IDB Inter-American Development Bank

TERMS OF REFERENCE

Consultancy for the execution of a regional event for the Caribbean countries on good practices on identification. >>>>>>>>>>>>>>>>>
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TC LINK
Generation and strengthening of Identification Systems in the Caribbean.

1. Background and Justification

Approximately 850 million people worldwide currently do not have a personal identification document. Of these, an estimated 29 million live in Latin America and the Caribbean (LAC). While Latin America generally has significant experience in deploying civil registration and identification systems, some Caribbean countries lack this experience, and many of them do not have a formal identification system. Therefore, it is crucial to propose an approach for these countries to learn from regional and international experiences that demonstrate the importance of implementing an appropriate institutional framework for managing identification and civil registration systems.

Addressing the challenges of coverage, accurate registration and modernization faced by identification and civil registration systems in the Caribbean, requires significant effort from governments, especially those in the early stages of developing their systems. Good governance of identification and civil registration will require legal, institutional, and technological frameworks to ensure the proper operation of these systems for responsible and inclusive management of citizen identification. In countries with more consolidated identification and civil registration systems, transitioning to a digital identification environment will require investments in institutional capacities, including the use and acquisition of technology, information management and security, and human resource training, among other areas.

Digital identification is a necessary condition for the development of the digital economy, especially in the delivery of public services. Defined as the possibility to verify the identification of an individual in the digital realm in a reliable, robust, and trustworthy manner, digital identification is an enabler of digital transactions. The number of economic transactions that can take in the digital realm can be limited if there is no possibility to identify the person on the other side of such transaction, being it a peer-to-peer or a mediated one. In particular, the provision of public services requires in most cases the verification, with a relatively high degree of confidence, that the person carrying out the transaction is in fact who they say they are.

A good digital identification system depends on the quality of existing identification systems. The onboarding process for a digital identification system (in summary, the process through which digital credentials are issued to individuals so that they can identify themselves online) usually relies on existing identification documents, being them functional (for example, a driver's license, a passport, or a voting card), or foundational (national identification documents). Therefore, in addition to the actual digital platform to be used, the quality, reliability, and coverage of a digital identification system is also dependent on existing identification systems in the country. That is, even if a country deploys a sophisticated and secure platform to verify the digital credentials presented by individuals, a weak onboarding process can undermine the trustworthiness of the system itself.

Several Caribbean countries have plans to implement digital identification, but do not have a national identification system. Whereas most countries in Central and South America have national identification systems that can be used during onboarding for digital identification, most Caribbean countries don't. In particular, The Bahamas, Trinidad and Tobago, and

Belize do not have a proper national identification system, while Jamaica is in the process of deploying its National ID System (NIDS), albeit voluntarily. The lack of a national identification system can complicate and/or undermine the onboarding process for a digital one.

Objectives

We are looking for a firm to establish, structure, and execute a regional event to promote awareness and understanding of the benefits, challenges, and approaches to designing and implementing identification and civil registry systems in the Caribbean.

2. Scope of Services

- Needs Assessment: Conduct an initial assessment to identify the key topics, stakeholders, and objectives for the event.
- Agenda Development: Develop a comprehensive event agenda, including keynote speeches, panel discussions, workshops, and Q&A sessions.
- Speaker and Participant Identification: Identify and secure speakers, panelists, and participants with expertise in identification and civil registry systems.
- Logistics Planning: Plan the logistics, including venue selection, travel arrangements, accommodation, and catering services.
- Event Coordination: Coordinate all aspects of the event, including registration, attendee management, and on-site support.
- Facilitation: Facilitate sessions, ensuring smooth transitions between segments and effective engagement of participants.
- Technical Support: Provide technical support for audiovisual equipment, live streaming, and recording of sessions.

3. Expected Outcome and Deliverables
Deliverable 1: Event planning and design report
Deliverable 2: Event execution report

4. Project Schedule and Milestones

Deliverable #	Planned Date to Submit
Event planning and design report	November 22nd, 2025
Event execution report	March 22nd, 2026

5. Reporting Requirements

The reporting requirements will be agreed upon with the Bank's technical team.

6. Acceptance Criteria

The acceptance requirements will be agreed upon with the Bank's technical team.

7. Other Requirements

7.1. The firm must have expertise in the implementation of Data Governance projects.

8. Supervision and Reporting

8.1. The consulting firm will be reporting to Arturo Muente Kunigami AMUENTE@IADB.ORG It will be the Firms responsibility to ensure that all reports are submitted to the Bank.

9. Schedule of Payments

Payment Schedule	
Deliverable	*%*
Deliverable 1	40%
Deliverable 2	60%
TOTAL	100%

Knowledge products development on identification systems in the Caribbean and recent trends - Consultant

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

<u>About this position:</u>

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

Within the Institutions for Development (IFD) Department, the Innovation in Citizen Services Division (IFD/ICS) is structured in four clusters: Public Management, Citizen Security, Data and Digital Government, and Transparency.

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What you'll do:

- Attend the regional event and document the presentations, discussions, and workshops.
- Capture key insights, lessons learned, and shared experiences related to the implementation of identification systems.
- Summarize new trends in data policies and digital public infrastructure discussed during the event.
- Analyze the role of identification systems and civil registries in the modernization and digital transformation of Caribbean governments.
- Identify challenges faced by Caribbean countries in implementing these systems and the potential benefits.
- Discuss the significance of comprehensive data policies in the Caribbean context.
- Examine the impact of data policies on the successful rollout of identification systems.
- Explore digital public infrastructure and digital public goods as options for accelerating digital transformation in the Caribbean.
- Assess the viability and potential impact of these options on the region's digital ecosystem.

Deliverables and Payments timeline:

The deliveries and timeline are as follows:

- Product 1 (25%): Comprehensive event report.
- Product 2 (75%): Knowledge study.

Deliverable #	Percentage	Estimated delivery date
Deliverable 1	25%	15 days after the contract signature
Deliverable 2	75%	150 days after the contract signature

What you'll need:

- **Education:** Master's degree or equivalent in related areas (such as law, political science, economics, among others)
- **Experience:** At least 10 years of experience working on the creation of institutional capacities in the realm of identification systems. The consultant must have significant experience supporting countries in the region or public sector institutions in the design and implementation of these solutions.
- **Languages:** English.

Key skills:

- Ability to work in a team
- Capacity to organize plans and tasks.
- Continuous learning
- Collaborate and share knowledge
- Focus on customers
- 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 fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 5 months.
- **Location:** Remote

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:
- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

Our culture

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

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

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

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

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

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