

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES

Selection # as assigned by e-Tool: HA-T1295-P002

Selection Method: Full Competitive Selection

Country: Haiti

Sector: IDB Lab

Funding – TC #: ATN/MB-18982-HA

Project #: HA-T1295

TC name: The Haiti Impact Facility (HIF)

Description of Services: Program Technical Partner Consultancy (PTP)

Link to TC document: <https://www.iadb.org/en/project/HA-T1295>

The Inter-American Development Bank (IDB) is executing the above-mentioned operation. For this operation, the IDB intends to contract consulting services described in this Request for Expressions of Interest.

Expressions of interest must be delivered using the IDB Portal for Bank Executed Operations (<http://beo-procurement.iadb.org/home>) by: *May 2nd, 2022* 5:00 P.M. (Washington D.C. Time).

The consulting services (“the Services”) include:

1. *The PTP will develop an IDB institutional framework for the development of the HIF. It will develop a facility business plan and operational model, and design the key processes and templates required for the launch of the pilot projects. With the support of the IDB team, the PTP will streamline processes and procedures: Building internal processes, standardizing terms, developing procurement manual, capturing legal/contract best practices.
The PTP will also develop a performance management mechanism, including KPIs performance dashboards, and data analytics. The PTP will not have to develop digital dashboard but provide recommendations about its content.*
2. *The PTP will develop a capacity building manual for on-boarding and upskilling IDB employees on pay-for-results procedures.*
3. *The Program Technical Partner will advise the Haitian Government about legal and organizational best practices to implement the activities conducted in the context of the project. The PTP will assess key barriers for the local public sector to manage Impact fundings and provide a legal road map and recommendations.*
4. *The PTP will provide support for pipeline readiness for two specific sectors. It will work to identify stakeholders (including delivery organizations, evaluators, investors and more), and organize the necessary ecosystem to launch 5 pilot projects financed through the HIF. The services provided to the ecosystem organizations in this context will include assistance in financial modeling, investment structuring, theories of change, service models, data analysis, sustainability strategies and transaction intermediation.*

The expected key activities will be:

1. *Meet with IDB team to structure the consultancy schedule and methodology. A weekly meeting will be organized with IDB team to ensure the alignment with the different stakeholders. IDB team will connect the PTP with the Haitian Government and delivery organizations.*

2. *Conduct first desk investigations concerning: (i) IDB internal process for procurement, facility development, KPI, and reporting mechanism; (ii) Haitian legal and organizational best practices and potential bottleneck for the implementation of a pay-for-success mechanism; (iii) Delivery organization structure and readiness to implement a project financed through a pay-for-success mechanism.*
3. *Conduct workshops and interviews with IDB team and employees to support IDB in: building internal processes, standardizing terms, developing procurement manual, setting KPIs and reporting mechanism.*
4. *Conduct in-depth analysis of two specific sectors to be targeted for the first PFS contracts for the pilot phase.*
5. *Meet with Government officials and organize workshops to develop guidelines for the implementation of publicly funded pay-for-success mechanism in Haiti. This activity requires travels to Haiti.*
6. *Conduct sessions with delivery organizations to develop a common understanding of the pay-for-success mechanism and support their readiness for implementing it.*
7. *Develop an IDB internal capacity building manual and conduct a workshop to share the knowledge.*
8. *Write guidelines reports and manuals for IDB, the Haitian Government, and delivery organizations. These guidelines reports and manuals will be based on the knowledge generated during the consultancy.*

The consultancy will start at the contract signature and will last eighteen (18) months. The milestones will be as follow:

1. After two weeks, the PTP will submit the consultancy schedule and methodology.
2. After three months, the PTP will submit the desk investigation report.
3. After seven months, the PTP will submit the IDB manuals and Government guidelines.
4. After twelve months, the PTP will submit the report on the readiness of 2 sectors and contract templates for 5 pilot projects.
5. After eighteen months, the PTP will have submitted all the reports and supported IDB Team in the development of the first projects. The PTP will submit a final report on lesson learned.

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policy for the Selection and Contracting of Consulting firms for Bank-executed Operational Work](#) - GN-2765-4. All eligible consulting firms, as defined in the Policy may express an interest. If the Consulting Firm is presented in a Consortium, it will designate one of them as a representative, and the latter will be responsible for the communications, the registration in the portal and for submitting the corresponding documents.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described above in the [draft summary](#) of the intended Terms of Reference for the assignment. Interested consulting firms must provide information establishing that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Eligible consulting firms may associate in a form of a Joint Venture or a sub-consultancy agreement to enhance their qualifications. Such association or Joint Venture shall appoint one of the firms as the representative.

Interested eligible consulting firms may obtain further information during office hours, 09:00 AM to 05:00 PM, (Washington D.C. Time) by sending an email to: [Jean-Emmanuel Desmornes](mailto:Jean-Emmanuel.Desmornes@IADB.ORG) JDESMORNES@IADB.ORG with a copy to [Smeldy Ramirez Rufino](mailto:Smeldy.Ramirez.Rufino@IADB.ORG) SMELDYR@iadb.org and [Padydeh Eghbali](mailto:Padydeh.Eghbali@IADB.ORG) padydehe@iadb.org.

Inter-American Development Bank

Division: *IDB Lab*

Attn: *Smeldy Ramirez Rufino*

Calle César Nicolás Penson esquina Leopoldo Navarro, Gazcue, Santo Domingo, Distrito Nacional, Republica Dominicana

Tel: *+1 (809) 784-6444*

E-mail: SMELDYR@iadb.org

Web site: www.iadb.org

Draft Summary of Terms of Reference

1. Background and Justification

Haiti has a long history with foreign aid and development assistance to tackle pressing social/environmental issues with a yearly average of around US\$900 million. However, the country still has nearly 60% of its population living below the poverty line of US\$2.42 per day, only 61% of the adult population is literate, and about 40% of the population lacks access to essential health and nutrition services. To significantly improve these indicators to achieve intended results and generate robust evidence of their impact, Haiti is well positioned to explore new models tying funding to impact that could reshape how aid is provided, allow the government to ensure a results-oriented sector approach, and pave the road toward restoring public trust.

The Haiti Impact Facility (HIF) is being proposed to achieve greater efficiency and impact in the delivery of IDB development assistance and Haitian government-funded services, particularly for vulnerable populations. The HIF is designed to provide the foundational architecture for testing and learning from multiple pay-for-success financing operations and aims to scale through implemented learnings and accumulated expertise within the IDB Haiti COF. This architecture enables the rapid acquisition of experience, learning and expertise around how and when to use pay-for-success instruments across a range of policy and innovation priorities. The HIF will become a social development catalytic agent, improving the value for money and the development impact of aid to Haiti and the wider IDB Group portfolio. HIF is an initiative based on an assessment of current market needs, the IDB Group's goals and objectives, and lessons learned from the establishment of similar international facilities and similar structures in other IDB projects.

The Facility will be implemented programmatically and contain multiple pay-for-success projects in priority IDB sectors. Consequently, beneficiaries and target populations will be rigorously defined at the sub-project level. IDB Lab is committing U\$2 million to this initiative with the goal of raising an additional U\$15 million from partners and other donors.

2. Objectives

- 2.1. The objective of this consultancy is to provide IDB, the Haitian Government and local organizations with expertise for the development of high-quality Pay-for-Success (PFS) contracts through the Haiti Impact Facility.*
- 2.2. Each entity will need external support to design, implement and operationalize the facility.*
- 2.3. In the context of this consultancy, the PTP support will consist of legal and organizational advice, institutional development, capacity building, organizational readiness.*

3. Scope of Services

The Program Technical Partner (PTP) will work closely with a team of full-time 2 IDB employees (IDB Team) fully dedicated to the Haiti Impact Facility. IDB Team will support the PTP in every step of the consultancy.

- 3.1. The PTP will develop an IDB institutional framework for the development of the HIF. It will develop a facility business plan and operational model, and design the key processes and templates required for the launch of the pilot projects. With the support of the IDB team, the PTP will streamline processes and procedures: Building internal processes, standardizing terms, developing procurement manual, capturing legal/contract best practices.*

The PTP will also develop a performance management mechanism, including KPIs performance dashboards, and data analytics. The PTP will not have to develop digital dashboard but provide recommendations about its content.

- 3.2. The PTP will develop a capacity building manual for on-boarding and upskilling IDB employees on pay-for-results procedures.*

- 3.3. The Program Technical Partner will advise the Haitian Government about legal and organizational best practices to implement the activities conducted in the context of the project. The PTP will assess key barriers for the local public sector to manage Impact fundings and provide a legal road map and recommendations.*
- 3.4. The PTP will provide support for pipeline readiness for two specific sectors. It will work to identify stakeholders (including delivery organizations, evaluators, investors and more), and organize the necessary ecosystem to launch 5 pilot projects financed through the HIF. The services provided to the ecosystem organizations in this context will include assistance in financial modeling, investment structuring, theories of change, service models, data analysis, sustainability strategies and transaction intermediation.*

4. Key Activities

- 4.1. Meet with IDB team to structure the consultancy schedule and methodology. A weekly meeting will be organized with IDB team to ensure the alignment with the different stakeholders. IDB team will connect the PTP with the Haitian Government and delivery organizations.*
- 4.2. Conduct first desk investigations concerning: (i) IDB internal process for procurement, facility development, KPI, and reporting mechanism; (ii) Haitian legal and organizational best practices and potential bottleneck for the implementation of a pay-for-success mechanism; (iii) Delivery organization structure and readiness to implement a project financed through a pay-for-success mechanism.*
- 4.3. Conduct workshops and interviews with IDB team and employees to support IDB in: building internal processes, standardizing terms, developing procurement manual, setting KPIs and reporting mechanism.*
- 4.4. Conduct in-depth analysis of two specific sectors to be targeted for the first PfS contracts for the pilot phase.*
- 4.5. Meet with Government officials and organize workshops to develop guidelines for the implementation of publicly funded pay-for-success mechanism in Haiti. This activity requires travels to Haiti.*
- 4.6. Conduct sessions with delivery organizations to develop a common understanding of the pay-for-success mechanism and support their readiness for implementing it.*
- 4.7. Develop an IDB internal capacity building manual and conduct a workshop to share the knowledge.*
- 4.8. Write guidelines reports and manuals for IDB, the Haitian Government, and delivery organizations. These guidelines reports and manuals will be based on the knowledge generated during the consultancy.*

5. Expected Outcome and Deliverables

- 5.1. Consultancy schedule and methodology provided.*
- 5.2. Weekly meeting organized with IDB Lab Team.*
- 5.3. Report sent about the first desk investigation.*
- 5.4. Internal capacity building manual provided.*
- 5.5. IDB manual and Government guidelines provided and accepted by IDB Lab team.*
- 5.6. Report on the readiness of 2 sectors and contract templates for 5 pilot projects.*
- 5.7. Final report on lesson learned.*

6. Project Schedule and Milestones

The consultancy will start at the contract signature and will last eighteen (18) months. The milestones will be as follow:

- 6.1. After two weeks, the PTP will submit the consultancy schedule and methodology.*
- 6.2. After three months, the PTP will submit the desk investigation report.*
- 6.3. After seven months, the PTP will submit the IDB manuals and Government guidelines.*
- 6.4. After twelve months, the PTP will submit the report on the readiness of 2 sectors and contract templates for 5 pilot projects.*

6.5. After eighteen months, the PTP will have submitted all the reports and supported IDB Team in the development of the first projects. The PTP will submit a final report on lesson learned.

7. Reporting Requirements

7.1. The PTP will work closely with the IDB team and report to the Haiti Impact Facility coordinator.

7.2. For each of the milestone, a workshop will be organized to ensure a proper transfer of knowledge.

8. Acceptance Criteria

8.1. The IDB employee (Staff or Senior consultant) in charge of Haiti will accept the deliverables of this consultancy.

8.2. The work will be accepted by an email sent by the IDB employee in charge of Haiti. Every report maybe subject to discussion before acceptance.

9. Other Requirements

9.1. Previous experience in developing investment facilities is required. An experience in impact investing projects with Multilateral Development Banks and/or with International Public Institutions is required, and an experience in working with IDB Group is considered as a strong advantage. A first experience in Haiti is also considered as an advantage.

9.2. An experience in public procurement processes as well as international best practices in procurement processes is necessary.

9.3. An experience in developing capacity building for local government and for Multilateral Development Banks is required.

9.4. Fluency in English is required. Fluency in French is an advantage. Knowledge of Creole will be considered as a plus.

9.5. A local team member in a key position in the team is a plus.

9.6. The PTP will be requested to travel in Haiti.

10. Supervision and Reporting

10.1. The PTP will meet at least every week with the Haiti Impact Facility program coordinator and IDB Lab team.

10.2. The PTP will report to the Haiti Impact Facility program coordinator and will copy the IDB employee (Staff or Senior consultant) in charge of Haiti in every email.

11. Schedule of Payments

11.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

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

Payment Schedule	
<i>Deliverable</i>	%
<i>1. Consultancy schedule and methodology submitted and accepted</i>	20%
<i>2. Report on the desk investigation submitted and accepted</i>	20%
<i>3. IDB manuals and Government guidelines submitted and accepted</i>	20%
<i>4. Report on the readiness for 5 projects submitted and accepted</i>	20%
<i>5. Report on lesson learned submitted and accepted</i>	20%
TOTAL	100%