

HRD Terms of Reference

Job Title: Consultant for In-depth Analysis of School Management Processes

JA-T1195 - Digital Transformation for School Management

Background of this search:

The objective of the consultancy is to provide an in-depth analysis of the current state of the school level income, expenditure and student management processes in Jamaica, focusing on the flow of information between schools and the central Ministry of Education, Youth and Information (MOEYI). An in-depth review of the MOEYI's Education Management Information Systems (EMIS) was conducted in 2019, and a study of the allocation and use of Jamaica's school resources was carried out from 2018-2020. These studies will be used as the basis for the more in-depth analysis for this consultancy. A separate consultancy will look at the design of a prototype application or adaptation of an existing one (such as OpenEMIS) for school management and data collection, based on information provided by this consultancy. Finally, the MOEYI and other key stakeholders will develop a framework plan for the improvement and digital transformation of the school management system in Jamaica. The findings from this consultancy will inform that process.

The team's mission:

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The IDB Group helps Latin American and Caribbean countries promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in [five lines of action](#):

- (i) ensure that people have equitable access to relevant, high-quality learning opportunities throughout their lives;
- (ii) strengthen quality and relevance assurance mechanisms;
- (iii) consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness, and coverage of skills development opportunities;
- (iv) take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- (v) actively promote the generation and use of evidence to inform decisions about skills development.

What you'll do:

1. Review existing documentation for the project on the strengthening of management and information systems for the education sector in Jamaica:
 - *Analysis of the Education Management and Information System of Jamaica: Diagnosis and proposal for strengthening the EMIS*
 - *School Financing in Jamaica: An Exploration of the Allocation of School Resources*
 - Other school expenditure data systems, for example US (published), Chile and Pernambuco, Brazil (IDB-financed)
 - Others, as provided by the MOEYI and the IDB team

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2. Gather and systematize information on the processes that schools use in Jamaica to collect and use their school level income and expenditure data and student information related to progress and learning. You will liaise and share this information with the consultant who is working with government stakeholders to develop a framework plan for improved school management. The information will include:
 - Develop or suggest a framework for school level management to guide the gathering and systematization of information.
 - Description of the data collection and management processes currently in use. If there is a system in place, description of its development and current operation status.
 - Review of existing documentation on the operation of the processes/system (if any).
 - Review of available databases, computerized and non-computerized. Detection of data gaps and heterogeneities among schools.
 - Interviews with key personnel from different management levels of the MOEYI and school principals. The consultant should work with the MOEYI to identify key actors and create a sample of schools (ensuring a variation of schools of different sizes and socioeconomic levels) to collect information about what systems they use.
 - Analysis of the practices of delivery of information to authorities at the central, regional and school level and use of that information by the MOEYI, regional education officers, school directors, teachers, families and other stakeholders.
 - Identification of interoperability arrangements and areas responsible for the management and production of strategic information in the MOEYI's organizational chart.
3. Identify the strengths and challenges of the system in place. This will include the proposal of a possible course of action and estimation of the associated costs for the strengthening process.
4. Prepare a report including main results and recommendations.
5. Prepare a PowerPoint presentation to be shown to the national authorities and the IDB team.

DELIVERABLES AND PAYMENTS TIMELINE:

Deliverable 1. Workplan for the consultancy, including a delivery schedule.

Deliverable 2. Diagnosis of the data collection and management processes currently in place in Jamaica, including the ways the information is shared and used.

Deliverable 3. First draft of the report with main results and recommendations.

Deliverable 4. Final version of the report and the Powerpoint presentation.

Deliverable	Payment Schedule
Deliverable 1	10%
Deliverable 2	30%
Deliverable 3	40%
Deliverable 4	20%

What you'll need:

Citizenship:

- International: You are a citizen of one of our 48-member countries.

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Consanguinity: You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Education: Master's Degree or equivalent in Business Administration, Economics, Finance, Information Systems, Engineering, Accounting, Public Management or related disciplines.

Experience: A minimum of five (5) years of relevant professional experience or the equivalent combination of education and experience, working with management information systems or related areas.

Languages: Fluent in English.

Core and Technical Competencies: Knowledge of EMIS and the strategic use of information for the improvement of management in education is required, preferably regarding education finance and student information structures and processes. Knowledge of teaching-learning practices is preferred.

Opportunity Summary:

Type of contract: Product External Consultancy, Lum Sum

Length of contract: 20 days over a period of 4 months

Starting date: January 2022

Location: External

Responsible person: Cynthia Hobbs, Lead Education Specialist, SCL-EDU

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.

Travel: No

Our culture: Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.

About us: At the IDB, we're committed 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.

Our team in Human Resources carefully reviews all applications.

HRD Terms of Reference

Job Title: Consultant to Develop a Framework Plan for Improved School Management in Jamaica

JA-T1195 - Digital Transformation for School Management

Background of this search:

A recent IDB-led study on school financial management observed that there was no centralized data protocol to collect, integrate and analyze school-level information to guide education policy and financial planning, and this lack of robust and real-time information could limit the equitable allocation of resources. Furthermore, data is collected in separate management information systems that are not interoperable, which inhibits a fulsome picture of the status of resources in each school. In this context, Jamaica's Ministry of Education, Youth and Information (MOEYI) has requested support from the IDB to identify processes and systems able to capture and analyze detailed school-level income, expenditure and student management data in order to manage school resources more effectively and efficiently. To this aim, key stakeholders involved in school management need to come together to identify the bottlenecks and ideate improvements to the processes.

The objective of the consultancy is to organize and lead a process of collective thinking and create a framework plan for the improvement and digital transformation of the school management system in Jamaica. This contemplates the articulation of the strategic vision of the future state of the school management system with the prioritization of the technologies necessary to achieve that future state. This will imply the definition of a roadmap for the next 4-5 years and critical success factors.

The team's mission:

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- (iv) take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- (v) actively promote the generation and use of evidence to inform decisions about skills development.

What you'll do:

1. Work closely with the MOEYI and other relevant government agencies, using a methodology such as the Future State/Critical Success Factors (FS/CSF) methodology, to look closely at Jamaica's school management system. This will include:

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- Review the methodology documentation and adjust as necessary to apply to Jamaica's education sector.
- Develop a workplan.
- 2. Become acquainted with the current state of Jamaica's school management system and its use of digital tools to manage school resources. This will include:
 - Work closely with the consultant carrying out the analysis of school management processes.
 - Review relevant documents (*Analysis of the Education Management and Information System of Jamaica: Diagnosis and proposal for strengthening the EMIS and School Financing in Jamaica: An Exploration of the Allocation of School Resources*).
 - Interviews with key actors as necessary.
- 3. Workshops design. This should include the identification of an inclusive and diverse group of critical actors, representative of the different stakeholder groups that manage school resources (schools, MOEYI departments, Ministry of Finance, Ministry of Labour and Social Security, Office of the Prime Minister) and the preparation of materials to be used (such as PowerPoint presentations, diagrams, agenda, and facilitation guides).
- 4. Workshops delivery. Lead workshops to determine:
 - The desired future state of the school management system in Jamaica.
 - Critical success factors to achieve that future state.
 - The feasible information management systems alternatives (that is, OpenEMIS or other systems currently under consideration by the MOEYI) and school management processes and EMIS/technology requirements to be prioritized based on the success factors identified.
 - Roadmap for the next 4-5 years to achieve the desired future state and implement the aforementioned processes.
- 5. Development of a final report with main findings, processes to be followed, and recommendations for next steps. This will be presented to Jamaica's MOEYI. It should include:
 - Roadmap for the digital transformation of the school management system in Jamaica for the next 4-5 years, validated by the MOEYI.
 - Definition of implementation phases for the roadmap. Each phase should include main products and estimated range of associated costs.
 - High-level conceptualization of the architecture of the future state of Jamaica's school management system.
 - PowerPoint presentation with main findings and recommendations.
- 6. Presentation of results to authorities.

DELIVERABLES AND PAYMENTS TIMELINE:

Deliverable 1. Workplan for the consultancy, including a delivery schedule of activities and products.

Deliverable 2. Outline with working methodology and workshop materials.

Deliverable 3. Draft report with main findings, including roadmap, processes to be followed, recommendations for next steps, and PowerPoint presentation delivered to key authorities.

Deliverable 4. Final report with main findings, processes to be followed, and recommendations for next steps, including feedback received from authorities.

Deliverable	Payment Schedule
Deliverable 1	20%
Deliverable 2	30%
Deliverable 3	30%

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Deliverable 4	20%
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What you'll need:

Citizenship:

- International: You are a citizen of one of our 48-member countries.

Consanguinity: You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Education: Master's Degree, PhD preferred in informatics, systems engineering, computing, business administration, or related field.

Experience: At least 15 years of experience working in a senior leadership position, specifically in the context of strategic planning for information systems.

Languages: Fluent in English.

Core and Technical Competencies: Experience in the implementation of systems that transform business and processes and in the application of change management methodologies. Demonstrable knowledge of information systems and digital strategies and tactics. In-depth knowledge of information systems architecture, technologies, and standards. Excellent interpersonal skills with the ability to interact culturally, linguistically, and diplomatically with diverse internal and external individuals. Superior negotiation and facilitation skills. Demonstrated experience working on formal project management methodologies. Ability to manage concurrent projects involving a wide range of stakeholders. Experience working in an international context is highly desirable.

Opportunity Summary:

Type of contract: Product External Consultancy, Lum Sum

Length of contract:

Starting date: January 2022

Location: External

Responsible person: Cynthia Hobbs, Lead Education Specialist, SCL-EDU

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.

Travel: No

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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.

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HRD Terms of Reference

Job Title: Consultant for Logistical Support for Development of the Framework Plan for Improved School Management in Jamaica

JA-T1195 - Digital Transformation for School Management

Background of this search:

A recent IDB-led study on school financial management observed that there was no centralized data protocol to collect, integrate and analyze school-level information to guide education policy and financial planning, and this lack of robust and real-time information could limit the equitable allocation of resources. Furthermore, data is collected in separate management information systems that are not interoperable, which inhibits a fulsome picture of the status of resources in each school. In this context, Jamaica's Ministry of Education, Youth and Information (MOEYI) has requested support from the IDB to identify processes and systems able to capture and analyze detailed school-level income, expenditure and student management data in order to attain more effective and efficient management of school resources. To this aim, key stakeholders involved in school management need to come together to identify the bottlenecks and ideate improvements to the processes.

The Technical Cooperation (TC) comprises three phases: (i) the analysis of current school income, expenditure and student management processes and the development of a framework plan for the digital transformation and improvement of Jamaica's school management system; (ii) assistance in the design of a prototype application or adaptation of an existing one (such as OpenEMIS) for school management; and (iii) the design and piloting of training for a sample of teachers and policy actors to equip them with skills in strategic financial and student data management and essential knowledge on storage, management and protection of data.

The objective of this consultancy is to support the implementation of the collective thinking process and development of a framework plan for the improvement and digital transformation of the school management system in Jamaica. The consultant also will be the main liaison between the consultants who will carry out the different phases of the project, as described above.

The team's mission:

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

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- (v) actively promote the generation and use of evidence to inform decisions about skills development.

What you'll do:

1. Organize and coordinate the workshops in phase (i). This will involve:
 - Articulation with the MOEYI team and the consultant leading the workshops.
 - Regular communication with the different stakeholder groups managing school resources in Jamaica (schools, MOEYI departments, Ministry of Finance, Ministry of Labour and Social Security, Office of the Prime Minister/OPM). Coordination of the different teams and the dialogue between them.
 - Scribing of each workshop to document discussions, main issues, decisions and next steps. This task is crucial for the success of the workshops, which will look at the needs of the different stakeholders and how they collect and use school and student data.
 - Participation in all workshop meetings.
2. Assist with preparation of a management report(s) with main results of the workshops.
3. Hold audio/videoconference meetings with the team of the Education Division and the MOEYI to report on the progress of the consulting activities.
4. Support the alignment of the TC with the loan operation JA-L1072, led by the OPM, which aims to implement a National Identification System (NIDS) in Jamaica.

DELIVERABLES AND PAYMENTS TIMELINE:

Deliverable 1. Workplan for the consultancy, including a schedule of workshops and coordination activities.

Deliverable 2. Report describing all proceedings, discussions and resolutions from each workshop, as well as list of participants.

Deliverable 3. Inputs to the management report describing main results of the workshops.

Deliverable 4. Final report including all coordinated arrangements and agreements made with MOEYI, MOF, PIOJ, MLSS and OPM, and next steps for implementation of the framework plan.

Deliverable	Payment Schedule
Deliverable 1	20%
Deliverable 2	30%
Deliverable 3	30%
Deliverable 4	20%

What you'll need:

Citizenship:

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Education: Master's Degree or equivalent in Education, Economics, Public Policy or related social sciences.

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Experience: A minimum of five (5) years of relevant professional experience or the equivalent combination of education and experience.

Languages: Fluent in English.

Core and Technical Competencies: Background in project coordination management, education and school finance. Ability to manage several tasks simultaneously. Hands-on and action-oriented approach. Good organizational skills, ability to work independently on the basis of general instructions. Strong communication skills (oral and written) and the ability to work on teams and in an intercultural environment are a must.

Opportunity Summary:

Type of contract: Product External Consultancy, Lum Sum

Length of contract:

Starting date:

Location: External

Responsible person: Cynthia Hobbs, Lead Education Specialist, SCL-EDU

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.

Travel: No

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HRD Terms of Reference

Job Title: Consultant to Develop a Prototype Application for School Management and Data Collection

JA-T1195 - Digital Transformation for School Management

Background of this search:

Jamaica's Ministry of Education, Youth and Information (MOEYI) has highlighted challenges regarding the ministry's ability to obtain adequate financial reports from public schools. According to the Ministry, this is because the MOEYI's current platform is not being used by all schools, which could relate to the data collection systems or to the schools' timely submission of data. Further, a study financed by the Inter-American Development Bank (IDB) on Jamaica's Education Management Information Systems (EMIS) identified differences in school management practices by school, whereby well-financed schools sometimes buy their own software to meet their needs while poorly financed schools use paper-based collection of data, creating inequities in access to and use of data from and by school management. This hinders the MOEYI's effective use of data for strategic planning and decision-making. The existence of a finance system that provides homogenous and up-to-date information from each school would improve the MOEYI's capacity to manage the financial aspects of the education sector and make timely decisions with real time information. In addition, the Office of the Prime Minister (OPM) is hiring a consulting firm to make the necessary adjustments to the EMIS to incorporate a new National Identification System with identity verification services.

The objective of the consultancy is to assist in the design of a prototype application or adaptation of an existing one (such as OpenEMIS) for school management and data collection of income, expenditure and student information in Jamaica. Decisions regarding the prototype will be based on an in-depth analysis, carried out prior to this work, of the current state of the income, expenditure, and student management processes at the school level in Jamaica, focusing on the flow of information between schools and the central MOEYI. The consultant will work together with Jamaica's MOEYI to define the necessary features that the school management application should have in order to meet the above-mentioned objective. The consultant also will work closely with the consulting firm hired by the OPM.

The team's mission:

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

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- (v) actively promote the generation and use of evidence to inform decisions about skills development.

What you'll do:

1. Review all previous studies regarding the current state of Jamaica's school management system and the country's plans for its future state, including the aforementioned in-depth analysis, a framework plan for its improvement, and two recent IDB-financed studies (*Analysis of the Education Management and Information System of Jamaica: Diagnosis and proposal for strengthening the EMIS* and *School Financing in Jamaica: An Exploration of the Allocation of School Resources*).
2. Together with the MOEYI and its local IT team, define the conceptual modeling and develop a prototype application for school management or the adaptation of an existing one (such as OpenEMIS). This will include:
 - Identification of the Ministry's needs in terms of school level income, expenditure and student data management.
 - Definition of parameters and data requirements according to the MOEYI's needs.
 - Definition of finance themes (e.g. payroll, school feeding, school transport, outsourcing, physical and digital infrastructure, fees and private contributions, etc.) and categories for student data (e.g. enrollment, learning assessments, socio-economic characteristics), including the rules for allocation of costs and student information to the respective cost themes and student data categories, and the definition of the required level of precision.
 - Integration of existing databases into the prototype application/adaptation (both computerized and non-computerized). Ensure they are incorporated in the proposed structure.
3. Assist in the integration and consolidation of income, expenditure and student management information in the prototype application/adaptation.
4. Coordinate with other Jamaican ministries and agencies (such as the Office of Prime Minister/OPM, Ministry of Finance, Ministry of Labour and Social Security) to ensure the system is integrated with other structuring systems or management databases. Coordinate the communication between ministries.
5. Together with the MOEYI and the IDB's education team, define and manage benchmark efficiency metrics and indicators. Propose quantitative and qualitative alternatives for the new system.
6. Conduct frequent meetings with the MOEYI and IDB teams to report on the progress of the consulting activities.
7. Elaborate a management report and general evaluation of the project.

DELIVERABLES AND PAYMENTS TIMELINE:

Deliverable 1. Workplan for the consultancy, including a delivery schedule of activities and products.

Deliverable 2. Interim management report that summarizes activities and challenges.

Deliverable 3. Demonstration of the prototype application/adaptation to government officials, and initial inputting of existing data.

Deliverable 4. Management report that summarizes final results, lessons learned and proposals and recommendations.

Deliverable	Payment Schedule
Deliverable 1	20%
Deliverable 2	30%

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Deliverable 3	30%
Deliverable 4	20%

What you'll need:

Citizenship:

- You are either a citizen of Jamaica or a citizen of one of our 48-member countries with residency or legal permit to work in Jamaica.

Consanguinity: You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Education: Master's Degree or equivalent in Business Administration, Economics, Finance, Information Systems, Engineering, Accounting, Public Management or related disciplines.

Experience: At least five years of experience in the development of management information systems, preferably for the education sector.

Languages: Fluent in English.

Core and Technical Competencies: Experience of at least five years in project management, preferably regarding education finance and expenditure data and student information structures and processes. Knowledge of EMIS and the strategic use of information for the improvement of management in education preferred.

Opportunity Summary:

Type of contract: Product External Consultancy, Lum Sum

Length of contract:

Starting date: July 2022

Location: External

Responsible person: Cynthia Hobbs, Lead Education Specialist, SCL-EDU

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.

Travel: No

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HRD Terms of Reference

Job Title: Consultant to Develop Training Module on School Resource Management for Jamaica

JA-T1195 - Digital Transformation for School Management

Background of this search:

Jamaica's Ministry of Education, Youth and Information (MOEYI) has requested support from the IDB to identify processes and systems able to capture and analyze detailed school-level income, expenditure and student management data in order to manage school resources more effectively and efficiently. A prototype application for school management or the adaptation of an existing one (such as OpenEMIS) will be designed.

The objective of the consultancy is to design and pilot a professional development module to better equip policy makers and school leaders with practical skills in strategic financial and student data management. The program will be delivered to critical policy and education actors who will be selected together with the MOEYI.

The team's mission:

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- (ii) strengthen quality and relevance assurance mechanisms;
- (iii) consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness, and coverage of skills development opportunities;
- (iv) take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- (v) actively promote the generation and use of evidence to inform decisions about skills development.

What you'll do:

1. Become acquainted with Jamaica's system for school level income, expenditure and student data collection. This will involve a review of: (i) an in-depth analysis, carried out prior to this work, of the current state of the school income, expenditure and student management processes at the school level in Jamaica, focusing on the flow of information between schools and the central MOEYI; (ii) a framework plan for the short and medium-term improvement of school management processes and use of data; and (iii) a management report that defines the characteristics of the prototype application/adaptation to be used by the MOEYI, including metrics and indicators to be used to benchmark its efficiency.
2. Design a professional development module on strategic financial and student data management for policymakers and school principals. This will involve tailoring already available materials to the

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Jamaican context, including country-specific examples. In terms of contents, the module should include:

- Instruction on strategic fiscal management, policy analysis, and leadership strategies for an efficient and equitable allocation of public resources. This may include topics such as cost drivers in education, use of education finance information, strategic allocation of resources and sharing of education finance plans to key stakeholders.
 - Introduction of the prototype application/adaptation for school management and data collection and training on its use.
 - Introduction to the proper storage, management and protection of data according to specific guidelines.
3. Develop the training package. It should include detailed information on the contents, length and materials needed for the module, including facilitation guides.
 4. Work with the MOEYI and the IDB to identify key policy and education actors that will participate in the pilot program, including staff from the agency intended to roll out the course.
 5. Deliver the first training course to the first cohort.
 6. Work together with the IDB's team on recommendations or guidelines on how to roll out the program to future cohorts based on the program's results and participants' feedback. This will include the development of a post-participation satisfaction survey.

DELIVERABLES AND PAYMENTS TIMELINE:

Deliverable 1. Workplan for the consultancy, including a delivery schedule of activities and products.

Deliverable 2. The complete training package, including a full description of the course's contents, length and materials.

Deliverable 3. Delivery of the course to the first cohort.

Deliverable 4. Report that summarizes activities, results, and participants' feedback, and that includes recommendations to roll out the program to future cohorts.

Deliverable	Payment Schedule
Deliverable 1	15%
Deliverable 2	30%
Deliverable 3	40%
Deliverable 4	15%

What you'll need:

Citizenship:

- You are a citizen of one of our 48-member countries.

Consanguinity: You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Education: Master's Degree in Economics, Education, Public Policy or related field. PhD preferred.

Experience: At least five (5) years of experience in developing and teaching courses in financial management and administration of resources, preferably for schools and school systems.

HRD Terms of Reference

Languages: Fluent in English.

Core and Technical Competencies: Experience of at least 5 years working on topics related to education finance. Experience in development of curriculum and materials, especially for education management and finance topics. Teaching or public speaking experience required.

Opportunity Summary:

Type of contract: Product External Consultancy, Lum Sum

Length of contract:

Starting date: 2023

Location: External

Responsible person: Cynthia Hobbs, Lead Education Specialist, SCL-EDU

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.

Travel: No

Our culture: Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.

About us: At the IDB, we're committed 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.

Our team in Human Resources carefully reviews all applications.