End users of the healthcare system
- The provider will be responsible for developing the field manual for interviewers, training the interviewers, conducting the interviews, and preparing the field monitoring report.
- The provider will be responsible for contacting establishments or institutions for coordination and conducting the survey, as well as healthcare personnel included in the study universes and samples. They will be responsible for the survey in a timely manner, as well as coordinating with necessary institutions for fieldwork (interview coordination). The survey must be nationally representative and include a census of the project area.
- The counterpart of the Ministry of Health will provide contact information to conduct the survey or census of healthcare institutions and professionals and commits to disseminating the existence of this study and its official nature to all stakeholders.
- Methodological aspects, work plan, and associated timelines will be proposed by the contractor and will form part of the initial consensus to be reached with the teams of the Ministry of Health and the IDB, with the task of achieving the first delivery of the consultancy.

- The contractor must indicate the tools they will use to manage the consultancy, as well as to conduct the survey, its systematization, analysis, report, and project progress monitoring.
- Data collection must consider two strategies:
- Development of a self-administered instrument, tracking of completion, data consolidation, and report preparation (census).
- Collection (validation) in a sample of establishments. A number of establishments will be visited to compare responses with self-administered surveys. Hospitals will be visited in their entirety.

### **Report Analysis:**

#### **At the Technological Infrastructure Level:**

- Identify and document the available technological infrastructure in healthcare facilities: data centers, servers, storage, workstations, data networks.
- Analyze this infrastructure and establish the main strengths and weaknesses for each establishment, according to ISO standards.
- Propose improvements in the technological infrastructure of the establishments and define the relevance of having a centralized or decentralized data center structure.

#### **At the Human Resources Level:**

- The study universe includes physicians, nurses, and nursing assistants residing in the country and active.
- The sample is stratified random by type of professional, which should be calculated based on the universe of XXX medical professionals, XXX nurses, and nursing assistants.
- The list of qualified physicians, nurses, and nursing assistants residing in the country and active will be provided by the Ministry of Health.
- For healthcare professionals, at least one chapter of the questionnaire should be generated covering the following aspects:
  - Identify and analyze the available IT organizational structures in healthcare facilities and establish their main strengths and weaknesses.
  - Propose changes in IT organizational structures to strengthen them.

#### **At the User Level:**

- At the level of the general population over 18 years old, a short block of questions about the use of ICT in relation to health will be applied. The sample size should be calculated based on the population served by XXX, which is XXXX people.

#### **At the General Level:**

- Identify barriers to technology adoption in healthcare settings, applied at the local level, and the opportunities and threats present in the environment.
- Define integration and/or elimination strategies for systems and platforms, ensuring the provision of all services defined by the Ministry of Health.

Technical Team:

For the development of the consultancy, at least the following profiles are required in the working team:

- Project Manager
- Principal Investigator
- Interviewers
- Field Coordinator

The Project Manager will oversee all tasks related to project management throughout its lifecycle and interact with their counterpart for all relevant purposes. The role of project manager can be performed by the principal investigator.

## **5 Results and Expected Outputs**

5.1 Methodological Proposal and Work Schedule for Implementation. This deliverable must contain a list of activities with their respective schedule to meet the dates established in these TDRs. The proposed methodology should include the operational scheme and quality assurance of information for the implementation of territorial diagnostics. In this deliverable, it should also define the organization of the work personnel in terms of: workplace (if there are web-based surveys), survey allocation, supervision model, and work schedule to meet the dates established in these TDRs. Likewise, it should detail the actions and protocols to be carried out to adequately monitor the data collection

Field Operation Reports:

The firm must produce two types of reports:

- Partial Field Operation Report (30%): This report should contain detailed information about contact with the contacts and the contact outcome (e.g., completed survey, not located, no answer, not known, incomplete survey).
- Final Field Operation Report (100%): This report consolidates what is reported in the partial report and reports global indicators of the final operation result.

Survey Database:

The firm must submit the databases with the collected information one by one.

- Results presentation document including the analysis of the collected information. The report should describe in detail the data collection/logistics procedure, record high-frequency data quality controls, and record any errors or unexpected events that occurred during data collection, along with all codes, scripts, programs, and materials developed or used as part of the data collection, such as data cleaning codes, randomization codes, codebooks, etc.

## 5 Project Schedule and Milestones:

Product	Date
1. Methodological Proposal and Work Schedule	3 weeks after the start of the consultancy
2. First partial field operation report	10 weeks after the start of the consultancy
3. Second partial field operation report	17 weeks after the start of the consultancy
4. Final field operation report	24 weeks after the start of the consultancy
5. Results presentation (databases and analysis of information)	27 weeks after the start of the consultancy

## 6 Report Requirements

- All reports must be in Spanish and submitted in an electronic file, as required, with evidence of progress in the activities defined in the approved work plan at the beginning of the project.
- During the data collection period, the consulting firm will provide secure access to the web survey server for this project to one or more members of the technical team for monitoring progress or conducting additional quality controls. Upon conclusion of data collection, both raw and cleaned datasets must be delivered in .dta format, accompanied by a variable dictionary, as well as a technical report describing in detail the data collection procedure, data quality procedure, and any errors or unexpected events that occurred during data collection..
- Weekly email or phone follow-ups with the technical teams of the IDB and the MSPS before and during the data collection period.
- The technical report must include all relevant details of the data collection, including the logistics procedure and any deviations from this procedure (errors and unexpected events), data quality controls performed, and all codes, scripts, and programs created for this project.

## 7 Acceptance Criteria

- All delivered products must be approved by the IDB and the Ministry of Health (Minsal).

## 8 Other Requirements:

- The consulting firm must specialize in the implementation of telephonic and/or field sociodemographic surveys. Additionally, it should have experience in national and municipal-level survey implementation projects. It is also desirable for the firm to have experience in designing quantitative models for program targeting based on administrative records.
- The consulting firm's team responsible for the development of this consultancy must have at least the following profiles:

8..1 Project Leader: responsible for leading and monitoring the overall progress of the consultancy and serving as the main liaison with the Ministry of Health and the IDB. Must have experience in project management, particularly in coordinating sociodemographic surveys.

- Postgraduate degree in statistics, economics, social sciences, public policy, engineering, administration, or related fields
- Minimum of five (5) years of experience as a project leader or manager and a minimum of three (3) years of experience in coordinating sociodemographic surveys

8..2 Field Supervisor: responsible for the overall supervision of information collection, as well as the training of staff members, assessing the progress level in the operation, and implementing protocols to ensure the quality of collected information.

- Professional degree
- Minimum of three (3) years of experience in supervising virtual or fieldwork in sociodemographic surveys

8..3 Quantitative Expert: responsible for analyzing the collected information and designing the territorial characterization model using the information gathered through the *Territorial Diagnostics form*.

- Professional degree in engineering, economics, mathematics, or statistics.
- Postgraduate degree in engineering, economics, statistics, or mathematics.
- Minimum of 4 years of professional experience in the analysis, design, and programming of quantitative models for research or consultancy projects in the public or private sector.

## 9 Supervision and Reports

1.1. This work will be coordinated by Ignacio Astorga (SCL/SPH), who will supervise and approve the delivered reports and products.

## 10 Payment Schedule

- Payment terms will be based on the milestones or deliverables of the project. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank seeks to receive the most competitive cost proposal for the services described in this document.
- The Official Exchange Rate of the IDB indicated in the SDP will be applied for the necessary conversions of payments in local currency.

<b>Payment Schedule</b>	
<b><i>Deliverables</i></b>	<b>%</b>
1. Methodological proposal and work schedule	10%
2. Partial report of field operations (30% of total municipalities - partial field work report)	30%
3. Final report of field operations (100% of total municipalities)	30%
4. Presentation of results (databases and information analysis)	30%
<b>TOTAL</b>	<b>100%</b>



## **TERMS OF REFERENCE**

*Consulting for the update of the SIIS architecture design in the Ministry of Health of El Salvador*

*El Salvador*

*Loan: ES-L1160*

*Technical Cooperation: Support the preparation and execution of the Smart and Comprehensive Health Program (ES-L1160) - ES-T1363*

### **1. Background and Justification**

- 1.1.** The Ministry of Health of El Salvador has implemented the SIIS as a fundamental part of its strategy for integrated health information management. This system deploys critical functionalities, such as medical records management, service scheduling, and access to clinical information to facilitate decision making. However, the SIIS faces significant challenges related to connectivity, with frequent outages affecting system availability. These problems directly impact the ability of health professionals to access and record clinical information in a timely and effective manner. The current situation of the SIIS prevents a fluid exchange of data between facilities and limits the analytical capacity of the information collected.
- 1.2.** Given the critical importance of the SIIS in health information management, the need for a comprehensive technological upgrade is evident. The adoption of a more modern, interoperable architecture adapted to the country's connectivity context is essential to overcome current challenges and ensure the system's continued availability.
- 1.3.** Improving the SIIS not only addresses technological issues, but also has a direct impact on the quality of health care. An efficient and available system contributes to informed decision making, improves continuity of care, and facilitates the exchange of relevant information among health professionals.
- 1.4.** The procurement of a specialized consultancy is justified in order to conduct a comprehensive assessment of the current situation of the SIIS, propose architectural solutions adapted to the country's connectivity conditions, and provide recommendations for efficient administration. The investment in this consultancy will result in a solid architectural design, a necessary technological evolution, and a detailed plan for the successful implementation of the proposed improvements.
- 1.5.** The technological upgrade and proposed new architecture will not only solve the current SIIS problems but will also ensure its adaptability to future technological challenges. Investment in this upgrade will contribute significantly to the operational efficiency of the MOH and ultimately to the improvement of health care throughout the country.
- 1.6.** The technological update of the SIIS reflects the commitment of the Ministry of Health of El Salvador to innovation in information management and the continuous improvement of health care quality. This initiative seeks to place El Salvador at the forefront of health information management, improving the experience of health professionals and, therefore, the care provided to the population.

### **2. Objectives**

**2.1.** The main objective of the consultancy is to improve the efficiency and availability of the Integral Health Information System (SIIS) of the Ministry of Health of El Salvador through a comprehensive technological upgrade and the design of a new architecture. This initiative seeks to enhance the management of clinical information, guarantee fluid access to relevant data, and improve the experience of health professionals in using the system.

**2.2.** The specific objectives of the consultancy are:

- Detailed Analysis of Current Functionalities:
  - Comprehensively assess current SIIS functionalities, identifying strengths and weaknesses.
  - Analyze the effectiveness of the system in the management of medical records, scheduling of services and access to clinical information.
- Identification of Architectural Problems:
  - Detect and document architectural issues affecting the efficiency and availability of the SIIS, with a special focus on connectivity challenges.
- Interoperable Architecture Proposal:
  - Design a modern and interoperable technological architecture that guarantees the availability of the SIIS, even in situations of adverse connectivity.
  - Prioritize solutions that minimize the impact of micro-outages on clinical access and registration.
- Recommendations for Efficient Administration:
  - Provide clear and practical recommendations for the efficient administration of the SIIS, considering organizational and structural aspects.
  - Identify areas for improvement in the administrative processes related to the system.
- Research and State of the Art Study:
  - Conduct interviews with key actors in the health system to understand specific needs.
  - Research and analyze international success stories and the state of the art in information systems architectures in similar contexts.
- Elaboration of a Detailed Implementation Plan:
  - Produce a detailed plan that guides the transition from the current state of the SIIS to the proposed future state.
  - Include timelines, key milestones, and resource allocations necessary for effective implementation.
- Ethical and Data Security Considerations:
  - Ensure that all recommendations and proposed solutions meet the highest ethical and data security standards.
  - Provide specific guidelines to protect the confidentiality of patient information and comply with applicable regulations.

### **3. Scope of Services**

#### **3.1. Analysis of Current Functionalities:**

- Review and evaluate in detail all current functionalities of the Integrated Health Information System (SIIS), highlighting areas of efficiency and potential deficiencies.
- Identify and document key processes, such as medical records management, service scheduling, and access to clinical information.
- Conduct interviews with end users to obtain direct feedback on the experience of using the system.

#### **3.2. Architectural Problem Identification:**

- Conduct a comprehensive analysis of the current SIIS architecture, identifying problems that affect system availability and efficiency.
- Evaluate the responsiveness of the system to connectivity challenges, especially micro outages.
- Propose solutions to mitigate the identified architectural problems.

#### **3.3. Research and Study of the State of the Art:**

- Conduct interviews with key actors in the health system to understand specific needs and local best practices.
- Research international success stories in the design of information systems in similar contexts.
- Analyze trends and technological advances in the field of health information systems.

#### **3.4. Interoperable Architecture Proposal:**

- Design a modern and interoperable technological architecture that solves the identified problems and guarantees the availability of the SIIS.
- Prioritize solutions that allow the system to function even under adverse connectivity conditions.
- Consider international interoperability and security standards.

#### **3.5. Recommendations for Efficient Administration:**

- Evaluate the current organizational structure and SIIS administration processes.
- Propose specific recommendations to improve efficiency in system administration.
- Identify possible adjustments in roles and responsibilities to optimize SIIS management.

#### **3.6. Elaboration of a Detailed Implementation Plan:**

- Develop a detailed plan to guide the implementation of the proposed SIIS enhancements.
- Include a timeline with key milestones, resource allocation and responsibilities.
- Consider pilot testing to validate the effectiveness of proposed solutions prior to full implementation.

#### **3.7. Ethical and Data Security Considerations:**

- Assess current compliance and propose improvements to SIIS ethical and data security practices.
- Ensure that all recommendations comply with local and international privacy and data protection regulations.
- Provide specific guidelines to ensure confidentiality and security of patient information.

### **3.8. Documentation and Presentation of Results:**

- Present detailed reports of each phase of the consultancy, highlighting findings, proposed solutions, and recommendations.
- Facilitate feedback sessions with stakeholders to ensure understanding and acceptance of proposals.

## **4. Key Activities**

### **4.1. Analysis of Current Functionalities:**

- Review existing SIIS documentation.
- Conduct interviews with end users to understand experiences and challenges.
- Evaluate performance of key system functionality.
- Document findings and areas for improvement.

### **4.2. Architectural Problem Identification:**

- Conduct a technical analysis of the SIIS architecture.
- Evaluate the responsiveness of the system to variable connectivity situations.
- Identify and document architectural problems affecting system availability and efficiency.
- Propose technical solutions to address the identified problems.

### **4.3. Research and State of the Art Study:**

- Conduct interviews with key actors in the health system to obtain contextual information.
- Research international success stories and review specialized literature.
- Analyze trends and emerging technologies applied to health information systems.
- Document local and international best practices.

### **4.4. Interoperable Architecture Proposal:**

- Design a technological architecture that guarantees the interoperability and availability of the SIIS.
- Consider international security and privacy standards.
- Detail the integration of emerging technologies to improve system efficiency.
- Develop a detailed migration plan.

### **4.5. Recommendations for Efficient Administration:**

- Analyze the current organizational structure related to SIIS administration.

- Identify administrative processes that can be optimized.
- Propose recommendations to improve organizational and process efficiency.
- Develop guidelines for assigning roles and responsibilities.

#### 4.6. Preparation of a Detailed Implementation Plan:

- Develop a detailed plan that includes a timeline with key milestones.
- Establish implementation phases and allocation of necessary resources.
- Define specific activities for each stage of the plan.
- Include risk and change management strategies.

#### 4.7. Ethical and Data Security Considerations:

- Evaluate current ethical and data security practices.
- Propose improvements in policies and procedures to ensure privacy and data protection.
- Develop guidelines for ethical and secure management of patient information.

#### 4.8. Documentation and Presentation of Results:

- Prepare detailed reports for each phase of the consultancy.
- Prepare executive presentations to communicate findings and recommendations to stakeholders.
- Facilitate feedback sessions to ensure understanding and acceptance of proposals.

## 5. Expected Outcome and Deliverables

5.1. The expected outcome of the consultancy for the update of the SIIS architecture design in the Ministry of Health.

### 5.2. Deliverables

- **Deliverable 1** - Work plan and list of actors to be interviewed.
- **Deliverable 2** - SIIS Current Functionalities Assessment Report: detailed document describing existing functionalities, highlighting areas of efficiency, and pointing out possible deficiencies. It includes findings from interviews with end users. Will include what is requested in point 4.1.
- **Deliverable 3** - SIIS Architectural Analysis Report: Technical document that identifies and documents architectural problems affecting system efficiency and availability. It includes technical recommendations to address these problems. Will include all that is required in point 4.2.
- **Deliverable 4** - Research and Best Practices Report: Document that summarizes the research conducted, presents international success stories, and highlights identified best practices. Includes analysis of interviews with key stakeholders as requested in 4.3.
- **Deliverable 5** - Enhanced Architecture Design Document: Detailed document that presents the proposed new architecture, highlighting how it addresses the identified problems. It includes diagrams, technical specifications, and applied standards. Will include what is requested in point 4.4.

- **Deliverable 6** - Recommendations for SIIS Administration Report: Document that analyzes the current organizational structure, identifies areas for improvement, and proposes specific recommendations to optimize system administration. Will include what is requested in point 4.5.
- **Deliverable 7** - Detailed SIIS Implementation Plan: comprehensive document that provides a detailed timeline with key milestones, resource allocation, and specific activities for each phase of implementation. Includes risk and change management strategies. Will include what is requested in point 4.6.
- **Deliverable 8** - Ethics and Data Security Improvement Report: Document that evaluates current ethical and data security practices, proposes improvements in policies and procedures, and establishes guidelines for the ethical and secure management of patient information. Will include what is requested in point 4.7.
- **Deliverable 9** - Detailed Phase Reports: Detailed documents for each phase of the consultancy, highlighting findings, proposed solutions, and recommendations. Executive Presentations: Visual and explanatory material to effectively communicate findings and recommendations to stakeholders. Will include what is requested in point 4.8.

**6. Project Schedule and Milestones**

6.1. The consultancy shall be executed within a maximum of 6 months from the signing of the contract.

Tentative schedule	1	2	3	4	5	6
Deliverable 1						
Deliverable 2						
Deliverable 3						
Deliverable 4						
Deliverable 5						
Deliverable 6						
Deliverable 7						
Deliverable 8						
Deliverable 9						

**7. Reporting Requirements**

7.1. All reports must be in Spanish and sent in electronic format (editable format, Microsoft Office), as required by the IDB, with evidence of progress in the activities defined in the work plan approved at the beginning of the project. The firm must attach in digital form all the material (documents, instruments, databases, etc.) used or produced for the development of the consultancy.

7.2. Deliverables will include a narrative executive summary, MS PowerPoint presentation and a graphic map when applicable.

**8. Acceptance Criteria**

8.1. All deliverables must be approved by the IDB.

8.2. The Consulting Firm shall maintain regular communication with the point of contact at

the IDB in the performance of the activities and development of all deliverables described in this contract. The Consulting Firm shall obtain IDB approval of the completion of each activity before associated payments are processed.

**9. Confidentiality of information**

- 9.1. Refrain from using the information for its own benefit or for any purpose other than providing the services under the terms and conditions set forth in the contract.
- 9.2. Never disclose information of the Contracting Parties to third parties, except to those of its employees or advisors, who require knowing such information in order to be able to provide the referred Service.
- 9.3. Adopt all necessary and appropriate measures to protect confidentiality and prevent the disclosure and improper use of information.
- 9.4. Adopt all necessary and conducive measures to protect confidentiality and avoid disclosure, access, transfer, and misuse of personal data, sensitive or not, to which it may have access for the purpose of providing services, taking responsibility for any damage by these actions or those of their dependents.

**10. Supervision and Reporting**

- 10.1. The consulting firm will work closely and in coordination with the IDB, who will provide technical supervision of the project.
- 10.2. The products of the consultancy will be submitted for review and approval by the IDB specialist.

**11. Schedule of Payments**

- 11.1. Payment terms will be based on project milestones or deliverables. 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.
- 11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

<b>Payment Schedule</b>		
<b><i>Deliverable</i></b>	<b><i>Delivery time</i></b>	<b><i>%</i></b>
<i>Deliverable 1 reviewed and approved</i>	15 days after contract signature	10 %
<i>Deliverable 2 reviewed and approved</i>	45 days after contract signature	5 %
<i>Deliverable 3 reviewed and approved</i>	90 days after contract signature	10 %
<i>Deliverable 4 reviewed and approved</i>	90 days after contract signature	5 %
<i>Deliverable 5 reviewed and approved</i>	130 days after contract signature	10 %
<i>Deliverable 6 reviewed and approved</i>	130 days after contract signature	5 %

<i>approved</i>		
<i>Deliverable 7 reviewed and approved</i>	170 days after contract signature	20 %
<i>Deliverable 8 reviewed and approved</i>	180 days after contract signature	20 %
<i>Deliverable 9 reviewed and approved</i>	180 days after contract signature	15 %
<b>TOTAL</b>		100%

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