

BAHAMAS

SCL/LMK

Analysis and software design of a Matching Grant Facility E-Platform for The Bahamas – BHT1051

TERMS OF REFERENCE

BACKGROUND

The Government of Bahamas (GoBH) has requested IDB support for the analysis, design and implementation of a Matching Grant Facility e-platform that will support the implementation of the Pre-apprenticeship and Apprenticeship Programme in The Bahamas, to be established with the BH-L1037; as well as other active labour market programs in the country.

The new apprenticeship programme to be established is targeted to the unemployed and school leavers between the ages of 16-40 years. The programme will seek to fulfil two main objectives: first, to increase the employability, and thus the probability of youth employment in three strategic sectors for the economy; and second, to promote formal and systematic feedback mechanisms between training providers and employers in these three sectors, so as to ensure the development of Programmes that promote higher labour market productivity. Specifically, the component will finance the following: A job-readiness Pre-apprenticeship Programme for 1,100 beneficiaries, making use of the existing capacity of the National Training Agency (NTA), to provide technical and soft skills training; An Apprenticeship Programme that will consist of on-the-job (80%) plus off-the-job (20%) training for 1,350 beneficiaries that either have: a) successfully completed the pre-apprenticeship Programme; or b) proven to already have the necessary skills to enter the Apprenticeship Programme.

In order to provide and promote formal and systematic feedback mechanisms between training providers and employers, the programme will work on the establishment of employer-led sector skills councils that will facilitate the provision of relevant training curricula and the development of training quality standards; and the operation of a Matching Grant Facility (MGF) as a tool for the GoBH to establish a mechanism to put in place an Apprenticeship Programme directly linked with the participant firms providing apprenticeship training.

OBJECTIVE

In order to establish the MGF e-platform the consultant will be required to:

- Analyze the existing IT conditions used by the GoBH and its stakeholders (e.g. sectors selected, the National Training agency etc.) using a systems development life cycle (SDLC) approach¹;
- Design an e-platform that can be used by multiple stakeholders and with such features as a demand-led application process, a repository for client profile and information, disbursement and financial accounting capacity and a public sector monitoring mechanism.

¹ Goyal, N. & Ram, M. (2014) 'Software development life cycle testing analysis: A reliability approach', Mathematics In Engineering, Science & Aerospace (MESA), 5, 3, pp. 313-329.

- Develop a plan for the implementation of the MGF e-platform to ensure that the system will function effectively and efficiently.

The development of the MGF should be based on the SDLC also known as an application development life-cycle for information. This process involves planning, creating, testing, and deploying the e-platform.²

The MGF currently envisioned as an 8 step process (but not limited to these):

1. PEU posts Grant Facility Application online
2. Firms (employers) define training plans
3. Firms select apprenticeships prospects based on eligibility criteria
4. Firms submit online application for approval
5. PEU reviews application. Informs firms of result
6. PEU forwards approved proposals to financial entity for disbursements
7. Financial entity proceeds for disbursements
8. Firms submit midterm progress for PEU review

ANALYSIS

This initial phase has the objective of conducting a preliminary analysis, propose alternative solutions, and describe costs and benefits and submission of a design plan with recommendations.³

- **Preliminary analysis:** In this step, the consultant will investigate the GoBH objectives and the nature and scope of the MGF project. The consultant will find out what the objectives of the GoBH (and its various stakeholders) then determine how the establishment of the MGF fits in with these objectives.
- **Propose alternative solutions:** Based on the preliminary analysis, the consultant will identify at least **2 alternate proposals** that may come from interviewing the GoBH and relevant stakeholders. The consultant will also consider what other public and private entities are doing in Bahamas or other Caribbean countries that are of similar in scope and objective. The consultant may also draw on international best practice examples of similar type e-platforms. Using this data, the consultant will propose alternatives focusing on **at least 2** viable choices. The proposed solutions should include a description of the costs and benefits of each alternative.
- **Systems analysis, requirements definition:** Based on the proposed solutions by the consultant, the GoBH would choose a preferred alternative. In this last step, the consultant should define project goals into distinct functions and operation of the intended e-platform, including an analysis of end-user information needs, system requirements, etc.

² Snyder, C. & Cox, J. (1985) 'A Dynamic Systems Development Life-Cycle Approach: A Project Management Information System', Journal of Management Information Systems, 2, 1, pp. 61-76.

³ Jain, N. & Jain, A. (2011) 'Software Development Life Cycle: A Detailed Study', International Journal Of Advanced Research In Computer Science, 2, 3, p. 261.

DESIGN

The design of the e-platform should be able to support all the steps necessary to facilitate smooth functioning of the MGF. The design of the e-platform should take into consideration all (but not limited too) the following features and functionalities:

- **Deployment Compatibility**
 - Operating Systems - able to support multiple browsers e.g. Internet Explorer, Firefox, Chrome, Safari, Opera etc.
 - Public & Private Clouds
 - Databases

- **Platform Details**
 - Performance & Scalability
 - Clustering at any combination of tiers (presentation, service, business logic, and database)
 - Advanced caching
 - Elastic search platform support
 - Performance monitoring support
 - Security
 - Encryption
 - Pluggable authentication
 - Email verification
 - Session management
 - Identity Management Support
 - Social media interface
 - Frontend Framework
 - Backend Frameworks
 - Workflow
 - Service, upgrade, maintenance

- **Content Management Features**
 - Content Repository, multi-repository support, customizable document types
 - Microsoft Office© integration
 - Content previews and content versioning
 - Define workflows per document type
 - The possibility of a corresponding mobile app.
 - Sitemap protocol support
 - Friendly page URLs
 - Remote server staging and scheduling

- **Collaboration & Social Features**
 - Message boards
 - Blog capacity
 - Inappropriate content flagging
 - Online Presence & Social media
 - Email capability
 - Alerts/Announcements

IMPLEMENTATION PLAN

Once the design is complete the consultant will be expected develop a plan to pilot and deploy the MGF e-platform.

The plan should include (but not limit to):

- Running a real time pilot of the e-platform with a cross section of the intended users.
- Identifying any glitches or anomalies and addressing them.
- Deployment of the MGF e-platform.
- Training for personnel identified by the GoBH to use the e-platform.

MAIN ACTIVITIES

The consultant will work closely with the IDB team and GoBH, taking responsibility for the actions that follow:

- a) Conduct a complete diagnostic of the existing IT infrastructure and environment of the GOBH and relevant stakeholders. This will involve conducting stakeholder engagement sessions so as to gain a thorough understanding of the procedures and requirements for the development of e-platform within the GoBH.
- b) Review loan documents as needed, including the POD for BH-L1037 to have a clearer understanding of the scope of the intervention.
- c) Review the Results Matrix of BH-L1037 to understand the final output and outcome indicators that the e-platform will inform and consider the information and user needs to be gathered from different entities to be able to produce these indicators.
- d) Review any other documents of relevance as presented by the IDB or GoBH.
- e) Provide an estimated budget to carry out the design and installation of the MGF e-platform, including training for different types of users and annual maintenance fees.
- f) Provide at least 2 alternatives for the design and implementation of the MGF e-platform within the scope of the Program BH-L1037 with justification for each recommendation, including a cost/benefit analysis of each alternative:
 - i. Prepare a PowerPoint Presentation with the alternatives and cost-benefit analysis, and
 - ii. Lead a workshop to present the alternatives to the relevant stakeholders from the GoBH and the IDB, and assist participants in the selection of the best alternative.
- g) Based on the selected alternative, design an MGF e-platform to support the activities of Program BH-L1037.
- h) Work in tandem with the consultant responsible for the development of the Operational/Process Manual and guidelines that will inform the MGF.
- i) Develop a plan for:
 - a. The roll-out of a real-time pilot of the MGF platform, identifying any anomalies and rectifying them.
 - b. The deployment the MGF platform.
 - c. Providing training for the users as identified by the GoBH.

The activities mentioned above constitute the primary responsibilities of the position, not an exhaustive list of duties. Additional responsibilities as necessary for the completion of the above

mentioned tasks are not precluded, which may become necessary and be will approved by the supervisor.

REPORTS / DELIVERABLES

- **Product 1.**
 - A complete diagnostic report in Word on the existing IT infrastructure and environment of the GoBH and relevant partners as it relates to the implementation of the MGF platform including Power Point Presentation at a workshop to the GoBH presenting at least **2** alternative solutions to develop the MGF e-platform including a cost-benefit analysis of each proposed alternative. This Product will also include the required hardware specifications needed for implementation phase (specifications for implementation of the MGF, estimate of costs).

- **Product 2.**
 - The software design of the chosen e-platform including Power Point Presentation on the features of the system, how it will satisfy the scope of the project and support the activities of BH-L1037.

- **Product 3.**
 - Development a plan for the:
 - Pilot of the MGF e-platform.
 - Rollout/deployment of MGF e-platform.
 - Training of users as identified by the GoBH.

PAYMENT SCHEDULE

Deliverable	Payment
Product 1	30%
Product 2	40%
Product 3	30%

QUALIFICATIONS

Education: The individual or the firm's project lead should have a Master degree in Information Technology or Computer Science, Systems Engineering or any other related discipline.

Experience: A minimum of 5 years professional experience in designing and implementing e-platforms, management information systems, integrating systems, multi-user interface and training various end users.

Language: Fluency in English.

Areas of Expertise: IT Systems (web/front & back end development, scalable applications, custom software, niche technologies, testing and rollout etc.), Business Development, Operations Design and Supervision, Performance Management, Project Management, Capacity Building, and Institutional Development.

Skills: Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; proficiency in MS Office applications.

Competencies: Must be results/oriented and target/driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion.

CHARACTERISTICS OF THE CONSULTANCY

Consultancy category and modality: PEC

Contract duration: From September 2016 – February 2017

Place(s) of work: Bahamas or country of origin.

Coordination: The project team leader, Fernando Pavon (SCL/LMK) will be responsible for the coordination of this contract and for the coordination with the GoBH for delivered products.

Payment and Conditions of Contract: Remuneration will be determined in accordance with Bank regulations and criteria.

CONFIDENTIALITY

All work related to this assignment, including outputs and information collected will be property of the Inter-American Development Bank and will remain strictly confidential at the discretion of the supervisor.

Consanguinity: Individuals with relatives working for the IDB within, and including the fourth degree of consanguinity and the second degree of affinity are not eligible for employment as staff or consultants. Candidates must be citizens of a member country of the Inter-American Development Bank.

Diversity: The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

BAHAMAS

SCL/LMK

Development of an Operational and Process Manual and Supporting Documents for the Matching Grant Facility (MGF) E-Platform for the in Bahamas – BHT1051

TERMS OF REFERENCE

BACKGROUND

The Government of Bahamas (GoBH) has requested IDB support for the analysis, design and implementation of a Matching Grant Facility e-platform that will support the implementation of the Pre-apprenticeship and Apprenticeship Programme in The Bahamas, to be established with the BH-L1037; as well as other active labour market programs in the country.

The new apprenticeship programme to be established is targeted to the unemployed and school leavers between the ages of 16-40 years. The programme will seek to fulfil two main objectives: first, to increase the employability, and thus the probability of youth employment in three strategic sectors for the economy; and second, to promote formal and systematic feedback mechanisms between training providers and employers in these three sectors, so as to ensure the development of Programmes that promote higher labour market productivity. Specifically, the component will finance the following: A job-readiness Pre-apprenticeship Programme for 1,100 beneficiaries, making use of the existing capacity of the National Training Agency (NTA), to provide technical and soft skills training; An Apprenticeship Programme that will consist of on-the-job (80%) plus off-the-job (20%) training for 1,350 beneficiaries that either have: a) successfully completed the pre-apprenticeship Programme; or b) proven to already have the necessary skills to enter the Apprenticeship Programme.

In order to provide and promote formal and systematic feedback mechanisms between training providers and employers, the programme will work on the establishment of employer-led sector skills councils that will facilitate the provision of relevant training curricula and the development of training quality standards; and the operation of a Matching Grant Facility (MGF) as a tool for the GoBH to establish a mechanism to put in place an Apprenticeship Programme directly linked with the participant firms providing apprenticeship training.

The MGF is currently envisioned as an 8 step process (but not limited to these):

1. PEU posts Grant Facility Application online
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5. PEU reviews application. Informs firms of result
6. PEU forwards approved proposals to financial entity for disbursements
7. Financial entity proceeds for disbursements
8. Firms submit midterm progress for PEU review

A separate consultancy is being sought for the analysis and software design of the MGF e-platform which will be accessed by multiple stakeholders and with such features as a demand-led application process, a repository for client profile and information, disbursement and

financial accounting capacity and a public sector monitoring mechanism. The development of the MGF e-platform would be based on the System Development Life-Cycle (SDLC) also known as an application development life-cycle for information. This process involves planning, creating, testing, and deploying the e-platform.¹

OBJECTIVE

In order to establish the MGF e-platform the consultant will be required to:

- Work with the GoBH and all relevant stakeholders to develop an Operational & Process Manual, as well as, supporting documents for e.g. but not limited to: application form; a transparent mechanism to define winning proposals inclusive of eligibility criteria, assessment criteria and assessment process and timelines; templates for capturing and storing client profiles and other data relevant to the Pre-Apprenticeship and Apprenticeship Programme² and a monitoring and quick disbursement mechanism.
- Ensure that all necessary guidelines, templates, forms etc. are created to facilitate every stage/step of the MGF as highlighted above in an online environment.
- Work closely with the technical consultant/firm who will be designing the hard and software for the MGF e-platform to ensure compatibility of approach.
- Work closely with the technical consultant/ firm designing the e-platform to develop a plan for conducting a real-time pilot/s and the final rollout/deployment of the e-platform to ensure that the processes and supporting documents to be used on the e-platform are user friendly and functioning effectively and efficiently.

MAIN ACTIVITIES

The consultant will work closely with the IDB team and GoBH, taking responsibility for the actions that follow:

- a) Investigating the GoBH objectives and the nature and scope of the MGF project and how it feeds into the investment loan “Skills for Current and Future Jobs in the Bahamas” (BH-L1037) Programme.
- b) Conduct a thorough assessment of existing programmes in The Bahamas that will inform the development of the Pre-Apprenticeship and Apprenticeship Programme that the MGF will facilitate. Consider what public and private entities are doing in Bahamas or other Caribbean countries that are similar in scope and objective. The consultant should also draw on international best practice examples of similar programmes.
- c) Conduct stakeholder engagement sessions so as to gain a thorough understanding of the procedures and requirements for the development of the Operations and Process Manual and gain stakeholder buy-in for the process.
- d) Review loan documents as needed, including the POD for BH-L1037 to have a clearer understanding of the scope of the intervention.

¹ Snyder, C. & Cox, J. (1985) 'A Dynamic Systems Development Life-Cycle Approach: A Project Management Information System', *Journal of Management Information Systems*, 2, 1, pp. 61-76.

² Rauner, F. & Smith, E. (2010) *Rediscovering Apprenticeship: Research Findings Of The International Network On Innovative Apprenticeship (INAP)*, n.p.: Dordrecht ; Springer.

- e) Review the Results Matrix of BH-L1037 to understand the final output and outcome indicators that the MGF will inform and consider the information and user needs to be gathered from different entities.
- f) Review any other documents of relevance as presented by the IDB or GoBH.
- g) Based on the initial consultations prepare and present a PowerPoint presentation to the GoBH detailing the proposed methodology and process for the development of the Operational & Process Manual, as well as, documents to support the implementation of the Pre-Apprenticeship and Apprenticeship Programme through the MGF.
- h) Work in tandem with the technical consultant/firm responsible for the design of the MGF e-platform.
- i) Work with the technical consultant/firm to develop a plan for:
 - a. The roll-out of a real-time pilot of the MGF e-platform, identifying any anomalies in the Operational & Process Manual, as well as, supporting documents and rectifying them.
 - b. The deployment of the MGF e-platform.

The activities mentioned above constitute the primary responsibilities of the position, not an exhaustive list of duties. Additional responsibilities as necessary for the completion of the above mentioned tasks are not precluded, which may become necessary and be will approved by the supervisor.

REPORTS / DELIVERABLES

- **Product 1.**
 - Submit a report in Word detailing findings from the initial consultations with GoBH and relevant stakeholders.
 - Prepare and present a PowerPoint presentation to the GoBH detailing the proposed methodology and process for the development of the Operational & Process Manual, as well as, supporting documents to support the implementation of the Pre-Apprenticeship and Apprenticeship Programme through the MGF.
- **Product 2.**
 - Submit First Draft of the Operational & Process Manual, as well as, supporting documents to support the implementation of the Pre-Apprenticeship and Apprenticeship Programme through the MGF. Should include flow charts.
- **Product 3.**
 - Submit the Final Draft of the Operational & Process Manual, as well as, supporting documents to support the implementation of the Pre-Apprenticeship and Apprenticeship Programme through the MGF. Should include flow charts.
 - Work with technical consultant/ firm during the development of a plan for:
 - The pilot of the MGF e-platform, identify and rectify anomalies etc. where required.
 - The deployment of MGF e-platform.

- Prepare and present a PowerPoint presentation on the Operational & Process Manual, as well as, supporting documents for the GoBH and for inclusion in the plan for training for stakeholders as identified by GoBH.

PAYMENT SCHEDULE

Deliverable	Payment
Product 1	20%
Product 2	30%
Product 3	50%

QUALIFICATIONS

Education: The individual should have a Master degree in Education, Technical Vocational Training and Development, Economics, Social Sciences or a related discipline.

Experience: A minimum of 5 years professional experience in: designing and implementing apprenticeship programmes or similar programmes in a TVET environment; developing materials for an online environment; project management; change management; stakeholder engagement; and process management.

Language: Fluency in English.

Areas of Expertise: Apprenticeship Program Management, Business Development, Operations Design and Supervision, Technical Vocational Training and Development Stakeholder Management, Project Management, Capacity Building and Institutional Development.

Skills: Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; proficiency in MS Office applications.

Competencies: Must be results oriented and target driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion.

CHARACTERISTICS OF THE CONSULTANCY

Consultancy category and modality: Products and External Services Contractual (PEC).

Contract duration: From September 2016 to December 2017.

Place(s) of work: Bahamas or country of origin.

Coordination: The project team leader, Fernando Pavon (SCL/LMK) will be responsible for the coordination of this contract and for the coordination with the GoBH for delivered products.

Payment and Conditions of Contract: Remuneration will be determined in accordance with Bank regulations and criteria.

CONFIDENTIALITY

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Diversity: The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

BAHAMAS

SCL/LMK

Development and Plan for Implementation of a Communications Strategy for the Matching Grant Facility (MGF) E-Platform for The Bahamas – BHT1051

TERMS OF REFERENCE

BACKGROUND

The Government of Bahamas (GoBH) has requested IDB support for the analysis, design and implementation of a Matching Grant Facility e-platform that will support the implementation of the Pre-apprenticeship and Apprenticeship Programme in The Bahamas, to be established with the BH-L1037; as well as other active labour market programs in the country.

The new apprenticeship programme to be established is targeted to the unemployed and school leavers between the ages of 16-40 years. The programme will seek to fulfil two main objectives: first, to increase the employability, and thus the probability of youth employment in three strategic sectors for the economy; and second, to promote formal and systematic feedback mechanisms between training providers and employers in these three sectors, so as to ensure the development of Programmes that promote higher labour market productivity. Specifically, the component will finance the following: A job-readiness Pre-apprenticeship Programme for 1,100 beneficiaries, making use of the existing capacity of the National Training Agency (NTA), to provide technical and soft skills training; An Apprenticeship Programme that will consist of on-the-job (80%) plus off-the-job (20%) training for 1,350 beneficiaries that either have: a) successfully completed the pre-apprenticeship Programme; or b) proven to already have the necessary skills to enter the apprenticeship Programme.

In order to provide and promote formal and systematic feedback mechanisms between training providers and employers, the programme will work on the establishment of employer-led sector skills councils that will facilitate the provision of relevant training curricula and the development of training quality standards; and the operation of a Matching Grant Facility (MGF) as a tool for the GoBH to establish a mechanism to put in place an Apprenticeship Programme directly linked with the participant firms providing apprenticeship training.

Separate consultancies are being sought for the analysis, design and implementation of the MGF e-platform and the development of an Operational & Process Manual and supporting document that will inform the online platform. The MGF will be accessed by multiple stakeholders and will have features, such as, a demand-led application process, a repository for client profile and information, disbursement and financial accounting capacity and a public sector monitoring mechanism. The development of the MGF e-platform would be based on the System Development Life-Cycle (SDLC) also known as an application development life-cycle for information. This process involves planning, creating, testing, and deploying the e-platform.¹

¹ Snyder, C. & Cox, J. (1985) 'A Dynamic Systems Development Life-Cycle Approach: A Project Management Information System', *Journal of Management Information Systems*, 2, 1, pp. 61-76.

OBJECTIVE

In order to support the MGF e-platform the consultant will be required to develop a Communications Strategy and Implementation Plan that includes:

- An outreach campaign directed to potential beneficiaries of the Pre-Apprenticeship and Apprenticeship Programme including the private sector organizations and individuals' age 16-40 years. The campaign should be aimed at engaging both employers and apprentices to participate in the program.
- A promotional/branding campaign to engage all relevant stakeholders and to inform the public about the objectives and intended results & benefits of Pre-Apprenticeship and Apprenticeship Programme through the MGF. This campaign should also include the branding of the MGF as a fresh innovation mechanism for the deployment of the Pre-Apprenticeship and Apprenticeship Programme.
- A comprehensive plan for the rollout of the Communications Strategy.

MAIN ACTIVITIES

The consultant will work closely with the IDB team and GoBH, taking responsibility for the actions that follow:

- a) Investigating the GoBH objectives and the nature and scope of the MGF project and how it feeds into the investment loan "Skills for Current and Future Jobs in the Bahamas" (BH-L1037) Programme.
- b) Conduct a thorough assessment of existing programmes in Bahamas that will inform the development of the Pre-Apprenticeship and Apprenticeship Programme that the MGF will facilitate. Consider what public and private entities are doing in Bahamas or other Caribbean countries that are similar in scope and objective.
- c) Review loan documents as needed, including the POD for BH-L1037 to have a clearer understanding of the scope of the intervention.
- d) Review the Results Matrix of BH-L1037 to understand the final output and outcome indicators that the MGF will inform and consider the information that will need to be disseminated to the different entities.
- e) Review any other documents of relevance as presented by the IDB or GoBH.
- f) Conduct stakeholder engagement sessions so as to gain a thorough understanding of the communication needs and gain stakeholder buy-in for the process. Discuss the scope of communications strategy, the targeted audiences and the main channels of communication to be used, including, but not limited to: stakeholder events, media campaigns through newspapers, TV or others, social media, flyers etc.
- g) Based on the initial consultations prepare and present a PowerPoint presentation to the GoBH detailing the proposed methodology for the development and rollout of the Communications Strategy that will support the implementation of the Pre-Apprenticeship and Apprenticeship Programme through the MGF.
- h) Incorporate feedback received at the above presentation and throughout the process of refining the Communications Strategy and Implementation Plan.
- i) Prepare and present a PowerPoint presentation of the finalized Communication Strategy and plan for rollout to the GoBH.

The activities mentioned above constitute the primary responsibilities of the position, not an exhaustive list of duties. Additional responsibilities as necessary for the completion of the above mentioned tasks are not precluded, which may become necessary and be will approved by the supervisor.

REPORTS / DELIVERABLES

- **Product 1.**
 - Prepare and present a PowerPoint presentation to the GoBH detailing the proposed methodology for the development and rollout of the Communications Strategy that will support the implementation of the Pre-Apprenticeship and Apprenticeship Programme through the MGF.

- **Product 2.**
 - Submit First Draft of the Communications Strategy and Implementation Plan for review and comments by the relevant stakeholders.

- **Product 3.**
 - Submit Final Draft of the Communications Strategy and Implementation Plan.
 - Prepare and present a PowerPoint presentation to present the Final Draft of the Communications Strategy and Implementation Plan to the GoBH.

PAYMENT SCHEDULE

Deliverable	Payment
Product 1	30%
Product 2	20%
Product 3	50%

QUALIFICATIONS

Education: The individual should have a Master degree in Communications, Journalism, Public Relations, Marketing or any other related discipline.

Experience: A minimum of 5 years of professional experience in developing and implanting marketing and communications solutions for public or private entities.

Language: Fluency in English.

Areas of Expertise: Marketing & Branding, Business Development, Corporate Communications, Graphic design, Stakeholder Management.

Skills: Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; proficiency in MS Office applications.

Competencies: Must be results-oriented and target-driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion.

CHARACTERISTICS OF THE CONSULTANCY

Consultancy category and modality: Products and External Services Contractual (PEC).

Contract duration: From September 2016 to March 2017.

Place(s) of work: Bahamas or country of origin.

Coordination: The project team leader, Fernando Pavon (SCL/LMK) will be responsible for the coordination of this contract and for the coordination with the GoBH for delivered products.

Payment and Conditions of Contract: Remuneration will be determined in accordance with Bank regulations and criteria.

CONFIDENTIALITY

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Diversity: The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origins to apply.