

Annex III RG-T3270

REGIONAL

IFD/CTI

Institutional Strengthening to Promote the Development of Small and Medium Sized Enterprises in St. Vincent & the Grenadines RG-T3270

Project Coordination, Monitoring and Evaluation

TERMS OF REFERENCE

1. Background and Justification

- 1.1 Over the last 6 years, St. Vincent & the Grenadines ranking on the World Bank's Ease of Doing Business Index has steadily declined moving from 75 in 2013 to 129 in 2018. The country has fallen in all the Doing Business Thematic Areas except for Resolving Insolvency. Although efforts were made during the preceding years to reform the business climate these measures were not sufficient in their efficiency and delivery in improving the performance of various indicators and improving St. Vincent and the Grenadines overall doing business ranking.
- 1.2 Goal 1 of the National Economic and Social Development Plan: Re-engineering Economic Growth. One of the strategic objectives in the Saint Vincent and the Grenadines' National Economic and Social Development Plan (NESDP) 2013-2025, is to enhance productivity and competitiveness, which the Government plans to achieve by, among other things , reducing the costs of doing business in Saint Vincent and the Grenadines through measures aimed at (i) improving energy efficiency; (ii) increasing productivity; (iii) enhancing delivery of business-related public services; and (iv) implementing a judicious mix of fiscal and monetary policies
- 1.3 Various business climate reform initiatives have been executed over the last five years, are ongoing or imminent¹. These initiatives are being implemented with the support of various regional and international development agencies including the CSME Unit,

¹ Some of these include: (i) an ongoing ECCB-led initiative to establish a credit bureau for the eight-member Eastern Caribbean Currency Union; (ii) completion of a diagnostic assessment and towards reforming the Secured Transaction Legal Framework in the Member Countries of the OECS; (iii) the development of guidelines towards a regional approach to insolvency reform; (iv) establishment of the USD12m Eastern Caribbean Partial Credit Guarantee Corporation (ECPCGC) Agreement; (v) the completed Caribbean Regional Communications Infrastructure Program which improved the country's telecommunications infrastructure; (vi) implementation of risk management practices at Customs by optimizing the use of ASYCUDA World and significantly reducing container inspections; (vii) constructions of a new airport; (viii) ongoing efforts to improve preparedness and infrastructure resilience to natural disasters; (ix) the completed 10th EDF-financed CARICOM Online Companies Registries project, which provided a region-wide electronic platform for online name searches and name reservation, and business and company registration; and (x) diagnosis and development of action plans to improve Starting a Business, a recently initiated regional project by the Commonwealth Secretariat and the Caribbean Association of Investment Promotion Agencies (CAIPA), Caribbean Export Development Agency.

CARICOM Secretariat, 10th European Development Fund (EDF), World Bank Group, Eastern Caribbean Central Bank, Caribbean Development Bank, the United Nations Conference on Trade and Development, and the Commonwealth Secretariat.

- 1.4 As a result of assistance provided under the CARICOM Online Companies Registries project (financed under the 10th EDF), an automated system for registering companies, business names, and other legal entities was established within the Commerce and Intellectual Property Office (CIPO). The automated system is designed to enable submission and processing of applications and electronic data exchanges with other registries within CARICOM. Despite design capability, most of the processes at CIPO are still conducted manually and are paper-based. The Final Report of the CARICOM project detailed actions, which CIPO had to implement to utilize the Online Registry, these were: (i) complete data entry of all historic records; (ii) enhance some of the CIPO forms; and (iii) increase its network bandwidth to avoid the poor performance currently being experienced. Since project completion, work was done to enhance the CIPO forms and to improve the reliability of the internet service at CIPO.
- 1.5 The Compete Caribbean Partnership Facility (CCPF) is supporting the implementation of a project titled *Institutional Strengthening to Promote the Development of Small and Medium Sized Enterprises in St. Vincent & the Grenadines*. The project is aimed at strengthening the institutional capacity of CIPO to support business registration. More specifically, the project will support the digitization of hard copy records, population of CIPO's databases, technical support to establish and launch an online service, and the delivery of technical and user training.
- 1.6 The Compete Caribbean Partnership Facility has the objective of this consultancy to monitor and evaluate the execution of the *Institutional Strengthening to Promote the Development of Small and Medium Sized Enterprises in St. Vincent & the Grenadines*. More specifically, the consultant will work closely with the CIPO Registrar, other consultants engaged under the project, and Compete Caribbean to: (i) compile and analyze pre- and post-project data, disaggregated by gender and other relevant characteristics, on the business processes, time required to access CIPO's services, user experiences and client satisfaction levels; (ii) provide content related to the project status and achievements to be used for generating communication products; and (iii) prepare monitoring and completion reports

2. Key Activities

The candidate will carry out the following key activities that will facilitate the achievement of the objective:

- 2.1 Develop a more in-depth understanding of the assignment by studying background documents; and liaising with CIPO, the government's Information Technology Services Department (ITSD), other consultants engaged under the project, and Compete Caribbean.

- 2.2 Prepare a draft Work Plan complete with a simple Monitoring and Evaluation (M&E) Plan for completing the assignment complete with methods and tools for collecting data prior to, during and on completion of the project.
- 2.3 Finalize the Work Plan based on feedback provided.
- 2.4 Prepare concise bi-Monthly Project Implementation Progress Reports (every two months) accompanied by an updated M&E Plan. These Progress Reports must represent an evidence-based assessment of progress of progress towards planned results; factors influencing progress; actions required to improve implementation performance and promote project sustainability.
- 2.5 Prepare a draft Project Completion Report (PCR) in accordance with the Bank's guidelines for preparing PCRs.

3. Expected Outcome and Deliverables

The candidate will be responsible for the delivery of the following products:

- 3.1 Draft Work plan with within 2 weeks of contract signing.
- 3.2 Finalized Work Plan within 3 days of receipt of comments from CIPO and Compete Caribbean.
- 3.3 Draft bi-Monthly Progress Report within 3 days following the end of each period.
- 3.4 Finalized bi-Monthly Progress Report within 2 days of receipt of comments from CIPO and Compete Caribbean on the draft versions.
- 3.5 Draft PCR within 3 months of completion of the project *Institutional Strengthening to Promote the Development of Small and Medium Sized Enterprises in St. Vincent & the Grenadines*.
- 3.6 Finalized PCR within 3 weeks of receipt of comments on the draft version from CIPO and Compete Caribbean on the draft version.

4. Schedule of Payments & Qualifications

4.1 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.

Payment Schedule	
<i>Deliverable</i>	%
1. Finalised Work Plan	10%
2. Finalised bi-Monthly Progress Report 1	25%
3. Finalised bi-Monthly Progress Report 2	25%
4. Finalised PCR	40%
TOTAL	100%

Qualifications

Academic Degree / Level & Years of Professional Work Experience:

- A Master’s degree or greater in a relevant field such as applied social sciences, project management, development economics, or monitoring and evaluation.
- At least 5 years’ experience in the monitoring and evaluation of projects financed by international financing institutions or bilateral agencies. Specific experience in preparing monitoring and evaluation plans, and performance monitoring and project completion reports.

Core Competencies:

- Results based management
- Highly developed communication and writing skills.
- A working understanding of guidelines and procedures typically used by development banks
- Language: Excellent ability to communicate in English both written and spoken

Characteristics of the Consultancy

- **Type of contract and modality:** Individual, Product and External Services Contractual (PEC), Lump Sum

- **Contract duration:** Six (6) months from the start date
- **Place(s) of work:** External consultancy that may require a presence on the ground in St. Vincent and the Grenadines for approximately 40% of the estimated effort.
- **Responsible person:** Michael Hennessey, Private Sector Development Specialist Private Sector Development Specialist, of the Competitiveness, Technology and Innovation Division (IFD/CTI).
- **Requirements:** Candidates must be individuals from any IDB member country or non-IDB member countries recognized by the Donors of the Compete Caribbean Partnership Facility as eligible.

Our culture: Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

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Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. The Bank, pursuant to applicable policies, may contribute toward travel and moving expenses. In addition, candidates must be citizens of an IDB member country.

Visa and Work Permit: The Bank, pursuant to applicable policies, may submit a visa request to the applicable immigration authorities; however, the granting of the visa is at the discretion of the immigration authorities. Notwithstanding, it is the responsibility of the candidate to obtain the necessary visa or work permits required by the authorities of the country(ies) in which the services will be rendered to the Bank. If a candidate cannot obtain a visa or work permit to render services to the Bank the contractual offer will be rescinded

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce contractuales, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity based on gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants and persons of indigenous origins to apply.

TERMS OF REFERNECE

Capacity Building to Allow Online Business Registration

REGIONAL

RG-T3270

[Web link to approved document]

Institutional Strengthening to Promote the Development of Small and Medium Sized Enterprises in St. Vincent & the Grenadines

5. Background and Justification

- 1.7 Over the last 6 years, St. Vincent & the Grenadines ranking on the World Bank's Ease of Doing Business Index has steadily declined moving from 75 in 2013 to 129 in 2018. The country has fallen in all the Doing Business Thematic Areas except for Resolving Insolvency. Although efforts were made during the preceding years to reform the business climate these measures were not sufficient in their efficiency and delivery in improving the performance of various indicators and improving St. Vincent and the Grenadines overall doing business ranking.
- 1.8 Goal 1 of the National Economic and Social Development Plan: Re-engineering Economic Growth. One of the strategic objectives in the Saint Vincent and the Grenadines' National Economic and Social Development Plan (NESDP) 2013-2025, is to enhance productivity and competitiveness, which the Government plans to achieve by, among other things , reducing the costs of doing business in Saint Vincent and the Grenadines through measures aimed at (i) improving energy efficiency; (ii) increasing productivity; (iii) enhancing public sector delivery of business-related services; and (iv) implementing a judicious mix of fiscal and monetary policies.
- 1.9 Various business climate reform initiatives have been executed over the last five years, are ongoing or imminent². These initiatives are being implemented with the support of various regional and international development agencies including the CSME Unit,

² Some of these include: (i) an ongoing ECCB-led initiative to establish a credit bureau for the eight-member Eastern Caribbean Currency Union; (ii) completion of a diagnostic assessment and towards reforming the Secured Transaction Legal Framework in the Member Countries of the OECS; (iii) the development of guidelines towards a regional approach to insolvency reform; (iv) establishment of the USD12m Eastern Caribbean Partial Credit Guarantee Corporation (ECPCGC) Agreement; (v) the completed Caribbean Regional Communications Infrastructure Program which improved the country's telecommunications infrastructure; (vi) implementation of risk management practices at Customs by optimizing the use of ASYCUDA World and significantly reducing container inspections; (vii) constructions of a new airport; (viii) ongoing efforts to improve preparedness and infrastructure resilience to natural disasters; (ix) the completed 10th EDF-financed CARICOM Online Companies Registries project, which provided a region-wide electronic platform for online name searches and name reservation, and business and company registration; and (x) diagnosis and development of action plans to improve Starting a Business, a recently initiated regional project by the Commonwealth Secretariat and the Caribbean Association of Investment Promotion Agencies (CAIPA), Caribbean Export Development Agency.

CARICOM Secretariat, 10th European Development Fund (EDF), World Bank Group, Eastern Caribbean Central Bank, Caribbean Development Bank, the United Nations Conference on Trade and Development, and the Commonwealth Secretariat.

- 1.10 As a result of assistance provided under the CARICOM Online Companies Registries project (financed under the 10th EDF), an automated system for registering companies, business names, and other legal entities was established within the Commerce and Intellectual Property Office (CIPO). The automated system is designed to enable submission and processing of applications and electronic data exchanges with other registries within CARICOM. Despite design capability, most of the processes at CIPO are still conducted manually and are paper-based. The Final Report of the CARICOM project detailed actions, which CIPO had to implement to utilize the Online Registry, these were: (i) complete data entry of all historic records; (ii) enhance some of the CIPO forms; and (iii) increase its network bandwidth to avoid the poor performance currently being experienced. Since project completion, work was done to enhance the CIPO forms and to improve the reliability of the internet service at CIPO.
- 1.11 The database that underpins the automated business registration system was not populated as only a limited amount of records (7,000) were entered for testing purposes only. To date, CIPO has lacked the human resources and equipment to digitize the remaining hard-copy records (approximately 18,500), some of which date back to 1909. In addition, the Government of Saint Vincent and the Grenadines is still working towards an agreement with the commercial banking sector to facilitate online payments related to registering a business. When this agreement is reached, some modifications must be made to the automated system to allow the online payment. Also, the processes for business registration would be further optimized if the CIPO database for registering businesses are linked to the CIPO database for registering intellectual property. Any effort to make the automated system fully operational, must also include user training (which was not done under the CARICOM project) and refresher training for staff of CIPO and the government's Information Technology Services Department (ITSD), who were trained in 2016 under the CARICOM project.

6. Objectives

- 2.1 The main objective of this consultancy is to make St. Vincent & the Grenadines' business registration system available online through the digitization of all hard-copy records and completing the population of the CIPO database.

7. Scope of Services

- 3.1 The consulting firm will be required to:
- (a) provide all relevant equipment and personnel, digitize the hard-copy records, validate the scanned data, and complete the population of CIPO's databases;
 - (b) review the performance of the business registration system;

- (c) debug any performance issues and make any modifications required to facilitate online payments;
- (d) link the business registration database to the CIPO intellectual property database;
- (e) support CIPO with going online;
- (f) transfer knowledge on system maintenance to ITSD;
- (g) assess end-user training needs including legal professionals, women, youth, rural residents and any groups that are under-represented in terms of business registrations;
- (h) assess training needs for CIPO staff;
- (i) design and deliver training using approaches that are gender sensitive and inclusive and employing appropriate technology; and
- (j) make recommendations for increase access to CIPO's services by women and other underserved groups.

8. Key Activities

The contractual will carry out the following key activities that will facilitate the achievement of the objective:

- 4.1 Conduct a rapid review of the type and condition of documents to be scanned; and liaise with CIPO, ITSD, a sample of users, and Compete Caribbean to develop a more in-depth understanding of the assignment.
- 4.2 Assess current performance of the business registration system, and training needs of CIPO staff, ITSD staff and end-users.
- 4.3 Prepare an Inception Report that details the consultants' findings; recommendations for establishing a sustainable online business registration system that meets user needs; recommendations for increasing access to CIPO's services by women and other underserved groups; a Work Plan for completing the assignment; and a training plan to addressing staff and user training needs.
- 4.4 Set up a fully resourced digitization facility at CIPO to carry out the scanning of the records.
- 4.5 Digitize records, perform quality checks and data validation, populate database, link the business registration database to the CIPO intellectual property database; and support CIPO with going online.

- 4.6 Develop training materials, deliver training using approaches that are gender sensitive and inclusive and employ appropriate technology, and evaluate training delivered.
- 4.7 Prepare a Final Report that (i) evaluates the performance of the performance of the online services, and the success of the training/capacity building conducted; (ii) makes recommendations for sustaining the delivery of online services; and (iii) includes user-friendly User and Technical Manuals for end users, CIPO staff and ITSD.

9. Expected Outcome and Deliverables

The expected outcomes and products under this assignment are the following.

- 5.1 A draft Inception Report within 3 weeks of contract signing.
- 5.2 Finalized Inception Report within 1 week of receipt of comments from CIPO, ITSD, and Compete Caribbean.
- 5.3 Draft Training Materials for training targeted to CIPO staff, ITSD and end-users within 2 weeks of acceptance of the Inception Report.
- 5.4 Finalized Training Materials within 1 week of receipt of comments from CIPO, ITSD, and Compete Caribbean.
- 5.5 Draft Final Report within 12 weeks of acceptance of the Inception Report.
- 5.6 Revised Final Report within 2 weeks of receipt of comments from CIPO, ITSD, and Compete Caribbean.

10. Supervision and Reporting

- 10.1. The technical and administrative responsibilities of this consultancy will be coordinated by Michael Hennessey (IFD/CTI) in collaboration with Compete Caribbean’s Facility Coordination Unit.

11. Schedule of Payments & Qualifications

- 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.

Payment Schedule	
<i>Deliverable</i>	%
5. Finalized Inception Report	30%
6. Finalized Training Materials	20%
7. Revised Final Report	50%
TOTAL	100%

Qualifications

Contractual teams should have specific expertise and knowledge, which will be the main criterion for their selection. It is anticipated that the team would comprise of individuals with strong competencies in the below areas but this is not meant to restrict team compositions to exact roles described below.

Team Leader/IT Specialist

Academic Degree / Level & Years of Professional Work Experience:

- Advanced degree in IT/Computer Science

Experience

- Minimum of 10 years of experience in systems and software development including web enabled development of comparable projects; and leading project teams for complex IT projects.
- Experience in business process modeling including documenting and analyzing functional procedures and workflows, business process reengineering and definition and evaluation of user requirements in the selection or development and implementations of IT systems.

Other Skills

- Project Management
- Excellent and proven track record of previous works with governments and/or multilaterals.
- Change management/capacity building
- Fluency in English
- Strong interpersonal, verbal and written communication skills
- Proven ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports/documentation in a clear and concise style. Ability to communicate with various levels of technical experience (developers, end-users, management and support staff);
- Competent in the following technologies: Java, .NET, ADO, JSP, HTML5, JavaScript, ASPX, SQL Server and Oracle in a heterogeneous environment (Windows and Linux).

Digitalization Technician

Academic Degree / Level & Years of Professional Work Experience:

- Degree in IT/Computer Science.

Experience

- At least 5 years of experience digitizing data in a registry environment.

Other Skills

- Strong organization/administration skills, well organized, self-motivated, and capable of handling records with care.
- Highly skilled in use of scanning software and equipment.
- Fluency in English
- Good report writing skills

Characteristics of the Consultancy

Consultancy category and modality: Firm, Simplified Competitive Selection (SCS)

Contract duration: Five (5) months from the start date.

Place(s) of work: External consultancy that may require a presence on the ground in St. Vincent and the Grenadines for approximately 40% of the estimated effort.

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REGIONAL

IFD/CTI

Institutional Strengthening to Promote the Development of Small and Medium Sized Enterprises in St. Vincent & the Grenadines RG-T3270

Communications Specialist

TERMS OF REFERENCE

12. Background and Justification

- 1.12 Over the last 6 years, St. Vincent & the Grenadines ranking on the World Bank's Ease of Doing Business Index has steadily declined moving from 75 in 2013 to 129 in 2018. The country has fallen in all the Doing Business Thematic Areas except for Resolving Insolvency. Although efforts were made during the preceding years to reform the business climate these measures were not sufficient in their efficiency and delivery in improving the performance of various indicators and improving St. Vincent and the Grenadines overall doing business ranking.
- 1.13 Goal 1 of the National Economic and Social Development Plan: Re-engineering Economic Growth. One of the strategic objectives in the Saint Vincent and the Grenadines' National Economic and Social Development Plan (NESDP) 2013-2025, is to enhance productivity and competitiveness, which the Government plans to achieve by, among other things , reducing the costs of doing business in Saint Vincent and the Grenadines through measures aimed at (i) improving energy efficiency; (ii) increasing productivity; (iii) enhancing delivery of business-related public services; and (iv) implementing a judicious mix of fiscal and monetary policies
- 1.14 Various business climate reform initiatives have been executed over the last five years, are ongoing or imminent³. These initiatives are being implemented with the support of various regional and international development agencies including the CSME Unit,

³ Some of these include: (i) an ongoing ECCB-led initiative to establish a credit bureau for the eight-member Eastern Caribbean Currency Union; (ii) completion of a diagnostic assessment and towards reforming the Secured Transaction Legal Framework in the Member Countries of the OECS; (iii) the development of guidelines towards a regional approach to insolvency reform; (iv) establishment of the USD12m Eastern Caribbean Partial Credit Guarantee Corporation (ECPCGC) Agreement; (v) the completed Caribbean Regional Communications Infrastructure Program which improved the country's telecommunications infrastructure; (vi) implementation of risk management practices at Customs by optimizing the use of ASYCUDA World and significantly reducing container inspections; (vii) constructions of a new airport; (viii) ongoing efforts to improve preparedness and infrastructure resilience to natural disasters; (ix) the completed 10th EDF-financed CARICOM Online Companies Registries project, which provided a region-wide electronic platform for online name searches and name reservation, and business and company registration; and (x) diagnosis and development of action plans to improve Starting a Business, a recently initiated regional project by the Commonwealth Secretariat and the Caribbean Association of Investment Promotion Agencies (CAIPA), Caribbean Export Development Agency.

CARICOM Secretariat, 10th European Development Fund (EDF), World Bank Group, Eastern Caribbean Central Bank, Caribbean Development Bank, the United Nations Conference on Trade and Development, and the Commonwealth Secretariat.

- 1.15 As a result of assistance provided under the CARICOM Online Companies Registries project (financed under the 10th EDF), an automated system for registering companies, business names, and other legal entities was established within the Commerce and Intellectual Property Office (CIPO). The automated system is designed to enable submission and processing of applications and electronic data exchanges with other registries within CARICOM. Despite design capability, most of the processes at CIPO are still conducted manually and are paper-based. The Final Report of the CARICOM project detailed actions, which CIPO had to implement to utilize the Online Registry, these were: (i) complete data entry of all historic records; (ii) enhance some of the CIPO forms; and (iii) increase its network bandwidth to avoid the poor performance currently being experienced. Since project completion, work was done to enhance the CIPO forms and to improve the reliability of the internet service at CIPO.
- 1.16 The Compete Caribbean Partnership Facility (CCPF) is supporting the implementation of a project titled *Institutional Strengthening to Promote the Development of Small and Medium Sized Enterprises in St. Vincent & the Grenadines*. The project is aimed at strengthening the institutional capacity of CIPO to support business registration. More specifically, the project will support the digitization of hard copy records, population of CIPO's databases, technical support to establish and launch an online service, and the delivery of technical and user training.
- 1.17 The Compete Caribbean Partnership Facility has the objective of this consultancy to manage project communications for the project *Institutional Strengthening to Promote the Development of Small and Medium Sized Enterprises in St. Vincent & the Grenadines*. More specifically, the main responsibilities of the consultant include (i) managing the launch of the online services and generally sensitizing potential users on its availability; (ii) developing user-friendly user guidelines for posting via the CIPO website; and (iii) communicating the results of project to stakeholders.

13. Key Activities

The candidate will carry out the following key activities that will facilitate the achievement of the objective:

- 2.6 Develop a more in-depth understanding of the assignment by liaising with CIPO, the government's Information Technology Services Department (ITSD), and Compete Caribbean; studying background documents on the business registration process; and liaising with current and potential users (including a representative number of women-owned enterprises and MSMEs).

- 2.7 Prepare a draft Work Plan for completing the assignment that includes draft Communications Plan for sensitizing potential users of the online service and communicating the results of the project.
- 2.8 Finalize the Work Plan and Communications Plan based on feedback provided.
- 2.9 Finalize the Communications Plan based on feedback provided.
- 2.10 Prepare draft communications materials related to the sensitizing potential users of the online service, the launch of the online service and communicating the results of the project.
- 2.11 Prepare a Final Report that provides an evidence-based assessment of the communications activities conducted and makes recommendations for increasing the use of CIPO online business registration services.

14. Expected Outcome and Deliverables

The candidate will be responsible for the delivery of the following products:

- 3.7 Draft Work Plan and Communications Plan with within 2 weeks of contract signing.
- 3.8 Revised Work Plan and Communications Plan within 1 weeks of receipt of CIPO and Compete Caribbean's comments on the draft versions.
- 3.9 Draft communications materials at least 1 week in advance of the planned date of the relevant communication activities, as detailed in the approved Work Plan and Communications Plan.
- 3.10 Revised communications materials at least 1 day after receipt of comments from CIPO and Compete Caribbean on the draft version.
- 3.11 An Interim Report within 1 week of the launch of the online service that evaluates the launch and details activities to be implemented and timelines for the remaining period of the assignment.
- 3.12 Final Report within 12 weeks of the launch of the online service.

15. Schedule of Payments & Qualifications

4.2 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.

Payment Schedule	
<i>Deliverable</i>	%
8. Finalized Work Plan and Communications Plan	30%
9. Interim Report	40%
10. Final Report	30%
TOTAL	100%

Qualifications

Academic Degree / Level & Years of Professional Work Experience:

- Master’s degree in Journalism; Mass Communications; Public Relations or related field.
- At least 10 years of working experience in communications with significant experience in designing implementing communication strategies to support the implementation of development project
- Ability to develop, promote, implement, monitor and evaluate Communications Strategies.
- Specific experience in the following areas: social media management, media relations, and event management

Core Competencies:

- Good communication and organizational skills, with demonstrated evidence of capacity to produce and present good reports.
- Sound understanding of a results-oriented approach to planning and implementation
- Proficiency with social media sites (twitter, Facebook, LinkedIn, Pinterest, YouTube)
- Proficiency with basic video/media editing tools
- Demonstrated proficiency at using data to drive communications’ (google analytics, etc.)
- Knowledge and understanding of business registration process in Saint Vincent and the Grenadines.
- Language: Excellent ability to communicate in English both written and spoken

Characteristics of the Consultancy

- **Type of contract and modality:** Individual, Product and External Services Contractual (PEC), Lump Sum
- **Contract duration:** Five (5) months from the start date including approximately 25 non-continuous working days.
- **Place(s) of work:** External consultancy that may require a presence on the ground in St. Vincent and the Grenadines for approximately 40% of the estimated effort.
- **Responsible person:** Michael Hennessey, Private Sector Development Specialist Private Sector Development Specialist, of the Competitiveness, Technology and Innovation Division (IFD/CTI).
- **Requirements:** Candidates must be individuals from any IDB member country or non-IDB member countries recognized by the Donors of the Compete Caribbean Partnership Facility as eligible.

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Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity based on gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants and persons of indigenous origins to apply.