

TERMS OF REFERENCE

CONNECTING THE CARIBBEAN TO DIGITAL REGIONAL AND GLOBAL VALUE CHAINS

RG-T3826 – COMPONENT 1

INT/TIN, Regulatory Gap Assessment

Background:

Digitalization is reducing the cost of engaging in international trade, simplifying the connection between businesses and customers, and facilitating the coordination of GVCs.¹ However, the growth of digital trade is dependent upon greater interconnectivity across borders. Digital trade integration is a complex, multidimensional process that integrates regulatory structures, policy designs, digital technologies, and business processes along the entire global digital value chain. In fact, two cross-cutting, foundational elements of digital trade integration are digital trade facilitation, and digital trade regulatory frameworks.²

Digital trade integration necessarily requires coherent and consistent digital trade regulatory frameworks. Diverging or conflicting regulatory frameworks impose significant constraints on digital trade by increasing regulatory compliance costs for cross-border electronic commerce companies as well as reducing the efficiency and integrity of digital technologies. Akin to technological standardization that liberalizes the flow of data to support software integration, aligning and converging the legal and regulatory frameworks of digital trade within the region to international standards can catalyze the digital economy in countries, improve digital trade facilitation and provide the foundation for digital trade integration. Therefore, the adoption of UNCITRAL texts such as the UN Convention on Electronic Communications and the Model Law on Electronic Transferable Records (MLETR) in the beneficiary countries can connect SMEs to digital regional and global value chains, by harmonizing the exchange and acceptance of electronic documentation.

The team:

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

¹ OECD (2019), "Trade in the Digital Era", *OECD Going Digital Policy Note*, www.oecd.org/going-digital/trade-in-the-digital-era.pdf.

² D. Mitchell & Mishra (2020), "Digital Trade Integration in Preferential Trade Agreements", ARTNeT Working Paper Series, No. 191

What you'll do:

- Conduct a review of the legal and regulatory framework for electronic transactions in each of the beneficiary countries and compare it against international standards and best practices such as the UN Convention on Electronic Communications and the Model Law on Electronic Transferable Records (MLETR).
- Develop a Legislative Gap Analysis Report for each beneficiary country that includes recommendations for improvement of their legal and regulatory framework.
- Prepare a draft Legislative Brief for each country containing proposals for changes to be made to the relevant legislation and regulations to permit the use of electronic transactions and data sharing as well as align their frameworks to internal standards and best practices.
- Conduct stakeholder consultations on the proposals contained in the draft Legislative Brief and prepare a Stakeholder Consultations Report.
- Incorporate all applicable comments and feedback from the stakeholder consultations into the Final Legislative Brief
- Support other activities of RG-T3826 including participation at a regional workshop.

Deliverables:

- Inception Report and Workplan
- Legislative Gap Analysis Reports
- Draft Legislative Briefs
- Stakeholder Consultations Reports
- Final Legislative Briefs
- Presentation for Regional Workshop

Payment timeline:

Consultant will send the Team Leader invoices against specific deliverables.

Payment Schedule	
<i>Deliverable</i>	%
1. Inception Report and Workplan	10%
2. Legislative Gap Analysis Reports	20%
3. Draft Legislative Brief	25%
4. Stakeholder Consultations Report	15%
5. Final Legislative Briefs	25%
6. Presentation for Regional Workshop	5%
TOTAL	100%

Skills:

Education: Law Degree or equivalent.

Experience: Minimum of ten (10) years' experience in drafting laws, as evidenced by examples. Previous experience in the review of laws and regulations.

Languages: English.

Core and Technical Competencies:

Knowledge of, and experience in, implementing reforms for electronic transactions in the Government sector within a developing country context;

Experience in the law-making process and legislative drafting techniques in CARICOM jurisdictions will be an asset;

Experience working across multiple government organizations and private sector stakeholders involved in trade;

Working knowledge of projects funded by Inter-American Development Bank, World Bank, United Nations or similar multilateral organizations; and

Strong communication, analytical and presentation skills

Opportunity Summary:

- Type of contract and modality: PEC – Products and External Services Contractual
- Length of contract: 9 months
- Starting date: February 2022
- Location: The consultant's residence.
- Responsible person: Mario Umana (INT/TIN)
- Requirements: You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

Our culture: 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.

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

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 contractuels, 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 on the basis of 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 REFERENCE

Enhanced IPAs institutional capacity promoting Digital Sectors FDI

REGIONAL

RG-T3826 – COMPONENT 2

CONNECTING THE CARIBBEAN TO DIGITAL REGIONAL AND GLOBAL VALUE CHAINS

1. Background and Justification

- 1.1.** The Integration and Trade Sector (INT) of the Bank performs the following functions: (i) spearhead the design and execution of national and regional operations (loans, TCs and direct assistance) that promote regional cooperation; from the creation of border infrastructure to the management of regional public goods and the negotiation of treaties; (ii) analyze and recommend public policies on export promotion, investment attraction, and trade opening and facilitation; (iii) create knowledge from research and business statistics; and (iv) develop skills in the public sector, support the private sector by accompanying SMEs that wish to export and join global value chains, and facilitate networks and events that seek exchange between entrepreneurs and public officials. The Trade and Investment Division is charged with initiating and executing the sector's operational portfolio.
- 1.2.** Digitalization is reducing the cost of engaging in international trade, simplifying the connection between businesses and customers, and facilitating the coordination of GVCs.³ However, the growth of digital trade is dependent upon greater interconnectivity across borders. Digital trade integration is a complex, multidimensional process that integrates regulatory structures, policy designs, digital technologies, and business processes along the entire global digital value chain. In fact, two cross-cutting, foundational elements of digital trade integration are digital trade facilitation, and digital trade regulatory frameworks.⁴
- 1.3.** Digital transformation for IPAs has become almost mandatory in a very short time together with investment tools more suited to businesses realities, but few agencies are ready to respond to investors. At the same time the pandemic has caused a serious decline in gender equality in the labor and investment markets, particularly in developing countries. New digital tools are being used like testing pilots of chatbots to answer to investors, drones to record images of industrial zones, artificial intelligence to generate leads, georeferencing maps/platforms (zoom prospectors / data microsites), virtual reality tours, data tracking

³ OECD (2019), "Trade in the Digital Era", *OECD Going Digital Policy Note*, www.oecd.org/going-digital/trade-in-the-digital-era.pdf.

⁴ D. Mitchell & Mishra (2020), "Digital Trade Integration in Preferential Trade Agreements", ARTNeT Working Paper Series, No. 191

service, revamped online value propositions, workforce sharing platform, online MOOC, financial tools, talent related activities, etc.

- 1.4. Covid-19 has deeply redrawn the global investment matrix, accelerating a momentous paradigm shift towards renewable energy and digital technologies, while wiping out capital expenditure in major sectors such as tourism and automotive⁵. The intensification of digital transformation will be particularly pronounced for R&D (69%), corporate headquarters (64%), and distribution (60%) where companies expect to increase the use of digital technologies and automation⁶. The earlier trend towards more and better developed targeting by IPAs may be accentuated. Prior to the crisis, several IPAs had been reflecting and developing tools to better identify and support FDI projects that can have the highest impact on the local economy and support sustainable and green growth⁷, as well as IPA's staff, in the increasingly professionalized world of investment promotion, need to understand the international strategy decisions, investment priorities and decision-making processes of TNCs and their sectors.⁸
- 1.5. Foreign direct investment (FDI) has become a central pillar in the economy of many countries and a source for resources that complements the national investment, generating new jobs, promoting insertion of SMEs in GVC, increasing productivity and exports, with positive impacts on the local economy⁹. Evidence indicates that each \$1 invested in investment attraction programs can generate up to US \$187 in the host economy¹⁰. Efforts in investment promotion are therefore recommended, particularly taking in consideration the 3.3% global growth contraction, 7% for LAC, in 2020, and the estimated global growth of 6%, 4.6% for LAC, in 2021¹¹.

2. Objectives

- 2.1. The general objective of this consultancy is to improve the capacity of IPAs to attract FDI to the digital sectors with the most potential in their respective countries. To meet this objective, first an analysis will be carried out of which are the digital sectors in which the countries participant (Jamaica, Trinidad and Tobago, and Barbados) have a competitive advantage in order to attract FDI, and subsequently, through workshops, trainings and other initiatives with experts from the sector, IPA staff will be trained to understand deeply the subsectors chosen and improve their skills in attracting this type of FDI.

3. Scope of Services

⁵ Investor Monitor FDI Markets.

⁶ IBM's report Global Location Trends 2020.

⁷ Investment promotion agencies in the time of Covid-19, OECD June 2020

⁸PROMOTING INVESTMENT AND TRADE: PRACTICES AND ISSUES UNTACD 2009

⁹ Javorcik, 2013.

¹⁰ How effective is investment promotion?, Volpe, Carballo, & Blyde, Jan2020. [link](#)

¹¹ IMF, World Economic Outlook, April 2021, [Link](#)

- 3.1. The firm will autonomously carry out the works described in this consultancy, against a payment for all concepts distributed over time according to the payment schedule, and against the presentation of the required deliverables at each stage of the process.
- 3.2. The firm will work in coordination with the respective IPAs and other related institutions so that the capacity building is adapted to the needs of the countries.

4. **Key Activities**

- 4.1. Conduct an analysis of the digital sectors with the most potential for FDI in each of the countries. As part of this analysis, four (4) digital subsectors will be identified, and a benchmark, for each country against the largest competitors in attracting FDI to those specific subsectors should be carry out.
- 4.2. After choosing the 4 subsectors analyze which could have a higher impact in gender parity job creation. It should be analyzed from the demand perspective the types of jobs and qualifications needed, and if there is any constraint for gender issues and which are the worldwide statistics on gender parity on those roles. From the offer side, analyze the population by gender with the skills needed for the job. Recommend mitigation plans if needed it.
- 4.3. Design a roadmap and calendar that includes the planned trainings and workshops (8 in total). Trainings and training sessions should be carried out by specialists on the subsectors selected. The main objective is to understand the needs and drives of the industry to adapt the value proposition, to learn how to identify the target activities in the value chain, and how to reach them and articulate the key messages to get their attention.
- 4.4. Deliver mentoring to the IPAs in an approach of learning-by-doing, while the project is being deployed. For this, it will be necessary to have specific subsector industry and marketing expertise that will be able to mentor for one year.
- 4.5. Organize a webinar with the most important stakeholders to present the achieved results.

5. **Expected Outcome and Deliverables**

- 5.1. The general result of this consultancy is to analyze the digital sectors with the most potential for attracting FDI in each country and train the IPAs personnel through workshops, and mentoring through the length of the contract, to learn how to develop the key messages and facilitation services to attract those sectors. The expected deliverables are the following:

- i. Deliverable #1: Inception Report and Work Plan

- ii. Deliverable #2: Analysis of the value propositions of Jamaica, TT and Barbados in digital sectors.
- iii. Deliverable #3: Three benchmarks, one per country, and considering the 4 selected subsectors, to compare their value proposition to their main competitors.
- iv. Deliverable #4: Assessment of the 4 selected subsectors to evaluate their potential impact in job creation with gender equality focus
- v. Deliverable #5: Capacity building plan that includes the roadmap and planning of trainings and workshops
- vi. Deliverable #6: Capacity building midterm report (including 4 workshops delivered and mentoring activities).
- vii. Deliverable #7: Capacity building final report (including 4 workshops delivered and mentoring activities).
- viii. Deliverable #8: Final report with findings and recommendations for each country
- ix. Deliverable #9: Webinar

6. Project Schedule and Milestones

6.1. The project will have a total duration of 24 months with the following milestones:

<u>Deliverables #</u>	<u>Submission deadline</u>
<u>#1</u>	No more than 2 weeks after signing the contract
<u>#2</u>	No more than 12 weeks after delivery of product # 1
<u>#3</u>	No more than 4 weeks after delivery of product # 2
<u>#4</u>	No more than 6 weeks after delivery of product # 3
<u>#5</u>	No more than 4 weeks after delivery of product # 4
<u>#6</u>	No more than 32 weeks after delivery of product # 5
<u>#7</u>	No more than 32 weeks after delivery of product # 6
<u>#8 and #9</u>	No more than 4 weeks after delivery of product # 7

7. Reporting Requirements

7.1. The work plan must include a detailed calendar and a description of the methodology, covering all the activities that will be carried out within the framework of this consultancy.

7.2. The analysis of digital sectors report should include an executive summary and a Power Point presentation.

7.3. Reports must be submitted in English

8. Acceptance Criteria

- 8.1. The Bank will approve each report (Microsoft Word and PowerPoint) presented in accordance with the schedule and contents described above.

9. Other Requirements

- 9.1. 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 areas below, but this is not meant to restrict team compositions to the exact roles described below.
- 9.2. The firm must have a team that includes at least one consultant, fluent in English, with the following skills:
- 9.3. **Education:** the consultant must have a Bachelor's in Economics, Business Administration, or similar studies. Postgraduate and / or master's degrees in areas related to FDI, International Trade, Digital Sectors, Project Management and evaluation, or Commercial management, will be highly valued.
- 9.4. **Experience:** consultant must have proven professional experience of at least ten (10) years in the public and / or private sector, nationally or internationally, on issues related to the attraction, retention, and promotion of FDI, as well as knowledge and experience with IPAs in Latin America. In addition to that, the consultant must have experience working in digital sectors
- 9.5. Other **core and technical competencies** that will be valued are:
- Knowledge in advising governments or institutions in attracting investments, promoting exports and improving the business climate.
 - Demonstrated experience with digital tools to attract FDI and experience in digital sectors.
 - Knowledge of FDI, especially in the LAC region, Investment and Promotion Agencies (IPAs), macroeconomics, and global best practices in FDI attraction.
 - Experience working across multiple government organizations and private sector stakeholders involved in trade.
 - Highly developed communication skills, including the preparation of high-quality reports and the delivery of presentations.
 - Ability to work under pressure, and to meet tight deadlines without compromising the quality of outputs.
 - Ability to maintain confidentiality and use discretion when dealing with sensitive information.
 - Cultural awareness and sensitivity to country-specific issues.
- 9.6. Interviews and workshops with the private and public sectors must be agreed upon and have the authorization of the participating governments and the Bank prior to their conduct.

10. Supervision and Reporting

- 10.1.** The technical and administrative responsibilities of this consultancy will be coordinated by Mario Umaña (INT/TIN) in collaboration with Queila Delgado (INT/TIN), Christian Márquez (INT/TIN), Shanalee Cawley (INT/TIN) and Adriaan Sonneveld (INT/TIN).

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>	%
7. Deliverable #1	10%
8. Deliverables #2, #3 and #4	30%
9. Deliverable #5	10%
10. Deliverable #6	20%
11. Deliverable #7	20%
12. Deliverables #8 and #9	10%
TOTAL	100%

TERMS OF REFERENCE

Service Provider for the Travel Arrangements of participation in investment tradeshow

REGIONAL

RG-T3826 – COMPONENT 2

CONNECTING THE CARIBBEAN TO DIGITAL REGIONAL AND GLOBAL VALUE CHAINS

12. Background and Justification

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

12.2. Digitalization is reducing the cost of engaging in international trade, simplifying the connection between businesses and customers, and facilitating the coordination of GVCs.¹² However, the growth of digital trade is dependent upon greater interconnectivity across borders. Digital trade integration is a complex, multidimensional process that integrates regulatory structures, policy designs, digital technologies, and business processes along the entire global digital value chain. In fact, two cross-cutting, foundational elements of digital trade integration are digital trade facilitation, and digital trade regulatory frameworks.¹³

12.3. Digital transformation for IPAs has become almost mandatory in a very short time together with investment tools more suited to businesses realities, but few agencies are ready to respond to investors. At the same time the pandemic has caused a serious decline in gender equality in the labor and investment markets, particularly in developing countries. New digital tools are being used like testing pilots of chatbots to answer to investors, drones to record images of industrial zones, artificial intelligence to generate leads, georeferencing maps/platforms (zoom prospectors / data microsites), virtual reality tours, data tracking service, revamped online value propositions, workforce sharing platform, online MOOC, financial tools, talent related activities, etc.

¹² OECD (2019), "Trade in the Digital Era", *OECD Going Digital Policy Note*, www.oecd.org/going-digital/trade-in-the-digital-era.pdf.

¹³ D. Mitchell & Mishra (2020), "Digital Trade Integration in Preferential Trade Agreements", ARTNeT Working Paper Series, No. 191

12.4. Covid-19 has deeply redrawn the global investment matrix, accelerating a momentous paradigm shift towards renewable energy and digital technologies, while wiping out capital expenditure in major sectors such as tourism and automotive¹⁴. The intensification of digital transformation will be particularly pronounced for R&D (69%), corporate headquarters (64%), and distribution (60%) where companies expect to increase the use of digital technologies and automation¹⁵. The earlier trend towards more and better developed targeting by IPAs may be accentuated. Prior to the crisis, several IPAs had been reflecting and developing tools to better identify and support FDI projects that can have the highest impact on the local economy and support sustainable and green growth¹⁶, as well as IPA's staff, in the increasingly professionalized world of investment promotion, need to understand the international strategy decisions, investment priorities and decision-making processes of TNCs and their sectors.¹⁷

12.5. Foreign direct investment (FDI) has become a central pillar in the economy of many countries and a source for resources that complements the national investment, generating new jobs, promoting insertion of SMEs in GVC, increasing productivity and exports, with positive impacts on the local economy¹⁸. Evidence indicates that each \$1 invested in investment attraction programs can generate up to US \$187 in the host economy¹⁹. Efforts in investment promotion are therefore recommended, particularly taking in consideration the 3.3% global growth contraction, 7% for LAC, in 2020, and the estimated global growth of 6%, 4.6% for LAC, in 2021²⁰.

13. Objectives

13.1. The general objective of this contract is the logistical organization of the participation in an investment fair by representatives of the IPAs that are part of RG-T3826. The purchase of flights, accommodation, daily allowances for approximately 5/6 people must be managed, and conferences' registration fees.

14. Scope of Services

14.1. The provider will be responsible to execute the following activities:

14.1.1. Recommend competitive airfare options available on the market

14.1.2. Make flight reservations via the two most modern aeronautical systems: SABRE and AMADEUS

¹⁴ Investor Monitor FDI Markets.

¹⁵ IBM's report Global Location Trends 2020.

¹⁶ Investment promotion agencies in the time of Covid-19, OECD June 2020

¹⁷ PROMOTING INVESTMENT AND TRADE: PRACTICES AND ISSUES UNTACD 2009

¹⁸ Javorcik, 2013.

¹⁹ How effective is investment promotion?, Volpe, Carballo, & Blyde, Jan2020. [link](#)

²⁰ IMF, World Economic Outlook, April 2021, [Link](#)

14.1.3. Issue International Air Tickets on a 30-day credit basis, for selected participants previously authorized by the Bank.

14.1.4. Payment of conferences' registration fees.

15. Key Activities

15.1. The selected provider is expected to perform the following tasks:

- a) Prepare airfare costs simulation, considering the dates of the event, taking as reference the capital cities of the 3 participating countries in the project (Barbados, Trinidad and Tobago, and Jamaica) in LAC, to the city where the event is going to take place (to be confirmed).
- b) Maintain constant communication with the Bank's main contact for the authorization of the fare and reservations prior to the issuance of air tickets.
- c) The reservation details will be sent to the traveler, and with his/her authorization the provider will proceed with the issuance of the ticket.
- d) The provider will offer personalized and timely attention to the beneficiaries who may require adjustments to their reservation, such as change of dates, airport of departure / arrival, ticket class, application of frequent flyer programs, among others.
- e) The provider will be responsible for the billing process of air tickets. Only "official" part of the tickets will be charged to the Bank and any surplus charges that are considered "personal" should be charged to the participant directly.
- f) Execute the complete procedure for reimbursement of airfares, in case of cancellation or no-shows (when applicable).
- g) Offer 24-hour call center service in case of emergency.
- h) Submit biweekly reports with the status of the tickets issued (document that includes the passenger's name, flight details, invoice number, total cost and status).

16. Expected Outcome and Deliverables

16.1. The provider will support the successful execution of the summit by assuring safe, convenient, and reliable international transportation for guests from Barbados, Trinidad and Tobago, and Jamaica that will participate in-person during the tradeshow.

16.2. The provider is expected to produce the following deliverables:

- a. Airfare itinerary options to transport in-person guests from the three countries to the city where the event is going to take place.
- b. Submission of biweekly reports with the status of tickets issued, including the guest's name, flight details, invoice number, total cost, and ticket issuance status.
- c. Submission of invoices that reflect the tickets issued within two weeks of issuance date.

17. Project Schedule and Milestones

- 17.1. The Bank and the provider will seek to sign an agreement by February.
- 17.2. Provider to submit an airfare cost simulator, no later than five (5) days after signing the contract.
- 17.3. Subsequent payments will be made biweekly against reports of invoices of issued tickets.

18. Reporting Requirements

- 18.1. Once the Bank has the final confirmation of participants for the summit, the provider is to send suggested itineraries for the Bank's pre-approval and then to the traveler.
- 18.2. Once provider initiates the reservation process, the details of the flight are to be sent to the Bank and the traveler to receive validation of both parties.
- 18.3. When the provider receives the authorization, it shall issue the ticket and submit it to the traveler (with a copy for the Bank).
- 18.4. Biweekly reports in English with the status of tickets issued are to be submitted to the Bank, including the guest's name, flight details, invoice number, total cost, and ticket issuance status.
- 18.5. Submission of invoices to Bank reflecting the tickets issued, within two weeks of issuance date.

19. Acceptance Criteria

- 19.1. Provider with more than 10 years of experience, managing international logistics and transportation services to multinational companies or multilateral organizations.
- 19.2. Use of leading-edge systems in compliance of international standards for booking airfares: SABRE and AMADEUS.
- 19.3. Demonstrable experience working with government officials, private sector executives, and international organizations or similar in the last three years.

- 19.4. Demonstrable experience providing similar services for at least two (2) events of the same scale in the last five (5) years.
- 19.5. Available to render services during the stipulated dates of the event.
- 19.6. 24-hour service customer service, including Saturdays and Sundays.
- 19.7. Assignment of a dedicated point of contact to work exclusively on the project at stake.

20. Other Requirements

- 20.1. Proficient in English staff
- 20.2. Payment will be made in US dollars (USD)

21. Supervision and Reporting

- 21.1. The firm will be reporting to the following contacts to receive comments, approval, or any other instructions:
- Principal Contact: Claudia Valderrama-Celaya, Contracts & Bgt Sr Analyst, CLAUDIAV@iadb.org
 - Additional Contacts: Mario Umaña (INT/TIN), Queila Delgado (INT/TIN), Christian Marquez (INT/TIN), Shanalee Cawley (INT/TIN) and Adriaan Sonneveld (INT/TIN).

22. Schedule of Payments

- 22.1. 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.
- 22.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Airfare costs simulator	10%
2. Payments corresponding to biweekly reports delivered of issued tickets invoices.	90%

TERMS OF REFERENCE

CONNECTING THE CARIBBEAN TO DIGITAL REGIONAL AND GLOBAL VALUE CHAINS

RG-T3826

INT/TIN, Project Coordination - Consultant

Background:

Digitalization is reducing the cost of engaging in international trade, simplifying the connection between businesses and customers, and facilitating the coordination of GVCs.²¹ However, the growth of digital trade is dependent upon greater interconnectivity across borders. Digital trade integration is a complex, multidimensional process that integrates regulatory structures, policy designs, digital technologies, and business processes along the entire global digital value chain. In fact, two cross-cutting, foundational elements of digital trade integration are digital trade facilitation, and digital trade regulatory frameworks.²²

Digital trade integration necessarily requires coherent and consistent digital trade regulatory frameworks. Diverging or conflicting regulatory frameworks impose significant constraints on digital trade by increasing regulatory compliance costs for cross-border electronic commerce companies as well as reducing the efficiency and integrity of digital technologies. Akin to technological standardization that liberalizes the flow of data to support software integration, aligning and converging the legal and regulatory frameworks of digital trade within the region to international standards can catalyze the digital economy in countries, improve digital trade facilitation and provide the foundation for digital trade integration.

Digital transformation for IPAs has become almost mandatory in a very short time together with investment tools more suited to businesses realities, but few agencies are ready to respond to investors. At the same time the pandemic has caused a serious decline in gender equality in the labor and investment markets, particularly in developing countries. New digital tools are being used like testing pilots of chatbots to answer to investors, drones to record images of industrial zones, artificial intelligence to generate leads, georeferencing maps/platforms (zoom prospectors / data microsites), virtual reality tours, data tracking service, revamped online value propositions, workforce sharing platform, online MOOC, financial tools, talent related activities, etc.

Covid-19 has deeply redrawn the global investment matrix, accelerating a momentous paradigm shift towards renewable energy and digital technologies, while wiping out capital expenditure in major sectors such as tourism and automotive. The intensification of digital transformation will be particularly pronounced for R&D (69%), corporate headquarters (64%), and distribution (60%) where companies expect to increase the use of digital technologies and automation. The earlier trend towards more and better developed targeting by IPAs may be accentuated. Prior to the crisis, several IPAs had been reflecting and developing tools to better identify and support FDI projects that can have the highest impact on the local economy and support sustainable and green growth, as well as IPA's staff, in the increasingly

²¹ OECD (2019), "Trade in the Digital Era", *OECD Going Digital Policy Note*, www.oecd.org/going-digital/trade-in-the-digital-era.pdf.

²² D. Mitchell & Mishra (2020), "Digital Trade Integration in Preferential Trade Agreements", ARTNeT Working Paper Series, No. 191

professionalized world of investment promotion, need to understand the international strategy decisions, investment priorities and decision-making processes of TNCs and their sectors.

Foreign direct investment (FDI) has become a central pillar in the economy of many countries and a source for resources that complements the national investment, generating new jobs, promoting insertion of SMEs in GVC, increasing productivity and exports, with positive impacts on the local economy. Evidence indicates that each \$1 invested in investment attraction programs can generate up to US \$187 in the host economy. Efforts in investment promotion are therefore recommended, particularly taking in consideration the 3.3% global growth contraction, 7% for LAC, in 2020, and the estimated global growth of 6%, 4.6% for LAC, in 2021

Against this background, the adoption of **UNCITRAL texts** such as the UN Convention on Electronic Communications and the Model Law on Electronic Transferable Records (MLETR) in the beneficiary countries can help connect SMEs to digital regional and global value chains, by harmonizing the exchange and acceptance of electronic documentation. In parallel, **IPAs' capacity building in digital sectors** can foster the diversification of economies, generating local employment, facilitating new investments and contributing to their Sustainable Development Goals (SDGs) objectives. Digital sectors, not only have a lesser environmental impact, but also gender gaps can be adequately addressed. Consultation with the governments and IPAs from the beneficiary countries have revealed agreement in the strategic importance of the digital sector's development and digital trade integration in their strategies, particularly as Small Islands States.

The team:

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

What you'll do:

- Oversee the production of status reports, communication with all relevant stakeholders, logistical and content-related organization of any necessary meetings and outreach activities, and any necessary supporting research for other activities of RG-T3826.
- Develop a communications strategy that will include the creation of working groups, workshops, webinars, blogs, social media, among others.
- Help support the organization of events specified under this technical cooperation.
- Creation of knowledge and communication content, including and not limited to webinars, BBLs and presentations.

Deliverables:

- One (1) Communications Strategy with an overall plan of activities for the duration of the Consultancy
- Report on the Workshop
- Monthly Progress Reports
- Blogs (2)
- Final Report

Payment timeline:

Consultant will send the Team Leader invoices against specific deliverables.

Payment Schedule	
<i>Deliverable</i>	%
1. Communications Strategy and first 3 monthly reports	20%
2. Report on Workshop	30%
3. Blogs	10%
4. Remaining Monthly Reports and Final Report	40%
TOTAL	100%

Skills:

Education: Bachelor's degree in economics, international relations or equivalent.

Experience: A minimum of five (5) years of relevant professional experience in trade facilitation, and/or investment attraction, with a strong background in communications and/or public affairs strategies.

Languages: English.

Core and Technical Competencies:

The consultant must have a strong background in communications and/or public affairs strategies. Experience working on IDB operations, technical cooperation and initiatives, with specific focus on either trade facilitation or investment attraction, considered an asset.

Opportunity Summary:

- Type of contract and modality: PEC – Products and External Services Contractual
- Length of contract: 24 months (part-time).
- Starting date: May 2022
- Location: The consultant's residence.
- Responsible person: Mario Umana (INT/TIN)
- Requirements: You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

Our culture: 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.

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

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 contractuals, 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 on the basis of 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.