

## **TERMS OF REFERENCE**

*Consultancy to prepare Industry Analysis & develop strategies to engage foreign investors*

*Jamaica*

*ATN-XXX*

*JA-T1210*

*[Web link to approved document]*

**SUPPORT FOR INVESTMENT PROMOTION IN JAMAICA**

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

- 1.1. Under the functional matrix of the Inter-American Development Bank, the Integration and Trade Sector (INT) performs the following functions: (i) spearhead the design and execution of national and regional operations (loans, TCs and direct assistance) that promote regional cooperation; from the creation of border infrastructure to the management of regional public goods and the negotiation of treaties; (ii) analyze and recommend public policies on export promotion, investment attraction, and trade opening and facilitation; (iii) create knowledge from research and business statistics; and (iv) develop skills in the public sector, support the private sector by accompanying SMEs that wish to export and join global value chains, and facilitate networks and events that seek exchange between entrepreneurs and public officials. The Trade and Investment Division is charged with initiating and executing the sector's operational portfolio. (Provide a brief justification for the existence of this project/contract explaining why the project/contract is needed. This will help the consulting firms to better understand the overall direction and context of the project/contract and its goals. This justification should be clear and precise to identify quantifiable measure of success for the end of the project.)
- 1.2. In 2019, the Government of Jamaica (GoJ) requested a loan from the Inter-American Development Bank (IDB) to support the Global Services Sector or GSS through a "Skills Development Programme for Global Services" (JA-L1079). The total amount of this loan is US\$15 million.
- 1.3. The main objective of the loan is to promote the growth of the Global Services Sector (GSS) in Jamaica particularly in higher value-added segments. Specifically, it intends to:
  - (i) provide the sector with better skilled workers; and
  - (ii) increase Jamaica's institutional capacity to attract Foreign Direct Investment (FDI) and increase exports. This operation proposes the following components:
    - Component 1. Skills Development for the Global Services Sector and Strengthening of the Skills Development System. This component seeks to align and improve the skills development system to provide the GSS with workers, particularly in higher value-added segments. First, it will finance activities to improve the system's ability to guarantee relevance of training to increase the share of activities that are higher up the value chain and to improve the quality of training.
    - Component 2. Global Services Sector Ecosystem. The objective of this component is

to strengthen Jamaica's capacity to attract investment and increase exports in higher value-added and digital segments.

- 1.4. In keeping with the objectives of Component 2 of the Skills Development Programme, the GOJ has requested the support of the IDB to host an Investment Forum. The Forum, "Invest Jamaica 2022" Will be hosted at the Jamaica Conference Center during the period Nov 29th – 30th, 2022. It presents an array of investment opportunities and projects, bringing together local and international investors from the public and private sector with special focus on the Global Service Sector, Manufacturing, Agribusiness, and Logistics.
- 1.5. The objective of the investment forum is to ultimately generate project-oriented investments in Jamaica. The event will also highlight business environment improvements, job creation activities and also how the IDB, a key ally of the host country, is supporting the economic development agenda of Jamaica. Following on from the hosting of the event, it is noted that the government and firms will need support to engage investment leads that were obtained. To this end the Consultancy is therefore needed to support firms and the government to conduct industry analysis and strategies to further engage the investment lead and thereby facilitate a transition to foreign direct investment.

## **2. Objectives**

- 2.1. The consulting firm is expected to develop industry analysis reports and strategy documents (including playbook and pitch deck) for high probability investment leads.

## **3. Scope of Services**

### **A. Develop detailed industry analysis to inform the investment opportunity**

- 3.1. Lead and coordinate business investor meetings and manage information flow between the business/government entity and investors.
- 3.2. Identify and manage investor information requirements.
- 3.3. Conduct research to obtain detailed market intelligence/insight.
- 3.4. Utilize existing investment packaging documents to highlight policy/regulatory framework and trade agreements.
- 3.5. Conduct comparative analysis of similar industries across the Caribbean and other similar jurisdictions.

### **B. Investment Strategies**

- 3.6. Manage relationship between the business/government entity and investors to determine best fit investment strategies.
- 3.7. Develop Business Roadmaps to highlight timelines and inputs for investment development.
- 3.8. Conduct or update feasibility studies or business cases to support the investment strategy.
- 3.9. Develop pitch decks based on existing business plan, business case, financial analysis

and other business documents to highlight the investment opportunity.

**3.10.** Conduct risk assessment of business opportunity and develop risk matrix

**3.11.** Conduct gap analysis of existing business documents to highlight information requirements to support investor engagement.

#### **4. Expected Outcome and Deliverables**

**4.1.** The expected outcome is an increase in the probability of transitioning investment leads to foreign direct investment in Jamaica.

**4.2.** The deliverables are:

- Inception Report
- Industry Analysis (including Market Intelligence Report and Gap Analysis of Business Documents)
- Investment Strategy (including pitch deck and risk matrix).

#### **5. Project Schedule and Milestones**

<b>Deliverables</b>	<b>Timeline (calendar days)</b>
Inception Report	7 days (after signature of contract)
Industry Analysis (including Market Intelligence Report and Gap Analysis of Business Documents)	60 days (after signature of contract)
Investment Strategy (including pitch deck and risk matrix)	90 days (after signature of contract)

#### **6. Acceptance Criteria**

**6.1.** All deliverables must be approved by the team leader.

#### **7. Supervision and Reporting**

**7.1.** The consultant will report to the team leader, Mario Umana (INT/TIN).

**7.2.** The work of the consulting firm will be monitored by the team leader in collaboration with other TIN members.

**7.3.** Regular coordination meetings will be held with the consulting firm and the monitoring team.

#### **8. Schedule of Payments**

**8.1.** 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.

8.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
<i><b>Deliverable</b></i>	<b>%</b>
1. Inception Report	10%
2. Industry Analysis (including Market Intelligence Report and Gap Analysis of Business Documents)	55%
3. Investment Strategy (including pitch deck and risk matrix)	35%
<b>TOTAL</b>	100%

**HRD Terms of Reference, New Template 2018**  
For PEC consultancies

**Job Title: Consultant to support the planning and coordination of Outsource2Lac Conference**

**Background of this search:** The Trade and Investment Division of the Inter-American Development Bank (IDB), is looking for a Consultant to support the planning and coordination of Outsource2Lac Conference in Jamaica.

**The team's mission:**

**1.1** Under the functional matrix of the Inter-American Development Bank, the Integration and Trade Sector (INT) performs the following functions: (i) spearhead the design and execution of national and regional operations (loans, TCs and direct assistance) that promote regional cooperation; from the creation of border infrastructure to the management of regional public goods and the negotiation of treaties; (ii) analyze and recommend public policies on export promotion, investment attraction, and trade opening and facilitation; (iii) create knowledge from research and business statistics; and (iv) develop skills in the public sector, support the private sector by accompanying SMEs that wish to export and join global value chains, and facilitate networks and events that seek exchange between entrepreneurs and public officials. The Trade and Investment Division is charged with initiating and executing the sector's operational portfolio.

**1.2** In 2019, the Government of Jamaica (GoJ) requested a loan from the Inter-American Development Bank (IDB) to support the Global Services Sector or GSS through a "Skills Development Programme for Global Services" (JA-L1079). The total amount of this loan is US\$15 million.

**1.3** Objectives. The main objective of the loan is to promote the growth of the Global Services Sector (GSS) in Jamaica particularly in higher value-added segments. Specifically, it intends to: (i) provide the sector with better skilled workers; and (ii) increase Jamaica's institutional capacity to attract Foreign Direct Investment (FDI) and increase exports. This operation proposes the following components:

**1.3.1** Component 1. Skills Development for the Global Services Sector and Strengthening of the Skills Development System. This component seeks to align and improve the skills development system to provide the GSS with workers, particularly in higher value-added segments. First, it will finance activities to improve the system's ability

## **HRD Terms of Reference, New Template 2018**

### For PEC consultancies

to guarantee relevance of training to increase the share of activities that are higher up the value chain and to improve the quality of training.

**1.3.2** Component 2. Global Services Sector Ecosystem. The objective of this component is to strengthen Jamaica's capacity to attract investment and increase exports in higher value-added and digital segments.

In support of Component 2 of the Skills Development Programme, Jamaica was selected to host the Outsource2LAC Conference. Outsource2Lac has the primary objective of sharing good practices and experiences of the outsourcing sector or GSS, as well as generating business and investment opportunities for the small and medium size enterprises of Latin America and the Caribbean. It brings together representatives of leading global services industries in the region with potential clients from Asia, Europe, and North America. In 2020, the Outsource2lac Conference recorded over four thousand (4000) attendees which resulted in over fifteen hundred (1500) business meetings between local firms and potential investments. As a result of the event, according to the surveys received during the business meetings, the amount of future business projected in millions of dollars, was more than USD18 million.

To support the hosting of this regional event, in the third quarter of 2023, the IDB approved grant funding in the amount of USD400,000. Resources were identified to engage a consultant to support the planning and coordination of activities across the various stakeholders.

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

In undertaking the aforementioned, the consultant will be expected to work with cross functional teams within the IDB as well as regional stakeholders. He/she will develop a planning framework to support the execution of the event. Specific activities include:

- Monitor the event management plan including project schedule and risk matrix.
- Develop and monitor action plan for TC activities.
- Identify, track and manage risks associated with the event.
- Coordinate communication flow between and across the various stakeholders.
- Liaise with the Bank's Communication Team and the government of IDB member states and other delegates to support the management of communication protocols.
- Support the development of press releases and other communique related to the event.
- Identify opportunities to promote the event and encourage the easy flow of information between stakeholders and participants.
- Coordinate the activities of vendors and consultants engaged under the TC.

## HRD Terms of Reference, New Template 2018

### For PEC consultancies

- Manage logistics for the Bank's specially invited guests (Trade Promotion Organisations (TPOs), Speakers etc).
- Coordinate meetings for the planning and communications team for the event.
- Provide on the ground coordination on the days of the event.
- Analyze the execution of the event and prepare reports on attendance and engagement.

### **Deliverables and Payments timeline:**

All deliverables must be approved by the consultant's supervisor at the IDB prior to payment. The consultant must submit the deliverables outlined in the table below. The payments under this project will be done against invoices presented by the consultant of the work done in keeping with the schedule below:

DELIVERABLES	Scheduled Payment
<ul style="list-style-type: none"> <li>• TC Action Plan (including risk matrix and schedule)</li> </ul>	20%
<ul style="list-style-type: none"> <li>• Biweekly Status Reports (12)</li> </ul>	60% (10% for 2 biweekly reports per month)
<ul style="list-style-type: none"> <li>• Final Report (including event outcomes and issues)</li> </ul>	20%
Total	100%

### **What you'll need:**

**Citizenship:** You are either a citizen of Jamaica or a citizen of one of our 48-member countries with residency or legal permit to work in Jamaica.

**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** At least a Bachelor's degree in Event Management, Communication, or equivalent. Certificate in Project Management would be an asset.

**Experience:** At least five (5) years professional experience in event management with demonstrable experience in at least three (3) assignments of a similar scope and/or nature.

**Languages:** Fluency in written and spoken English is required and Spanish is desirable.

### **Core and Technical Competencies:**

## **HRD Terms of Reference, New Template 2018**

### For PEC consultancies

- Excellent interpersonal, written and verbal communication skills.
- Thorough and pay attention to detail.
- Flexible and open to change.
- Well organized, strong problem-solving abilities.
- Understanding of the outsourcing sector.
- Advanced critical thinking and decision-making skills.
- Excellent strategic partnership and relationship skills.

#### **Opportunity Summary:**

- Type of contract and modality: Products and External Services Consultant
- Length of contract: Maximum of 8 months
- Starting date: 06 February 2022
- Location: Jamaica
- Responsible person: Integration & Trade Lead Specialist INT/TIN.
- Requirements: You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**



**HRD Terms of Reference, New Template 2018**  
For PEC consultancies

**Job Title: Consultant to manage the production of promotional videos for business opportunities across IDB member states**

**Background of this search:** The Trade and Investment Division of the Inter-American Development Bank (IDB), is looking for a Communications Consultant to manage the production of six (6) promotional videos highlighting the business opportunities and achievements of selected IDB member states.

**The team's mission:**

**1.1** Under the functional matrix of the Inter-American Development Bank, the Integration and Trade Sector (INT) performs the following functions: (i) spearhead the design and execution of national and regional operations (loans, TCs and direct assistance) that promote regional cooperation; from the creation of border infrastructure to the management of regional public goods and the negotiation of treaties; (ii) analyze and recommend public policies on export promotion, investment attraction, and trade opening and facilitation; (iii) create knowledge from research and business statistics; and (iv) develop skills in the public sector, support the private sector by accompanying SMEs that wish to export and join global value chains, and facilitate networks and events that seek exchange between entrepreneurs and public officials. The Trade and Investment Division is charged with initiating and executing the sector's operational portfolio.

**1.2** In 2019, the Government of Jamaica (GoJ) requested a loan from the Inter-American Development Bank (IDB) to support the Global Services Sector or GSS through a "Skills Development Programme for Global Services" (JA-L1079). The total amount of this loan is US\$15 million.

**1.3** Objectives. The main objective of the loan is to promote the growth of the Global Services Sector (GSS) in Jamaica particularly in higher value-added segments. Specifically, it intends to: (i) provide the sector with better skilled workers; and (ii) increase Jamaica's institutional capacity to attract Foreign Direct Investment (FDI) and increase exports. This operation proposes the following components:

**1.3.1** Component 1. Skills Development for the Global Services Sector and Strengthening of the Skills Development System. This component seeks to align and improve the skills development system to provide the GSS with workers, particularly in higher

## **HRD Terms of Reference, New Template 2018**

### **For PEC consultancies**

value-added segments. First, it will finance activities to improve the system's ability to guarantee relevance of training to increase the share of activities that are higher up the value chain and to improve the quality of training.

**1.3.2 Component 2. Global Services Sector Ecosystem.** The objective of this component is to strengthen Jamaica's capacity to attract investment and increase exports in higher value-added and digital segments.

In support of Component 2 of the Skills Development Programme, Jamaica was selected to host the Outsource2LAC Conference. Outsource2Lac has the primary objective of sharing good practices and experiences of the outsourcing sector or GSS, as well as generating business and investment opportunities for the small and medium size enterprises of Latin America and the Caribbean. It brings together representatives of leading global services industries in the region with potential clients from Asia, Europe, and North America. In 2020, the Outsource2lac Conference recorded over four thousand (4000) attendees which resulted in over fifteen hundred (1500) business meetings between local firms and potential investments. As a result of the event, according to the surveys received during the business meetings, the amount of future business projected in millions of dollars, was more than USD18 million.

To support the hosting of this regional event, in the third quarter of 2023, the IDB approved grant funding in the amount of USD400,000. Resources were identified to produce promotional videos to highlight business opportunities in various IDB member states.

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

In undertaking the aforementioned, the consultant will be expected to own the video production process, providing leadership and management of the creative concept and inputs to ensure the delivery of six (6) high resolution promotional videos (3-Mins and one 10-12 Mins) involving business opportunities in IDB member states, including Jamaica. Specific activities include:

- Develop a production plan to include messaging, value proposition, script or interview questions for the development of the 3-minute videos and one 10-12 minutes video to feature the business opportunities in the member states.
- Direct the videography and oversee the editing process for the videos.
- Lead discussions with stakeholders in the GSS across the various member states to identify the best options for inclusion in the video features.
- Manage the production schedule and vendors involved in the video production process.
- Provide narration (voiceover) where necessary and make recommendations for the inclusion of special effects and graphics.

## HRD Terms of Reference, New Template 2018

### For PEC consultancies

- Manage all logistics related to the video production activities.
- Conduct research on existing business operations in the GSS that best complements the video feature.
- Acquire and establish a repository of video footage for the outsourcing sector in the various member states.
- Engage with stakeholders across the various member states to support the objective of the consultancy.
- Find creative ways to integrate past video footage of the business opportunities into the current production.
- Ensure appropriate logos are included and that copyrights considerations are in place.
- Coordinate stakeholder reviews and approval for all videos.

### **Deliverables and Payments timeline:**

All deliverables must be approved by the consultant's supervisor at the IDB prior to payment. The consultant must submit the deliverables outlined in the table below. The payments under this project will be done against invoices presented by the consultant of the work done in keeping with the schedule below:

<b>DELIVERABLES</b>	<b>DURATION (from engagement date)</b>	<b>Scheduled Payment</b>
<b><i>DELIVERABLE 1:</i></b> <ul style="list-style-type: none"> <li>• Production Plan (including scripts or interview questions)</li> </ul>	15 days	30%
<b><i>DELIVERABLE 3:</i></b> <ul style="list-style-type: none"> <li>• Notes from Stakeholder Reviews - Six (6) Draft Video Features (3-Mins and one 10-12 Mins)</li> </ul>	60 days	50%
<b><i>DELIVERABLE 2:</i></b> <ul style="list-style-type: none"> <li>• Final Report (including lessons learnt) – Production of Six (6) Final Video Feature (3-Mins and One 10-12 Mins)</li> </ul>	90 days	20%

### **What you'll need:**

**Citizenship:** You are either a citizen of Jamaica or a citizen of one of our 48-member countries with residency or legal permit to work in Jamaica.

## **HRD Terms of Reference**, New Template 2018 For PEC consultancies

**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** At least a Bachelor's degree in Communication, Video Production or related field.

**Experience:** At least five (5) years professional experience in video production. Demonstratable experience leading at least three (3) assignments of a similar scope and/or nature.

**Languages:** Fluency in written and spoken English is required and Spanish is desirable.

### **Core and Technical Competencies:**

- Excellent interpersonal, written and verbal communication skills.
- Knowledge of media production and communication.
- Thorough and pay attention to detail.
- Flexible and open to change.
- Well organized, strong problem-solving abilities.
- Demonstrated ability to create confidence and provide leadership.
- Extensive experience working in Jamaica.
- Understanding of the outsourcing sector and BPO firms.
- Advanced critical thinking and decision-making skills.
- Excellent strategic partnership and relationship skills.

### **Opportunity Summary:**

- Type of contract and modality: Products and External Services Consultant
- Length of contract: Maximum of 90 days
- Starting date: 6 February 2023
- Location: Jamaica
- Responsible person: Integration & Trade Lead Specialist INT/TIN.
- Requirements: You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

## **HRD Terms of Reference**, New Template 2018 For PEC consultancies

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**

## **TERMS OF REFERENCE**

### *Consultancy to Create and Produce Six (6) Promotional Videos of Business Opportunities In IDB Member States*

Jamaica

ATN-XXX

JA-T1210

[Web link to approved document]

**SUPPORT FOR INVESTMENT PROMOTION IN JAMAICA**

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

**1.1.** Under the functional matrix of the Inter-American Development Bank, the Integration and Trade Sector (INT) performs the following functions: (i) spearhead the design and execution of national and regional operations (loans, TCs and direct assistance) that promote regional cooperation; from the creation of border infrastructure to the management of regional public goods and the negotiation of treaties; (ii) analyze and recommend public policies on export promotion, investment attraction, and trade opening and facilitation; iii) create knowledge from research and business statistics; and (iv) develop skills in the public sector, support the private sector by accompanying SMEs that wish to export and join global value chains, and facilitate networks and events that seek exchange between entrepreneurs and public officials. The Trade and Investment Division is charged with initiating and executing the sector's operational portfolio.

**1.2.** In 2019, the Government of Jamaica (GoJ) requested a loan from the Inter-American Development Bank (IDB) to support the Global Services Sector or GSS through a "Skills Development Programme for Global Services" (JA-L1079). The total amount of this loan is US\$15 million.

The main objective of the loan is to promote the growth of the Global Services Sector (GSS) in Jamaica particularly in higher value-added segments. Specifically, it intends to: (i) provide the sector with better skilled workers; and (ii) increase Jamaica's institutional capacity to attract Foreign Direct Investment (FDI) and increase exports. This operation proposes the following components:

- i. Component 1. Skills Development for the Global Services Sector and Strengthening of the Skills Development System. This component seeks to align and improve the skills development system to provide the GSS with workers, particularly in higher value-added segments. First, it will finance activities to improve the system's ability to guarantee relevance of training to increase the share of activities that are higher up the value chain and to improve the quality of training.
- ii. Component 2. Global Services Sector Ecosystem. The objective of this component is to strengthen Jamaica's capacity to attract investment and increase exports in higher value-added and digital segments.

In support of Component 2 of the Skills Development Programme, Jamaica was selected to host the Outsource2LAC Conference. Outsource2Lac has the primary objective of sharing good practices and experiences of the outsourcing sector or GSS, as well as generating business and investment opportunities for the small and medium size enterprises of Latin America and the Caribbean. It brings together representatives of leading global services industries in the region with potential clients from Asia, Europe, and North America. In 2020, the Outsource2lac Conference recorded over four thousand (4000) attendees which resulted in over fifteen hundred (1500) business meetings between local firms and potential investments. As a result of the event, according to the surveys received during the business meetings, the amount of future business projected in millions of dollars, was more than USD18 million.

- 1.3** To support the hosting of this regional event, in the third quarter of 2023, the IDB approved grant funding in the amount of USD400,000. Resources were identified to produce six (6) promotional videos to highlight business opportunities and achievements in selected IDB member states.

## **2. Objectives**

- 2.1.** The specific objective of this consultancy is to utilise creative concepts to develop and edit six high quality promotional videos highlighting the business opportunities in member states of the IDB.

## **3. Scope of Services**

- 3.1** The consulting firm will work in close collaboration with the Communications Consultant and Ministries responsible for trade and investment across IDB member states, to conceptualise and produce six (6) high resolution promotional videos of business opportunities across selected IDB member states including Jamaica.

- 3.2** To achieve the expected results, the scope of activities include:

- Production of videos highlighting the business opportunities and achievements in selected IDB member states.
- Support the Communications Consultant in the development of creative concepts for the inclusion of special effects and graphics.
- Provide all video footage related to the production in editable format.

## **4. Key Activities**

### ***4.1. The following are the key tasks:***

- Facilitate the recording of voiceovers and editing of recordings.
- Integrate existing video footage with new recordings related to the identified business features.
- Develop and integrate high resolution animation and/or graphics and/or sound effects to enhance video quality.
- Transport, set up, and operate modern video production equipment, including audio

and lighting equipment, for field and studio productions.

- Complete edits of video footage on digital formats.
- Ensure that the appropriate logos and copyright considerations are included in all videos.

## 5. Expected Outcome and Deliverables

5.1. The expected outcome six high quality promotional videos highlighting the business opportunities in member states of the IDB.

5.2. The deliverables are:

- Work Plan
- Six (6) Draft Video Features (Combination of 3-Mins and one 10-12 Mins)
- Six (6) Final Video Features (Combination of 3-Mins and one 10-12 Mins)

## 6. Project Schedule and Milestones

DELIVERABLES	TIMELINE (Calendar days)
<b>DELIVERABLE 1:</b> <ul style="list-style-type: none"> <li>• Work Plan</li> </ul>	7 days (after signature of contract)
<b>DELIVERABLE 2:</b> <ul style="list-style-type: none"> <li>• Six (6) Draft Video Features (Combination of 3-Mins and one 10-12 Mins)</li> </ul>	60 days (after signature of contract)
<b>DELIVERABLE 3:</b> <ul style="list-style-type: none"> <li>• Six (6) Final Video Features (Combination of 3-Mins and one 10-12 Mins)</li> </ul>	90 days (after signature of contract)

## 7. Acceptance Criteria

7.1. All deliverables must be approved by the Team Leader at the IDB.

## 8. Supervision and Reporting

8.1. The consultant will report to the team leader, Mario Umana (INT/TIN).

8.2. The work of the consulting firm will be monitored by the team leader in collaboration with other TIN members.



- 8.3. Regular coordination meetings will be held with the consulting firm and the monitoring team. Define how you will accept the deliverables resulting from this TOR. The acceptance of deliverables must be clearly defined and understood by all parties. This section should include a description of how both parties will know when work is acceptable, how it will be accepted, and who is authorized to accept the work.

## 9. Schedule of Payments

- 9.1. 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.
- 9.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

DELIVERABLES	Scheduled Payment
<i>DELIVERABLE 1</i>	10%
<i>DELIVERABLE 2</i>	50%
<i>DELIVERABLE 3</i>	40%
<i>TOTAL</i>	<b>100%</b>