

Selection Process # RG-T4578-P00X

## **TERMS OF REFERENCE**

Improved Edutech Guide platform and developed SIGED 2.0 platform

Regional  
RG-T4578

From Korea to LAC: Promoting sustainable Digital Transformation in Education

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

The IDB Group helps countries in Latin America and the Caribbean promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in five lines of action: ensuring that people have equitable access to relevant and high-quality learning opportunities throughout life; strengthening quality and relevance assurance mechanisms; consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness and coverage of skills development opportunities; leveraging the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and actively promote the generation and use of evidence to inform decisions about skill development.

From the Education Division, we provide support to the education systems of Latin America and the Caribbean in their digital transformation process, with the aim of promoting an Education 4.0, a quality, inclusive and flexible education that responds to the needs of the 21st century. We provide technical and financial assistance, resources, and tools to promote the effective and equitable integration of digital technologies in education, from reshaping educational management and information systems to developing digital skills, intentionally using digital platforms and content in teaching and learning, and bridging the digital divide.

The IDB Education Division's digital transformation strategy for Education 4.0 focuses on two pillars—management and pedagogy—to leverage digital technologies and foster educational change from the classroom to policy levels. A crucial first step in this process is having a comprehensive diagnostic assessment, which helps determine a country's starting point. This understanding allows for creating a contextualized roadmap tailored to its specific needs. The management pillar includes a methodology to assess the maturity of Educational Information and Management Systems – SIGED (Arias Ortiz et al., 2021), while the pedagogical pillar is supported by Edutec Guide, a formative-diagnostic to assess teachers' and schools' digital maturity level (Gottlieb et al., 2024). This approach ensures that transformation efforts are aligned with each country's unique context, promoting better learning opportunities and efficient management.

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### **2. Objectives**

- 2.1. The objective of this consultancy is to develop virtual platforms for the diagnostic instruments, in order to facilitate the application and enable the generation of visualizations and results derived from the diagnostic tool.

- 2.1.1. Develop a parameterizable data collection tool for the SIGED 2.0 diagnostic instrument, enabling external consultants to securely access and complete the form in compliance with the bank's authentication and security standards. The tool will facilitate progress saving and must support English, Spanish, and Portuguese, consolidating data across language versions within the same project, including all the necessary requirements and functionalities for the digital version of the SIGED 2.0 instrument. A dashboard will be developed for visualizing SIGED 2.0 results, incorporating relevant graphs, tables, and diagrams via a business intelligence tool. The dashboard will ensure real-time updates reflecting changes in the SIGED instrument, with processed results automatically displayed.
- 2.1.2. Enhance the Edutech Guide platform by upgrading the platform's back-end and front-end functionalities to provide a seamless user experience, including resolving registration issues, skill level calculations, refining data validation, and enhancing feedback reporting. The platform will be made more accessible by ensuring offline usage capabilities, allowing data to be uploaded once internet access is available. Additionally, a robust dashboard will be developed to enable educational systems to visualize data and generate actionable insights, supporting informed policy and decision-making.

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

The firm's services required are concentrated in the following areas:

#### **3.1. Requirements and Design:**

- 3.1.1. Specification of Functional and Non-Functional Requirements: A detailed document outlining the functional requirements, describing the necessary features and functionalities of the application. Non-functional requirements addressing performance, security, scalability, etc.
- 3.1.2. System Architecture Design: Documentation of the overall application architecture, including component diagrams, layered architecture, and descriptions of module interactions. Software and infrastructure architecture diagrams (servers, databases, cloud services, etc.).
- 3.1.3. Database Design: Data model with entity-relationship diagrams representing the database structure. Specifications for tables, indexes, relationships, and stored procedures.

#### **3.2. User Interface and Development Setup:**

- 3.2.1. User Interface (UI/UX) Design: Prototypes and wireframes illustrating the application screens. Style guides and design patterns to ensure visual consistency and a cohesive user experience.
- 3.2.2. Configuration and Documentation of the Development Environment: Detailed instructions for setting up the local development environment, including necessary dependencies and tools. Installation manuals for testing, pre-production, and production environments.

#### **3.3. Development and Testing:**

- 3.3.1. Backend Development: Source code for the backend, including business logic, API, and database connectivity. API documentation (e.g., Swagger) detailing endpoints, HTTP methods, parameters, and responses.
- 3.3.2. Frontend Development: Source code for the frontend, including HTML, CSS, JavaScript, and any frameworks used (React, Angular, etc.). Documentation on the use and configuration of UI components.
- 3.3.3. Testing Plan and Test Cases: Documentation of the testing plan for the application, describing the types of tests to be conducted (unit, integration, user acceptance, etc.). Detailed test cases and acceptance criteria for each functionality.
- 3.3.4. Testing and Validation Report: Results from tests conducted, including reports on any identified errors and their resolution status. Validation confirming that the application meets

the defined requirements.

### **3.4. Deployment and Documentation:**

- 3.4.1. Deployment and Migration Plan: A detailed plan for deploying the application in the production environment, including data migration steps if necessary. Strategy for backup and disaster recovery.
- 3.4.2. User Manual: A comprehensive manual for end-users detailing how to use the application, including screenshots and step-by-step instructions. Troubleshooting guide for common issues.
- 3.4.3. System Administrator Manual: Instructions for administrators on managing the application, including form creation/editing, user management, and system configuration.
- 3.4.4. Maintenance Manual: Documentation for the development team on maintaining and updating the system, including code structure, deployment procedures, and best practices for scalability and security.
- 3.4.5. Integration Documentation: Details regarding integrations with other systems, APIs, or third-party services. Procedures for configuring and managing these integrations.
- 3.4.6. Security Documentation: Security risk analysis and measures taken to mitigate these risks. Access management policies and user authentication protocols.

## **4. Key Activities**

The key activities to be carried out by the firm are the following:

- 4.1. Requirement Gathering: Collecting and documenting functional and non-functional requirements.
- 4.2. System Architecture Design: Creating architectural diagrams and documentation.
- 4.3. Database Design: Developing entity-relationship diagrams and database specifications.
- 4.4. UI/UX Design: Prototyping interfaces and creating style guides.
- 4.5. Backend Development: Coding the backend logic, API, and database connections.
- 4.6. Frontend Development: Implementing the user interface with appropriate technologies.
- 4.7. Testing: Executing testing plans, developing test cases, and validating application functionality.
- 4.8. Documentation: Preparing user manuals, administrator guides, and maintenance documentation.
- 4.9. Deployment Planning: Developing a deployment and migration strategy for the application.

## **5. Expected Results and Outputs**

The signature must produce the following deliverables:

- 5.1. Comprehensive requirements specification document.
- 5.2. System architecture and database design documentation.
- 5.3. User interface prototypes and design guidelines.
- 5.4. Source code for both backend and frontend applications.
- 5.5. Detailed testing plan and validation report.
- 5.6. User manual and system administrator guide.
- 5.7. Maintenance documentation and security analysis report.
- 5.8. Deployment and migration plan.

## **6. Project Timeline & Milestones**

The following key milestones should be considered:

- 6.1. Submission of the requirements specification document
- 6.2. Delivery of system architecture and database design documentation
- 6.3. Completion of backend and frontend development
- 6.4. Submission of testing plan and validation report

- 6.5. Delivery of user manual and deployment plan
- 6.6. Final project review and sign-off

**7. Reporting Requirements**

- 7.1. Deliverables and materials must be submitted in English (and preferably in Spanish), in Word and pdf format.
- 7.2. The databases must be delivered in a format agreed between the Bank and the Firm.

**8. Acceptance criteria**

- 8.1. Each report must be submitted to the Bank in an electronic file. The report should include the cover page, the main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.
- 8.2. A product will only be formally accepted and valid for payment after written approval from the consulting supervisor.
- 8.3. The Bank will provide comments and the Firm will have 2 weeks to incorporate these comments and submit a final version to be eligible for payment. It is the firm's responsibility to ensure that such reports are submitted to the Bank. All materials and deliverables developed under this consultancy are the property of the Inter-American Development Bank.

**9. Other Requirements**

- 9.1. The consulting firm shall guarantee complete confidentiality in the handling and use of the project documents.

**10. Monitoring and Reporting**

- 10.1. The Firm will report directly to the Education Division. All deliverables must be submitted to team leader Gabriela Gambi (SCL/EDU) ([gabrielade@iadb.org](mailto:gabrielade@iadb.org)).
- 10.2. Deliverable reports and databases will be presented according to the project schedule in section 6. Comments, approvals, or instructions for changes will be channeled through the Bank's designated representative.
- 10.3. The consulting firm should address the concerns/comments/inputs made by the IDB before submitting the final deliverable document to the Bank.

**11. Payment Schedule**

- 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 will consider the competitive value and quality of the proposal criteria for the services described in this document.
- 11.2. The IDB's Official Exchange Rate indicated in the SDP will be applied for the necessary conversions of payments in local currency.

Payment Plan	
Deliverables	%
1. Work plan	15%
2. Progress Report	40%
3. Final Report	45%
TOTAL	100%

## **Individual Consultant for the Diagnostic and Strengthening Plan for the Higher Education Information and Management System (SIGED) in Peru– Division of Education (SCL/EDU)**

### **International**

The IDB Group is a community of diverse, versatile and passionate people, united to improve lives in Latin America and the Caribbean. Those who work with us find purpose and do what they love most in an inclusive, collaborative, agile, and rewarding environment.

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. Together with the countries of the region, the Social Sector builds public policy solutions to reduce poverty and to improve the 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 with greater inclusion of the most vulnerable populations.

The IDB Group helps countries in Latin America and the Caribbean promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in [five lines of action](#):

- i. ensuring that people have equitable access to relevant and high-quality learning opportunities throughout life;
- ii. strengthening quality and relevance assurance mechanisms;
- iii. consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness and coverage of skills development opportunities;
- leveraging the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- v. actively promote the generation and use of evidence to inform decisions about skill development.

### **About this job position**

We are looking for a professional with experience in education management and information systems to apply the diagnostic tool (SIGED 2.0) and elaborate a strengthening plan for the Higher Education Information and Management System in Peru.

Specifically, you will be required to apply the SIGED 2.0 diagnostic tool in 25 universities across Peru and develop a strengthening plan based on the diagnostic results. The diagnostic process must adhere to the methodology developed by the Education Division and utilize the pre-agreed tools for case completion, data visualization, and report generation. This will involve close collaboration with university representatives to ensure accurate data collection, as well as the creation of detailed reports and action plans to improve the management and educational outcomes based on the findings.

This role also involves providing technical assistance in the development of scenario building and budget estimation for digital transformation plans based on the results analysis of the SIGED 2.0 instrument, including various scenarios and cost estimations.

You will work in the Digital Transformation team of the Division of Education (SCL/EDU). This team is responsible for supporting education systems in Latin America and the Caribbean in their digital transformation processes, to promote quality, flexible and inclusive education 4.0.

### **Here's what you'll do**

- **Review Project Framework Documentation:** Familiarize yourself with the documentation pertaining to SIGED project for management and information systems, including: SIGED 2.0 Instrument; Methodological Guide for the application of SIGED 2.0; Relevant regulations governing the operation of information and management systems for higher education institutions in Peru.
- **Conduct Information Gathering based on instrument:** Collect information regarding the level of development of SIGED in 25 universities across Peru for the five management processes and the two structural conditions, in accordance with the SIGED 2.0 Instrument, detailing the items, sub-processes, and functionalities involved. This process will comprise review existing documentation; conduct Interviews (both in-person and remote) with key personnel from universities and pertinent public entities; identify key stakeholders and formulate a preliminary mission agenda for information gathering; a visit to a minimum of three universities to observe the functioning of SIGED firsthand.
- **Analyze the Development Level for SIGED:** Employ the diagnostic tool developed by the Education Division of the IDB to evaluate the development level of each SIGED. This analysis will involve scoring each item on the diagnostic instrument based on the descriptions of each developmental level; assessing each process and accurately uploading the results to the online platform; identifying strengths and opportunities for improvement within SIGED’s functionalities and operational processes, formulating a critical path for the enhancement of SIGED, along with an estimation of the technical assistance needs and the requisite human and financial resources (cost estimation) associated with these enhancements.
- **Build Scenarios and Budget Estimations for a Digital Education Transformation Plan:** based on a comprehensive review of the SIGED diagnostics, analyze administrative information from the Peruvian education systems, focusing on areas prioritized for digital transformation. Develop a digital transformation plan for Peru that includes three different scenarios to close the digital divide. Estimate a budget for each scenario based on the diagnostics and administrative information. Collaborate with the Peruvian Ministry of Education, as well as other relevant stakeholders, to ensure the scenarios are tailored to the country’s specific needs and context.
- **Final Report:** Developed a final report that analyzes the level of development of SIGED, adhering to the established guidelines, and a strengthening plan. Finally, the consultant will present the results of the technical note to the relevant authorities.

### **Delivery and Payment Schedule**

Click or tap here to enter text.

Deliverable #	Percentage	Estimated Delivery Date
#1 – Execution Plan for the Consultancy, including: Delivery schedule and list of key interviews and preliminary agenda for fieldwork.	15%	Up to <b>XX</b> days from the signing of the contract
#2 – Diagnostic instrument completed with analysis of the functioning of SIGED and its strengths and challenges concerning the five main processes and the two structural conditions of a SIGED.	30%	Up to <b>XX</b> months from the signing of the contract
#3 – Proposal for Strengthening SIGED: Estimation of the technical and financial support needs (cost estimation) associated with it, and a plan for change management. Summary of the main results of the analysis following the SIGED EDU results presentation template.	30%	Up to <b>XX</b> months from the signing of the contract

#4 –Final Report	25%	Up to XX months from the signing of the contract
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### Here's what you need

- **Education:** Mastery in engineering, economics, public policies or other fields pertinent to the responsibilities of the function.
- **Experience:** At least 10 years of progressive experience in education management systems for education.
- **Languages:** Proficiency in Spanish and English, oral and written, is required. Additional knowledge of French and Portuguese is preferred.

### Key Skills

#### **Technical field**

- Continuous learning
- Collaborate and share knowledge
- Focus on customers
- Communicating and influencing
- Innovate and try 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 spouse) who work at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 considerations:** The health and safety of our employees is our top priority. As a condition of employment, the IDB/IDB Invest requires that all new employees be fully vaccinated against COVID-19.

### Type of contract and duration

- Type of Contract: External Products and Services Consultant (PEC), lump sum
- Duration: days in a period of months XXX XXX
- Travel: Yes

#	Origin (City, Country)	Destination (City, Country)	# days
1	Country of residence	Lima, Perú	5

### What we offer

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

- A **competitive remuneration package.**
- A flexible way of working. You will be evaluated on a deliverable basis.

### Our Culture

At the IDB Group, we work for all people to do their best and bring their true selves to work, to be willing to try new approaches without fear, to be accountable for their actions and to receive retribution for them. Diversity, Equity, Inclusion and Sense of Belonging (DEIB) are the pillars of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+, people with disabilities, Black and Indigenous people to apply.

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

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

### **About the IDB Group**

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

### **About the IDB**

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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## **Individual consultant to coordinate the management, monitoring and systematization of the application of the Edutech Guide for teachers and school leaders in Honduras**

### **International**

The IDB Group is a community of diverse, versatile and passionate people, united to improve lives in Latin America and the Caribbean. Those who work with us find purpose and do what they love most in an inclusive, collaborative, agile, and rewarding environment.

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. Together with the countries of the region, the Social Sector builds public policy solutions to reduce poverty and to improve the 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 with greater inclusion of the most vulnerable populations.

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- ii. strengthening quality and relevance assurance mechanisms;
- iii. consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness and coverage of skills development opportunities;
- iv. leveraging the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- v. actively promote the generation and use of evidence to inform decisions about skill development.

### **About this job position**

We are looking for a professional with experience in the management of projects and public policies in education, preferably in educational digital transformation or integration of technology to learning, to support us in the coordination of the management, monitoring and systematization of the application of the Edutech Guide for teachers and school leaders in Honduras. The objective of the consultancy is to generate knowledge and build capacity regarding the state of digital transformation in Honduras to contribute on achieving high-quality education.

There are three specific objectives: first, to conduct a formative self-assessment using the Edutech Guide to measure the maturity level of digital competencies among teachers. Second, to perform a diagnostic assessment of schools or educational centers to measure the maturity level in the integration of technologies. Third, to provide results information to educational authorities so they can develop their prioritization and investment plans for the use of educational technologies based on evidence and updated data. This involves providing technical assistance in the development of scenario building and budget estimation for digital transformation plans based on the results analysis of the Edutech Guide instrument, including various scenarios and cost estimations.

### **Here's what you'll do**

- Manage the adaptation of Edutech ALC platform in coordination with the company or individual responsible for programming the platform, representatives from the Ministry of Education of

Honduras, and BID personnel. Responsibilities and a work schedule for the entire application cycle of the Edutec Guide for schools and teachers in Honduras will be defined jointly. The schedule must consider at least:

- Platform adaptation times, including testing and user acceptance times.
  - Times dedicated to training and mobilizing relevant actors.
  - Times for participant feedback.
  - Times for closing and transferring the questionnaire databases to the Ministry of Education.
- Gather the necessary information and data for adapting the Edutec ALC platform in coordination with representatives from the Ministry of Education and the BID. For example, the following activities will require information gathering, among others:
    - Registration of teachers and schools
    - Review and adaptation of platform terms
    - Review and adaptation of questionnaire terms
    - Review, adaptation of terms, and curation of content in teacher and school feedback
    - Review and adaptation of visual identity and support materials for disseminating the instruments
    - Loading of official school databases, linking of administrative and geographic structures
  - Coordinate with the company or individual responsible for programming the platform, representatives from the Ministry of Education of Honduras, and BID representatives to conduct tests that ensure the adequacy of the platform's functional requirements. Functional requirements may include, for example:
    - System configuration
    - User registration
    - Monitoring and follow-up (e.g., dashboard visualization, report downloads, etc.)
  - Define the terms of adhesion and data protection clauses (secure and anonymized handling) in accordance with the Honduran Ministry of Education's regulations.
  - Support representatives from the Honduran Ministry of Education and the IDB in designing and implementing strategies for mobilizing and tracking responses from teachers and school directors to the diagnostic questionnaires.
  - Establish a protocol for user support and assistance during the application of the Edutec Guide with teachers and educational centers.
  - Systematize the results generated by the Edutec Guide from the teacher diagnostic, producing a report and presentation of findings with critical analysis that includes, among other things, the following information:
    - Profile of the teachers who completed the diagnostic, with breakdowns by interest groups
    - User perception of the diagnostic
    - Results (levels of appropriation) aggregated by area (pedagogical, digital citizenship, and professional development)
    - Analysis of challenges and opportunities based on the competency mapping
    - Lessons learned and recommendations
    - Proposal for a training route to develop teachers' digital competencies, with an estimate of the associated technical support needs and resources
  - Systematize the results generated by the Edutec Guide from the schools' diagnostic, producing a report and presentation of findings with critical analysis that includes, among other things, the following information:
    - Profile of the educational centers that completed the diagnostic, with breakdowns by interest groups (school size, grade, territory, socioeconomic level, etc.)
    - User perception of the diagnostic
    - Results (maturity levels) aggregated by dimension (vision, expertise, digital educational resources, and infrastructure) and within each dimension

- Analysis of challenges and opportunities based on each indicator's result
- Lessons learned and recommendations based on the diagnostic results
- Proposal for a digital transformation route for educational centers, with an estimate of the associated resources
- Build scenarios and budget estimations for a digital education transformation plan based on a comprehensive review of the Edutec Guide diagnostics, and administrative information from the Honduras education systems, focusing on areas prioritized for digital transformation, including:
  - Develop a digital transformation plan for Peru that includes three different scenarios to close the digital divide.
  - Estimate a budget for each scenario based on the diagnostics and administrative information.
  - Collaborate with the Peruvian Ministry of Education, as well as other relevant stakeholders, to ensure the scenarios are tailored to the country's specific needs and context.
  - Prepare and present reports summarizing the analysis, proposed plans, and scenarios to relevant stakeholders.
- Prepare a presentation with the main results of the analysis to be shown to the officials of the Ministry of Education of Honduras and the BID team.

### **Delivery and Payment Schedule**

Deliverable #	Percentage	Estimated Delivery Date
#1 – Work plan detailing the work schedule for the management, implementation, and systematization of the Edutec Guide in Honduras.	10%	Up to 15 days from the signing of the contract
#2 – Report containing the platform adaptation report, testing, and corrections made to the Edutec Guide.	30%	Up to 2 months from the signing of the contract
#3 – Report containing the implementation strategies of the Edutec Guide with teachers and educational centers.	30%	Up to 3 months from the signing of the contract
#4 – Analysis report of the Edutec Guide results, including the presentation of systematized findings from the Edutec Guide	30%	Up to 6 months from the signing of the contract

### **Here's what you need**

- **Education:** Master's degree in education, economics, sociology, public policy, or other fields pertinent to the responsibilities of the role.
- **Experience:** At least 5 years of progressive experience in project or policy coordination, preferably in education, technology, or change management for technology integration in education.
- **Languages:** Proficiency in Spanish and English, oral and written, is required. Additional knowledge of French and Portuguese is preferred.

### **Key Skills**

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- Continuous learning
- Collaborate and share knowledge
- Focus on clients
- Communicate and influence
- Innovate and try new things

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- **COVID-19 considerations:** The health and safety of our employees is our top priority. As a condition of employment, the IDB/IDB Invest requires that all new employees be fully vaccinated against COVID-19.

### **Type of contract and duration**

- Type of Contract: External Products and Services Consultant (PEC), lump sum
- Duration: 45 days in a period of 6 months
- Travel: Yes - 1 international trip to Honduras

### **What we offer**

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

- A **competitive remuneration package.**
- A flexible way of working. You will be evaluated on a deliverable basis.

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At the IDB Group, we work for all people to do their best and bring their true selves to work, to be willing to try new approaches without fear, to be accountable for their actions and to receive retribution for them. Diversity, Equity, Inclusion and Sense of Belonging (DEIB) are the pillars of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+, people with disabilities, Black and Indigenous people to apply.

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

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Selection Process # RG-T4578-P00X

## **TERMS OF REFERENCE**

Mapping of Korean solutions and strategic matchmaking of relevant Korean actors

Regional

RG-T4578

From Korea to LAC: Promoting sustainable Digital Transformation in Education

### **12. Background and Justification**

The Inter-American Development Bank group (IDB) aims to support countries in Latin America and the Caribbean (LAC) in their digital transformation processes, particularly in the education sector. A key aspect of this support is creating a roadmap tailored to each country's specific needs for digital transformation in education (DTE). This roadmap will benefit from the mapping of potential Korean solutions, leveraging the expertise and resources from Korea's public and private sectors.

Korea has made significant advances in digital technology integration in education, both in infrastructure and pedagogy. These experiences can serve as a valuable reference for LAC countries embarking on similar transformations. By establishing a DTE roadmap with a comprehensive mapping of relevant Korean public and private service providers, this consultancy aims to support the development of actionable plans for adopting best practices in digital education across the region.

The key challenge for LAC countries is identifying and connecting with the right service providers that can offer targeted solutions in areas such as digital infrastructure, capacity building, content development, and educational data systems. This consultancy is designed to bridge that gap through strategic matchmaking between LAC countries and relevant Korean providers. By focusing on specific enabling areas within each country's DTE efforts, this initiative will foster partnerships that are directly aligned with the educational needs of each beneficiary country, facilitating impactful and sustainable digital transformation.

The selected firm must have experience in digital transformation in education, familiarity with both Korean and Latin American educational systems, and a proven track record of mapping and analyzing public and private sector solutions.

### **13. Objectives**

- The objective of this consultancy is to contribute to establishing a comprehensive DTE roadmap that includes a detailed mapping of Korean public and private sector solutions. This Korean solution map will provide countries in LAC, especially for Peru and Honduras, with potential service providers and partners for advancing their digital education transformation.
- Additionally, the consultancy aims to facilitate strategic matchmaking between LAC countries and relevant Korean public and private sector service providers in the field of digital education. By identifying one key enabling area for each country's DTE roadmap, this consultancy will ensure that the specific needs of LAC countries are matched with tailored Korean solutions. The focus will be on fostering partnerships that leverage Korea's expertise in digital education, creating opportunities for collaboration and the seamless integration of advanced solutions into LAC's education systems.

### **14. Scope of Services**

The firm's services required are concentrated in the following areas:

- 14.1. Mapping of Service Providers:** Map Korean public and private service providers offering solutions in various aspects of digital transformation in education, focusing on country-specific needs.

- 14.2.** Needs Assessment: Collaborate with LAC countries to identify their specific needs regarding digital transformation in education, aligning these needs with available solutions in Korea.
- 14.3.** Roadmap Integration: Develop a comprehensive DTE roadmap for each participating LAC country, detailing the steps required for digital transformation and matching these steps with Korean solutions.
- 14.4.** Stakeholder Engagement: Facilitate connections between LAC countries and Korean service providers, fostering collaboration and partnership opportunities.
- 14.5.** Identification of Prioritizing Areas in DTE: Work with stakeholders from Peru and Honduras to identify one key enabling area (such as infrastructure, digital content, capacity building, etc.) for each country's DTE roadmap.
- 14.6.** Matchmaking Needs with Solutions: Facilitate matchmaking between LAC countries' needs and relevant Korean solutions, ensuring alignment with local contexts and priorities.

## **15. Key Activities**

The key activities to be carried out by the firm are the following:

- 15.1.** Initial Consultation and Needs Assessment:
  - 15.1.1. Conduct consultations with stakeholders from participating Peru and Honduras to understand their specific digital transformation needs in education.
  - 15.1.2. Identify gaps in digital infrastructure, teacher training, curriculum integration, and other relevant areas in each country.
- 15.2.** Mapping of Korean Public and Private Service Providers:
  - 15.2.1. Research and identify Korean public and private service providers offering solutions in digital education (e.g., EdTech, digital learning platforms, ICT infrastructure, teacher training programs, and educational data management).
  - 15.2.2. Categorize service providers based on their areas of expertise, such as technology integration, educational management systems, or content development.
- 15.3.** Analysis and Alignment of Solutions:
  - 15.3.1. Analyze the identified Korean service providers and assess their potential to meet the specific needs of the LAC countries.
  - 15.3.2. Align the solutions offered by Korean providers with the unique needs of each country, considering scalability and adaptability to local contexts.
- 15.4.** Integration of Korean solutions to DTE roadmap:
  - 15.4.1. Conduct a detailed review of the pedagogical maturity diagnostics (Edutec Guide) and management diagnostics (SIGED).
  - 15.4.2. Review and analyze administrative information from the education systems of Peru and Honduras, especially in areas prioritized for digital transformation.
  - 15.4.3. Develop proposals for integrating Korean solutions into the DTE roadmap based on the diagnostics and administrative information.
- 15.5.** Stakeholder Engagement and Facilitation of Partnerships:
  - 15.5.1. Facilitate discussions to explore partnerships, funding opportunities, and implementation strategies between LAC governments or institutions and Korean entities.
- 15.6.** Drafting of Comprehensive Korean Solution Mapping:
  - 15.6.1. Prepare and submit a comprehensive report that includes the mapping of Korean service providers to contribute the DTE roadmaps for each country, and recommendations for next steps.
- 15.7.** Final Report and Knowledge Transfer:

- 15.7.1. Deliver the final report, including all mappings, roadmaps, and a plan for ongoing collaboration with Korean providers.
- 15.7.2. Conduct knowledge transfer sessions with LAC countries to ensure that local teams understand the solution.

**15.8.** Initial Stakeholder Engagement and Needs Assessment on DTE: Engage with stakeholders from Peru and Honduras to identify the specific prioritized areas critical to their comprehensive DTE roadmap.

**15.9.** Mapping of Korean Service Providers: Research and document Korean public and private service providers offering solutions aligned with the identified enabling areas.

**15.10.** Matchmaking and Partnership Development: Facilitate matchmaking between LAC countries' needs and relevant Korean solutions, organizing meetings, workshops, or virtual sessions to foster collaboration. Support the negotiation and development of partnerships between LAC stakeholders and Korean service providers.

**15.11.** Report Preparation and Presentation: Prepare and deliver a report detailing the enabling areas, the matched Korean solutions, and the finalized DTE roadmaps for each country.

## **16. Expected Results and Outputs**

The firm must produce the following deliverables:

**16.1.** Customized DTE roadmaps for Peru and Honduras, including recommended Korean solutions aligned with their specific needs.

**16.2.** Mapping Report listing relevant Korean public and private service providers and their potential to address specific needs.

**16.3.** Matchmaking Summary documenting partnerships and agreements between LAC stakeholders and Korean providers.

**16.4.** Final Report that includes all key findings, recommendations, and next steps for partnership implementation.

## **17. Project Timeline & Milestones**

The following key milestones should be considered:

**17.1.** Submission of the initial assessment and mapping of service providers in Korea.

**17.2.** Matchmaking sessions and partnership development.

**17.3.** Delivery of draft DTE Korea solution roadmaps for Peru and Honduras.

**17.4.** Completion of final report and based on stakeholder feedback.

## **18. Reporting Requirements**

**18.1.** Deliverables and materials must be submitted in English (and preferably in Spanish), in Word and pdf format.

**18.2.** The databases must be delivered in a format agreed between the Bank and the Firm.

## **19. Acceptance Criteria**

**19.1.** Each report must be submitted to the Bank in an electronic file. The report should include the cover page, the main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

**19.2.** A product will only be formally accepted and valid for payment after written approval from the consulting supervisor.

**19.3.** The Bank will provide comments and the Firm will have 2 weeks to incorporate these comments and submit a final version to be eligible for payment. It is the firm's responsibility to ensure that such reports are submitted to the Bank. All materials and deliverables developed under this consultancy are the property of the Inter-American Development Bank.

**20. Other Requirements**

**20.1.** The consulting firm shall guarantee complete confidentiality in the handling and use of the project documents.

**21. Monitoring and Reporting**

**21.1.** The Firm will report directly to the Education Division. All deliverables must be submitted to team leader Gabriela Gambi (SCL/EDU) (gabrielade@iadb.org).

**21.2.** Deliverable reports and databases will be presented according to the project schedule in section 6. Comments, approvals, or instructions for changes will be channeled through the Bank's designated representative.

**21.3.** The consulting firm should address the concerns/comments/inputs made by the IDB before submitting the final deliverable document to the Bank.

**22. Payment Schedule**

**22.1.** 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 will consider the competitive value and quality of the proposal criteria for the services described in this document.

**22.2.** The IDB's Official Exchange Rate indicated in the SDP will be applied for the necessary conversions of payments in local currency.

Payment Plan	
Deliverables	%
4. Work plan	15%
5. Progress Report	40%
6. Final Report	45%
TOTAL	100%



## **Individual consultant for the elaboration of the final report on digital transformation of education systems in Peru and Honduras with lessons learned for Latin America and the Caribbean – Education Division (SCL/EDU)**

### **International**

The IDB Group is a community of diverse, versatile and passionate people, united to improve lives in Latin America and the Caribbean. Those who work with us find purpose and do what they love most in an inclusive, collaborative, agile, and rewarding environment.

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. Together with the countries of the region, the Social Sector builds public policy solutions to reduce poverty and to improve the 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 with greater inclusion of the most vulnerable populations.

The IDB Group helps countries in Latin America and the Caribbean promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in [five lines of action](#):

- ii. ensuring that people have equitable access to relevant and high-quality learning opportunities throughout life;
- iii. strengthening quality and relevance assurance mechanisms;
- iv. consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness and coverage of skills development opportunities;
  - leveraging the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- vi. actively promote the generation and use of evidence to inform decisions about skill development.

### **About this job position**

We are seeking for a professional with experience in designing and coordinating projects or public policies, preferably in education, technology, or change management for digital educational transformation. The role involves developing the final report for a technical cooperation project aimed at accelerating the digital transformation of education systems in Peru, Honduras, and the broader LAC region. This project leverages Korea's expertise and technical support to create a comprehensive Digital Transformation of Education (DTE) toolkit tailored to the unique needs of each country. The consultant will play a crucial role in synthesizing the project's outcomes, lessons learned, and strategic recommendations for education systems in Latin America and the Caribbean into a cohesive and impactful final report.

You will work in the Educational Digital Transformation team (hereinafter, TDE team), which is part of the [Education Division](#) (SCL/EDU). This team is responsible for supporting education systems in Latin America and the Caribbean in their digital transformation processes, in order to promote quality, flexible and inclusive education 4.0.

## Here's what you'll do

- Conduct comprehensive reviews and analyze the development and deployment of the digital transformation diagnostic toolkit for education systems in Peru and Honduras, including the improved SIGED and Edutec instruments.
- Compile and synthesize data from the application of the diagnostic tools and the subsequent analysis to create detailed plans for digital educational transformation.
- Outline DTE roadmaps, mapping potential Korean solutions from both public and private sectors, and detailing their applicability to the education systems of Peru and Honduras.
- Support the documentation of the learnings and insights from the high-level dialogue in Korea, involving multi-stakeholders to showcase opportunities and foster collaboration.
- Write a comprehensive technical note that presents the project's results, lessons learned, and strategic recommendations for accelerating digital transformation in education with quality and equity. This includes DTE capacity building relevant to the LAC context and showcasing the results.
- Maintain ongoing communication with the Korean and other relevant stakeholders in the project, to ensure the report reflects their insights and needs.

## Delivery and Payment Schedule

Deliverable #	Percentage	Estimated Delivery Date
#1 – Work plan that details the work schedule and the planning of activities to be carried out.	20%	Up to <b>XX</b> days from the signing of the contract
#2 - A comprehensive interim report that includes the progress of the project, initial findings, and preliminary recommendations.	40%	Up to <b>XX</b> days from the signing of the contract
#3 - A detailed final report that presents the project's results, lessons learned, and strategic recommendations for accelerating digital transformation in education in LAC.	40%	Up to <b>XX</b> days from the signing of the contract

## Here's what you need

- **Education:** Master's degree in education, economics, public policy, or other fields pertinent to the responsibilities of the role.
- **Experience:** At least 7 years of progressive experience in the design the implementation of projects or programs related to the integration of technology in education and digital learning. At least 3 years of experience in programs or public policies related to education, technology, innovation, among others.
- **Languages:** Proficiency in Spanish and English, oral and written, is required. Additional knowledge of French and Portuguese is preferred.

## Key Skills

### Technical field

- Continuous learning
- Collaborate and share knowledge

- Focus on customers
- Communicating and influencing
- Innovate and try 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 spouse) who work at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 considerations:** The health and safety of our employees is our top priority. As a condition of employment, the IDB/IDB Invest requires that all new employees be fully vaccinated against COVID-19.

### **Type of contract and duration**

- Type of Contract: External Products and Services Consultant (PEC), lump sum
- Duration: days in a period of months **XXX XXX**
- Travel: **No**

### **What we offer**

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

- A **competitive remuneration package**.
- A flexible way of working. You will be evaluated on a deliverable basis.

### **Our Culture**

At the IDB Group, we work for all people to do their best and bring their true selves to work, to be willing to try new approaches without fear, to be accountable for their actions and to receive retribution for them. Diversity, Equity, Inclusion and Sense of Belonging (DEIB) are the pillars of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+, people with disabilities, Black and Indigenous people to apply.

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

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

### **About the IDB Group**

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

### **About the IDB**

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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