

MINISTRY OF FINANCE

TERMS OF REFERENCE

LEAD ECONOMIC DEVELOPMENT ADVISOR

Support Economic Development Strategy

GY-T1177

1. BACKGROUND

The Inter-American Development Bank (IDB) has signed a Technical Cooperation (TC) agreement with the Government of Guyana (GoG), “Economic Development Strategy”, for US \$1,800,000, GY-T1177.

The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country’s emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

In addition to elaborating an overarching Development Strategy, the project specifically seeks to aid in the diversification of the economy through (i) the identification of growth poles, that will encourage the increased development of businesses, particularly national SMEs, and (ii) the identification and promotion of possible large scale infrastructure projects that could be implemented in partnership with the private sector and, therefore, provide opportunities for significant foreign direct investment.

Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

- **Component 1. Strengthening the Technical Capacity of the GoG to lead economic transformation in Guyana** - This component provides support to the project by establishing a technical unit in the Ministry of Finance to implement, monitor and report on the progress and achievements of the TC project. The unit will include: (i) a lead economic development advisor, who will be responsible for unit and will steer its work and activities, (ii) a project assistant, (iii) an M&E specialist, (iv) a procurement function, and (v) a finance function.
- **Component 2. Economic Diversification and Mid-Term Development Strategy** - This component will assist the Government by engaging strategic economic advice and holding stakeholder consultations in order to identify and select potential growth poles for sustainable economic diversification, as well as the review of existing strategies for Guyana’s economic growth and success stories on economic diversification from other countries in order to draft a medium-term development strategy for sustainable economic diversification in Guyana. Anticipated outputs include (i) two technical study tours, (ii) a growth pole strategy for Guyana, which incorporates

SMEs as well as female-owned businesses, (iii) broad-based nationwide public consultations to generate support from civil society groups, the donor community, political entities, and the general public, and (iv) a medium-term development strategy for sustainable economic diversification in Guyana which is aligned with the long-term development vision of the country.

- **Component 3. Creating Investment Opportunities for the Private Sector** - This component will support the GoG by engaging strategic advice on public-private partnerships for development and support for the engagement of potential investors. The component will benefit from the advice and guidance of the IDB's PPP Single Window unit. The outputs of this component include (i) Study on PPP best practices and proposed framework for Guyana, (two study tours), (iii) Identification of specific PPP opportunities in Guyana. Consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.
- **Component 4. Awareness and Diffusion** - This component will focus on building the interest of investors in projects in Guyana. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development, (ii) at least 4 specific infrastructure workshops with investors to facilitate each investment, (iii) two public consultation events, and a communications campaign.

The Ministry of Finance is the Executing Agency for this Technical Cooperation project through a Project Implementation Unit (PIU). As such, the Ministry of Finance is seeking to engage the services of the Lead Economic Advisor to lead and coordinate the execution of this TC project.

2. GENERAL OBJECTIVES OF THE ASSIGNMENT

- To lead the formulation and implementation of a medium-term development strategy for sustainable economic diversification in Guyana.
- To coordinate and oversee the execution of the Technical Cooperation project (GY-T1177) activities including day-to-day administration and operations.
- To ensure the project outputs and results are achieved.

3. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The lead economic advisor will be responsible for the production and coordination of all the deliverables of this TC, including the analysis and review of current materials, consultation with stakeholders, awareness, and capacity building activities.

As the technical lead on the project, the consultant will:

- Provide strategic policy advice and perspectives on the national economy in light of local and international developments to the Minister of Finance.
- Consult with communities and stakeholders to advise the Minister of Finance on possible policy choices and actions for economic diversification.
- Analyze international best practices and lessons learned from similar countries under and oil and gas context
- Analyze the performance of emerging sectors in the economy and make recommendations, where necessary, for improvements in productivity and competitiveness and for new investments to support job creation.
- Identification of new areas of investment for local and foreign investors in both manufacturing and services sectors, to move up the value chain to achieve higher sustainable returns.
- Identify and explore initiatives in alternative energy.

- Identify non-oil sector socio-economic spaces or growth poles in Guyana.
- Collaborate with the Ministry of Finance to identify investment strategies for diversification.
- Undertake a comprehensive review of Guyana's existing development strategies, including the National Development Strategy.
- Undertake a comprehensive literature review of the development of resource rich countries and highlight important lessons on successes and failures.
- Liaise with senior officials of the Government, the private sector, unions, the donor community and civil society, to understand their perspectives on shifting the development paradigm for Guyana and the issues and challenges facing them.
- Draft a Medium-Term Development Strategy (MTDS) and Implementation Plan to be submitted to the Minister of Finance. The medium-term development strategy for sustainable economic diversification in Guyana should take into consideration the medium and long-term uncertainties of fossil fuel demand, especially in the context of climate change and the Paris Climate Accord. The objective of the strategy would be to conduct analyses and develop recommendations that will facilitate a move away from oil revenues in the long term.
- Guide focus group and nationwide consultations on the draft MTDS, once approved by the Minister of Finance.
- Draft a final version of the Medium-Term Development Strategy (MTDS) and Implementation Plan for Cabinet approval.
- Provide support to line ministries in developing their capacities to implement the MTDS.
- Provide support to the Ministry of Finance in the identification of strategic project to be carried out under the PPP modality.
- Participate and lead the identification of legal and regulatory reforms to facilitate PPP projects in Guyana
- Participate in the design and implementation of PPP pilot projects

The lead economic advisor will also coordinate project execution, and with the support of a project assistant, an M&E specialist, as well as a procurement officer and a finance officer, will

- Manage and coordinate all operational activities of the project and implement any modification or refinement to achieve the project 's goals;
- Prepare, implement, and coordinate work/action plans; supervise the implementation of these plans;
- Ensure that all project related documents are updated and reporting requirements are met; prepare periodic updates to ensure the Ministry of Finance is kept informed of project implementation activities, progress and challenges;
- Prepare reports of problem and/or challenges of the Project that may be impacting on project delivery, to bring to the attention of the Ministry and IDB for timely action and intervention;
- Represent the Ministry of Finance as the Project's representative and serve as the liaison with the IDB;
- Oversee the procurement processes and ensure the relevant IDB Procurement Policies are adhered to;

- Oversee contract engagement for consultants and provide briefing and debriefing for the services to be implemented; monitoring progress to ensure the outputs are delivered and accepted;
- Facilitate and participate in IDB Missions through assisting in coordination of logistic support and activities to obtain the required information for these Missions including preparation of debriefing reports;
- To assist in the monitoring, managing and responding to projects risks; analysis of variances of actual results against plans; recommend and implement agreed solutions;
- Attend meetings as a representative of the PIU;
- Other duties related to the TC that may be implied in the Consultant's contract.

4. CHARACTERISTICS OF THE CONSULTANCY

4.1 Type of Consultancy: Individual Consultant

4.2 Duration: Twelve (12) months

4.3 Place of Work: Project Implementation Unit, Ministry of Finance

4.4 Language: English (fluent)

4.5 Qualifications, Experience, Skills and Areas of Expertise:

4.5.1 Academic/ Professional Qualification

PhD in Economics/ Development Economics/ Finance/ Business or a related field.

4.5.2 Experience

- Minimum of twenty-five (25) years of experience in economic policy development and implementation.
- In-depth and integrated knowledge and understanding of the Guyana economy; work experience in Guyana is required.
- International experience in economic development areas in developing countries with similar characteristics to Guyana (i.e. small developing countries, developing countries with high Oil and Gas revenues)
- At least 20 years of international experience in economic policy development and provision of advisory services in these areas to high level officials in developing countries
- Experience in designing national development strategies, economic strategies.
- Experience in promoting and implementing strategic infrastructure projects
- . Experience with design and execution of programs with international organization in areas related to private sector development is preferred.
- Experience in legal and regulatory issues related to legal reforms. Experience in legal and regulatory issues in Guyana preferred
- Experience in training and capacity building and training in areas related to economic development.
- Working knowledge of the Caribbean, with preference on prior experience in Guyana.

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4.5.3 Knowledge and Skills

- Excellent command of written and spoken English;
- Excellent communication skills (oral and written);
- Ability to lead, plan and manage teams.
- Execution and Results driven in a high-pressure environment.
- Decision making and problem solving.
- Strong time management and priority setting skills.
- Computer proficiency in Microsoft Suite, MS Outlook and Social Media

4.5.4 Compulsory Compliance

- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15.*
- No Conflict of Interest: as per para 1.11 of GN-2350-15.
- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The following reports are to be submitted to the Minister, Ministry of Finance or designate:

Reports

- **Inception report/ Work Plan:** To be agreed jointly with the Minister and submitted one (1) month after commencement of the Contract. Includes but not limited to: work plan, expected outputs, major problems that may affect the project, and a plan to track progress of the consultancy.
- **Bi-Monthly (every 2 months) Progress Reports:** The reports should include a concise summary of the overall progress with details of the tasks performed with duration and outputs; outstanding issues and actions to resolve challenges, description and explanation of delays and impacts and recommendations for resolutions; important meetings and other events with brief statements of their conclusions and expected work program for the upcoming 2 month. period. Reports must be approved by the Minister of Finance or designate.
- **Final Report:** To include targeted commitments achieved, outstanding issues, lessons learned and recommendations and be submitted one (1) week before the end of the final month of the Contract.

Payment Schedule

No.	Reports/Deliverables	Time Schedule	Payment Schedule USD
1.	Inception Report/ Work Plan	1 month after commencement of the Contract	20%

2.	Bi-monthly Progress Reports	During the last week of each two-month period	60%
3.	Final Report	One (1) week before the end of the Contract	20%

6. CLIENT INPUT

The Ministry of Finance will provide the lead economic advisor with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Minister of Finance/designate and work closely with other officials as directed by the Minister/designate.

MINISTRY OF FINANCE

TERMS OF REFERENCE

M&E Specialist

SUPPORT Economic Strategy

GY-T1177

4. BACKGROUND

The Inter-American Development Bank (IDB) has signed a Technical Cooperation (TC) agreement with the Government of Guyana (GoG), “Economic Strategy”, for US \$1,800,000, GY-T1177.

The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country’s emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

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Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

- **Component 1. Strengthening the Technical Capacity of the GoG to lead economic transformation in Guyana** - This component provides support to the project by establishing a technical unit in the Ministry of Finance to implement, monitor and report on the progress and achievements of the TC project. The unit will include: (i) a lead economic development advisor, who will be responsible for unit and will steer its work and activities, (ii) a project assistant, (iii) an M&E specialist, (iv) a procurement function, and (v) a finance function.
- **Component 2. Economic Diversification and Mid-Term Development Strategy** - This component will assist the Government by engaging strategic economic advice and holding stakeholder consultations in order to identify and select potential growth poles for sustainable economic diversification, as well as the review of existing strategies for Guyana’s economic growth and success stories on economic diversification from other countries in order to draft a medium-term development strategy for sustainable economic diversification in Guyana. Anticipated outputs include (i) two technical study tours, (ii) a growth pole strategy for Guyana, which incorporates

SMEs as well as female-owned businesses, (iii) broad-based nationwide public consultations to generate support from civil society groups, the donor community, political entities, and the general public, and (iv) a medium-term development strategy for sustainable economic diversification in Guyana which is aligned with the long-term development vision of the country.

- **Component 3. Creating Investment Opportunities for the Private Sector** - This component will support the GoG by engaging strategic advice on public-private partnerships for development and support for the engagement of potential investors. The component will benefit from the advice and guidance of the IDB's PPP Single Window unit. The outputs of this component include (i) Study on PPP best practices and proposed framework for Guyana, (two study tours), (iii) Identification of specific PPP opportunities in Guyana. Consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.
- **Component 4. Awareness and Diffusion** - This component will focus on building the interest of investors in projects in Guyana. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development, (ii) at least 4 specific infrastructure workshops with investors to facilitate each investment, (iii) two public consultation events, and a communications campaign.

The Ministry of Finance is the Executing Agency for this Technical Cooperation project through a Project Implementation Unit (PIU).

The PIU will include a Lead Economic Development Advisor, a Strategic Advisor – Economic Development, a Strategic Advisor – Public Private Partnerships, a Project Assistant, as well as Procurement and Finance support. The PIU will be responsible for carrying out all the operational and obligations necessary for program execution and for maintaining all formal communication with the Bank.

As such, the Ministry of Finance is seeking to engage the services of a Monitoring and Evaluation (M&E) Specialist, to support the PIU in the execution of this TC.

5. GENERAL OBJECTIVES OF THE ASSIGNMENT

To ensure that the data is collected, and documents are prepared to support the monitoring and evaluation of the Technical Cooperation Project GY-T1177.

6. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The M&E Specialist will be required to:

- Design a M&E System for the TC GY-T1177 which will include a results framework, performance indicators, reporting tools and protocols, and users' guide.
- Prepare plans for monitoring project activities.
- Support and train the PIU staff in analysing monitoring data.
- Gather baseline data for component activities and tracking their results.
- Provide technical and logistical support for the successful implementation of project activities.
- Facilitate the process of conducting monitoring visits by the Ministry of Finance/IDB staff.
- Assist the Lead Advisor in the preparation of reports to the Ministry of Finance and/or the IDB.
- Perform any other related duties as required by the PIU.

4. CHARACTERISTICS OF THE CONSULTANCY

- 4.1 Type of Consultancy: Individual Consultant
- 4.2 Duration: Twelve (12) months
- 4.3 Place of Work: Project Implementation Unit, Ministry of Finance
- 4.4 Language: English (fluent)
- 4.6 Qualifications, Experience, Skills and Areas of Expertise:
- 4.6.1 Academic/ Professional Qualification
A Master's Degree in social sciences, economics, or statistics or related field.
- 4.5.2 Experience
- At least five (5) years of relevant working experience establishing and/or operating M&E systems and/or conducting social research; developing and working with large data sets for project and/or portfolio monitoring and evaluation.
 - Professional experience or training in M&E tools and processes of the multilateral development agencies, such as the logical framework, monitoring and evaluation frameworks and other performance monitoring tools.
 - Proven experience in data collection, data assessment/evaluation, and building Monitoring and Evaluation systems;
 - Experience working on a project funded by an International Multilateral Organisations such as IDB will be an asset.
- 4.5.3 Knowledge and Skills
- Excellent command of written and spoken English;
 - Excellent communication skills (oral and written);
 - Familiarity with IDB (or similar) procurement policies and reporting requirements will be an asset;
 - Computer proficiency in Microsoft Suite (Word, Excel, Access, and PowerPoint), MS Outlook and the use of social media.
- 4.5.4 Compulsory Compliance
- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15*.
 - No Conflict of Interest: as per para 1.11 of GN-2350-15.
 - Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The consultant will report to the Lead Economic Development Advisor.

Reports

An indeterminate number of reports and other related documents will be produced over the course of this consultancy. However, deliverables include:

- A comprehensive Monitoring, Evaluation and Reporting System, including a description of the system and a user's guide with standard work instructions.
- Annual plans for monitoring program activities.
- Monitoring reports
- Progress fact sheets
- Other M & E reports as requested by PIU Program Manager

Payment Schedule

The consultant will be paid 36 equal lump-sum payments over the duration of the contract, as follows

No.	Reports/Deliverables	Payment and Time Schedule	Description
1.	Inception Report/ Work Plan	1 month after commencement of the Contract. First lump-sum payment	To be agreed jointly with the Lead Economic Development Advisor and submitted one (1) month after commencement of the Contract. Includes but not limited to: work plan, expected outputs, and a plan to track progress of the consultancy.
2.	Monthly Progress Reports	Submitted in the last week of Months 2-35. Payment of monthly lump-sum following approval by Lead Economic Development Advisor	The reports should include a concise summary of the overall progress with details of the tasks performed with duration and outputs; outstanding issues and actions to resolve challenges, description and explanation of delays and impacts and recommendations for resolutions; Reports must be approved by Lead Economic Development Advisor
3.	Final Report	One (1) week before the end of the Contract. Payment of final lump-sum following approval by Lead Economic Development Advisor	Report outputs achieved, outstanding issues, lessons learned and recommendations .

6. CLIENT INPUT

The Ministry of Finance will provide the consultant with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Lead Economic Development Advisor and work closely with other officials in the PIU.

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MINISTRY OF FINANCE

TERMS OF REFERENCE

Strategic Advisor in Economic Diversification SUPPORT Economic Strategy GY-T1177

7. BACKGROUND

The Inter-American Development Bank (IDB) has signed a Technical Cooperation (TC) agreement with the Government of Guyana (GoG), “Economic Strategy”, for US \$1,800,000, GY-T1177.

The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country’s emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

In addition to elaborating an overarching Development Strategy, the project specifically seeks to aid in the diversification of the economy through (i) the identification of growth poles, that will encourage the increased development of businesses, particularly national SMEs, and (ii) the identification and promotion of possible large scale infrastructure projects that could be implemented in partnership with the private sector and, therefore, provide opportunities for significant foreign direct investment.

Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

Component 1. Economic Diversification Policy Mid-Term Development Strategy (US\$296,764). The objective of this component is to conduct analyses, develop and implement recommendations to facilitate economic diversification in the medium and long term, such as promotion of value chains and clusters for local firms. This component will support the design of a policy on economic diversification and promotion of Guyanese firms and persons in the economy; consultations with stakeholders including the Private Sector Commission, the Guyana Manufacturers Association, the Guyana Oil and Gas Commission, Go-Invest, the Fair Trade Commission as well as academia and civil society, to identify and select on potential growth poles and sectors for sustainable economic diversification; technical exchanges and training on best practices on developing economic diversification strategies under an oil and gas context; and consultancies to support the design of key pilot project that can have a scaling up or replication effect on economic diversification. Anticipated outputs include: (i) an economic diversification policy for Guyana; (ii) broad-based nationwide public consultations to generate support from civil society groups, the donor community, political entities,

and the public; (iii) training workshops for key government stakeholders; and (iv) the design and (v) implementation of two pilot projects that support SMEs diversification.

Component 2. Creating Investment Opportunities for Private Sector (US\$369,000). The objective of this component is to strengthen the institutional capacity of the government to promote PPPs in strategic projects. This component will support the development of a PPPs strategy for Guyana, including proposed legal and regulatory recommendations; dialogue with local and foreign investors on the needs for creating a more enabling environment for strategic private sector investment into large infrastructure initiatives such as the deep-water harbor, the Georgetown to Letham road, the national gas power plant, the hydro-electric dam, national bridges; technical study visits and training to build capacity on structuring successful PPP; consultancies to support the design of two pilot PPP projects; and consultancies to support the implementation of two pilot PPPs projects. The component will benefit from the advice and guidance of the IDB's PPPs Single Window unit. The outputs of this component include: (i) study on PPP best practices and proposed legal and regulatory framework for Guyana, with Identification of specific PPPs opportunities; (ii) strategic stakeholders in the government trained; (iii) two pilot PPPs projects designed; and (iv) the design and (v) implementation of two pilot projects consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.

Component 3. Strengthening the Technical Capacity of the Government of Guyana to lead Economic Transformation in Guyana for the Development of an Economic Strategy (US\$693,000). This component will contribute to the strengthening of a unit in the Ministry of Finance to support the design, development, and implementation of a Medium-Term Economic Development Strategy for Guyana, as the office in charge of leading the development and implementation of the technical activities of the present TC. The unit will be spearheaded by a Lead Economic Development Advisor, which will be responsible for leading the technical work related to the Economic Development strategy, its diffusion, consultation, monitoring and eventual evaluation will include; a Monitoring and Evaluation (M&E) specialist who will design and oversee a monitoring and evaluation system to promote informed decision making for the development of the Economic Strategy; the development of a M&E system including data mining and design of monitoring and evaluation systems; the necessary computer hardware and software for the efficient functioning of the unit, and the development of annual reports. The anticipated outputs will include (i) the design and implementation of the economic strategy that includes the economic diversification policy and the PPPs strategy including the selection and development of pilot projects; and (ii) the design and implementation of a M&E system that will allow for informed decision making on the policies, strategies and pilot projects developed.

Component 4. Awareness and Diffusion (US\$170,000). This component will focus on creating awareness and diffusion regarding the opportunities for economic diversification and PPPs among different stakeholders.. It will include a Forum for Infrastructure Opportunities; targeted investor workshops to assist in structuring specific PPPs projects identified under Component 3; public consultation; and awareness building through strategic communications to investors, stakeholders, and the public. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development; (ii) at least 2 specific infrastructure workshops with investors to facilitate each investment; and (iii) two public consultations and a communications campaign. Consultation events will discuss the findings and agree on next steps towards implementation of the specific PPP investment plans, general coordination, and monitoring and reporting activities.

The Ministry of Finance is the Executing Agency for this Technical Cooperation project through a Project Implementation Unit (PIU). As such, the Ministry of Finance is seeking to engage the services of the Strategic Advisor - Economic Development.

8. GENERAL OBJECTIVES OF THE ASSIGNMENT

The main objective of this consultancy is to provide technical inputs to the Economic Diversification Policy by including best practices and gap analysis..

The consultant will be expected to identify key project subject to implementation and design a strategy for implementation.

9. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The strategic advisor in Economic Diversification will work under the supervision of the Lead Economic Development Advisor and will:

- Identify best practices and lessons learned in similar countries in the region or with similar characteristic of being an Oil and Gas Economy that can be applied to Guyana.
- Identify main gaps in the current legal and institutional framework to support economic diversification under an Oil and Gas Boom..
- Carry out consultation with stakeholders, including public agencies, academia, private sector and civil society respect in respect to the priorities.
- Design a strategy for Economic Diversification under Oil and Gas..
- Identify and design a set of parameters for monitor and evaluation.

4. CHARACTERISTICS OF THE CONSULTANCY

4.1 Type of Consultancy: Individual Consultant

4.2 Duration: Three (3) months

4.3 Place of Work: Project Implementation Unit, Ministry of Finance

4.4 Language: English (fluent)

4.7 Qualifications, Experience, Skills and Areas of Expertise:

4.7.1 Academic/ Professional Qualification

A Master Degree in Finance, Economics, Business Management and/or Business Administration.

4.5.2 Experience

- At least ten (10) years of experience in economic policy development and implementation;
- Experience, knowledge and understanding of the Guyana economy;
- At least five (5) year's experience working in senior management;
- Experience working on a project funded by an International Multilateral Organisations such as IDB will be an asset.

4.5.3 Knowledge and Skills

- Excellent command of written and spoken English;
- Excellent communication skills (oral and written);
- Ability to lead, plan and manage teams.
- Strong time management and priority setting skills.
- Strong interpersonal, analytical and management skills.
- Ability to prepare and present proposals and reports to senior executives inside and outside of the government
- Computer proficiency in Microsoft Suite, MS Outlook and Social Media

4.5.4 Compulsory Compliance

- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15*.
- No Conflict of Interest: as per para 1.11 of GN-2350-15.
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5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The consultant will report to the Lead Economic Development Advisor.

Reports

An indeterminate number of reports and other related documents will be produced over the course of this consultancy.

Payment Schedule

The consultant will be paid 30 equal lump-sum payments over the duration of the contract, as follows

No.	Reports/Deliverables	Payment and Time Schedule	Description
1.	Inception Report/ Work Plan	1 week after commencement of the Contract. First lump-sum payment	To be agreed jointly with the Lead Economic Development Advisor and submitted one (1) week after commencement of the Contract. Includes but not limited to: work plan, expected outputs, and a plan to track progress of the consultancy.
2.	Draft Initial Report	Submitted 1.5 months after contact signature	The report should include a list of identification projects and its main parameters for prioritization, as well as the results of the consultations with stakeholders.
3.	Final Report	Three months after contract signature/.	Strategy for implementation of project..

6. CLIENT INPUT

The Ministry of Finance will provide the consultant with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Lead Economic Development Advisor and work closely with other officials in the PIU.

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MINISTRY OF FINANCE

TERMS OF REFERENCE

Design of Pilot Projects in Economic Diversification SUPPORT Economic Strategy GY-T1177

10. BACKGROUND

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The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country’s emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

In addition to elaborating an overarching Development Strategy, the project specifically seeks to aid in the diversification of the economy through (i) the identification of growth poles, that will encourage the increased development of businesses, particularly national SMEs, and (ii) the identification and promotion of possible large scale infrastructure projects that could be implemented in partnership with the private sector and, therefore, provide opportunities for significant foreign direct investment.

Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

Component 1. Economic Diversification Policy Mid-Term Development Strategy (US\$296,764). The objective of this component is to conduct analyses, develop and implement recommendations to facilitate economic diversification in the medium and long term, such as promotion of value chains and clusters for local firms. This component will support the design of a policy on economic diversification and promotion of Guyanese firms and persons in the economy; consultations with stakeholders including the Private Sector Commission, the Guyana Manufacturers Association, the Guyana Oil and Gas Commission, Go-Invest, the Fair Trade Commission as well as academia and civil society, to identify and select on potential growth poles and sectors for sustainable economic diversification; technical exchanges and training on best practices on developing economic diversification strategies under an oil and gas context; and consultancies to support the design of key pilot project that can have a scaling up or replication effect on economic diversification. Anticipated outputs include: (i) an economic diversification policy for Guyana; (ii) broad-based nationwide public

consultations to generate support from civil society groups, the donor community, political entities, and the public; (iii) training workshops for key government stakeholders; and (iv) the design and (v) implementation of two pilot projects that support SMEs diversification.

Component 2. Creating Investment Opportunities for Private Sector (US\$369,000). The objective of this component is to strengthen the institutional capacity of the government to promote PPPs in strategic projects. This component will support the development of a PPPs strategy for Guyana, including proposed legal and regulatory recommendations; dialogue with local and foreign investors on the needs for creating a more enabling environment for strategic private sector investment into large infrastructure initiatives such as the deep-water harbor, the Georgetown to Letham road, the national gas power plant, the hydro-electric dam, national bridges; technical study visits and training to build capacity on structuring successful PPP; consultancies to support the design of two pilot PPP projects; and consultancies to support the implementation of two pilot PPPs projects. The component will benefit from the advice and guidance of the IDB's PPPs Single Window unit. The outputs of this component include: (i) study on PPP best practices and proposed legal and regulatory framework for Guyana, with Identification of specific PPPs opportunities; (ii) strategic stakeholders in the government trained; (iii) two pilot PPPs projects designed; and (iv) the design and (v) implementation of two pilot projects consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.

Component 3. Strengthening the Technical Capacity of the Government of Guyana to lead Economic Transformation in Guyana for the Development of an Economic Strategy (US\$693,000). This component will contribute to the strengthening of a unit in the Ministry of Finance to support the design, development, and implementation of a Medium-Term Economic Development Strategy for Guyana, as the office in charge of leading the development and implementation of the technical activities of the present TC. The unit will be spearheaded by a Lead Economic Development Advisor, which will be responsible for leading the technical work related to the Economic Development strategy, its diffusion, consultation, monitoring and eventual evaluation will include; a Monitoring and Evaluation (M&E) specialist who will design and oversee a monitoring and evaluation system to promote informed decision making for the development of the Economic Strategy; the development of a M&E system including data mining and design of monitoring and evaluation systems; the necessary computer hardware and software for the efficient functioning of the unit, and the development of annual reports. The anticipated outputs will include (i) the design and implementation of the economic strategy that includes the economic diversification policy and the PPPs strategy including the selection and development of pilot projects; and (ii) the design and implementation of a M&E system that will allow for informed decision making on the policies, strategies and pilot projects developed.

Component 4. Awareness and Diffusion (US\$170,000). This component will focus on creating awareness and diffusion regarding the opportunities for economic diversification and PPPs among different stakeholders.. It will include a Forum for Infrastructure Opportunities; targeted investor workshops to assist in structuring specific PPPs projects identified under Component 3; public consultation; and awareness building through strategic communications to investors, stakeholders, and the public. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development; (ii) at least 2 specific infrastructure workshops with investors to facilitate each investment; and (iii) two public consultations and a communications campaign. Consultation events will discuss the findings and agree on next steps towards implementation of the specific PPP investment plans, general coordination, and monitoring and reporting activities.

The Ministry of Finance is the Executing Agency for this Technical Cooperation project through a Project Implementation Unit (PIU). As such, the Ministry of Finance is seeking to engage the services of the Strategic Advisor - Economic Development.

11. GENERAL OBJECTIVES OF THE ASSIGNMENT

The main objective of this consultancy is to identify and design a pilot project for Economic Diversification.

The consultant will be expected to identify key project subject to implementation and design a strategy for implementation.

12. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The consultant for design of pilot projects in Economic Diversification will work under the supervision of the Lead Economic Development Advisor and will:

- Undertake analyses of possible projects that are key to promote economic diversification, including, public, private or public private partnerships.
- Design a set of criteria for selection, including impact on economic diversification and environmental sustainability.
- Carry out consultation with stakeholders, including public agencies, academia, private sector and civil society respect in respect to the priorities.
- Design a strategy for implementation including cost, timelines and responsible parties..
- Identify and design a set of parameters for monitor and evaluation.

4. CHARACTERISTICS OF THE CONSULTANCY

4.1 Type of Consultancy: Individual Consultant

4.2 Duration: Three (3) months

4.3 Place of Work: Project Implementation Unit, Ministry of Finance

4.4 Language: English (fluent)

4.8 Qualifications, Experience, Skills and Areas of Expertise:

4.8.1 Academic/ Professional Qualification

A Master Degree in Finance, Economics, Business Management and/or Business Administration.

4.5.2 Experience

- At least ten (10) years of experience in economic policy development and implementation;
- Experience, knowledge and understanding of the Guyana economy;
- At least five (5) year's experience working in senior management;
- Experience working on a project funded by an International Multilateral Organisations such as IDB will be an asset.

4.5.3 Knowledge and Skills

- Excellent command of written and spoken English;
- Excellent communication skills (oral and written);
- Ability to lead, plan and manage teams.
- Strong time management and priority setting skills.
- Strong interpersonal, analytical and management skills.
- Ability to prepare and present proposals and reports to senior executives inside and outside of the government
- Computer proficiency in Microsoft Suite, MS Outlook and Social Media

4.5.4 Compulsory Compliance

- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15*.
- No Conflict of Interest: as per para 1.11 of GN-2350-15.
- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The consultant will report to the Lead Economic Development Advisor.

Reports

An indeterminate number of reports and other related documents will be produced over the course of this consultancy.

Payment Schedule

The consultant will be paid 30 equal lump-sum payments over the duration of the contract, as follows

No.	Reports/Deliverables	Payment and Time Schedule	Description
1.	Inception Report/ Work Plan	1 week after commencement of the Contract. First lump-sum payment	To be agreed jointly with the Lead Economic Development Advisor and submitted one (1) week after commencement of the Contract. Includes but not limited to: work plan, expected outputs, and a plan to track progress of the consultancy.
2.	Draft Initial Report	Submitted 1.5 months after contact signature	The report should include a list of identification projects and its main parameters for prioritization, as well as the results of the consultations with stakeholders.
3.	Final Report	Three months after contract signature/.	Strategy for implementation of project..

6. CLIENT INPUT

The Ministry of Finance will provide the consultant with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Lead Economic Development Advisor and work closely with other officials in the PIU.

DRAFT

MINISTRY OF FINANCE

TERMS OF REFERENCE

Implementation of Pilot Projects in Economic Diversification SUPPORT Economic Strategy GY-T1177

13. BACKGROUND

The Inter-American Development Bank (IDB) has signed a Technical Cooperation (TC) agreement with the Government of Guyana (GoG), “Economic Strategy”, for US \$1,800,000, GY-T1177.

The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country’s emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

In addition to elaborating an overarching Development Strategy, the project specifically seeks to aid in the diversification of the economy through (i) the identification of growth poles, that will encourage the increased development of businesses, particularly national SMEs, and (ii) the identification and promotion of possible large scale infrastructure projects that could be implemented in partnership with the private sector and, therefore, provide opportunities for significant foreign direct investment.

Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

Component 1. Economic Diversification Policy Mid-Term Development Strategy (US\$296,764). The objective of this component is to conduct analyses, develop and implement recommendations to facilitate economic diversification in the medium and long term, such as promotion of value chains and clusters for local firms. This component will support the design of a policy on economic diversification and promotion of Guyanese firms and persons in the economy; consultations with stakeholders including the Private Sector Commission, the Guyana Manufacturers Association, the Guyana Oil and Gas Commission, Go-Invest, the Fair Trade Commission as well as academia and civil society, to identify and select on potential growth poles and sectors for sustainable economic diversification; technical exchanges and training on best practices on developing economic diversification strategies under an oil and gas context; and consultancies to support the design of key pilot project that can have a scaling up or replication effect on economic diversification. Anticipated outputs include: (i) an economic diversification policy for Guyana; (ii) broad-based nationwide public consultations to generate support from civil society groups, the donor community, political entities,

and the public; (iii) training workshops for key government stakeholders; and (iv) the design and (v) implementation of two pilot projects that support SMEs diversification.

Component 2. Creating Investment Opportunities for Private Sector (US\$369,000). The objective of this component is to strengthen the institutional capacity of the government to promote PPPs in strategic projects. This component will support the development of a PPPs strategy for Guyana, including proposed legal and regulatory recommendations; dialogue with local and foreign investors on the needs for creating a more enabling environment for strategic private sector investment into large infrastructure initiatives such as the deep-water harbor, the Georgetown to Letham road, the national gas power plant, the hydro-electric dam, national bridges; technical study visits and training to build capacity on structuring successful PPP; consultancies to support the design of two pilot PPP projects; and consultancies to support the implementation of two pilot PPPs projects. The component will benefit from the advice and guidance of the IDB's PPPs Single Window unit. The outputs of this component include: (i) study on PPP best practices and proposed legal and regulatory framework for Guyana, with Identification of specific PPPs opportunities; (ii) strategic stakeholders in the government trained; (iii) two pilot PPPs projects designed; and (iv) the design and (v) implementation of two pilot projects consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.

Component 3. Strengthening the Technical Capacity of the Government of Guyana to lead Economic Transformation in Guyana for the Development of an Economic Strategy (US\$693,000). This component will contribute to the strengthening of a unit in the Ministry of Finance to support the design, development, and implementation of a Medium-Term Economic Development Strategy for Guyana, as the office in charge of leading the development and implementation of the technical activities of the present TC. The unit will be spearheaded by a Lead Economic Development Advisor, which will be responsible for leading the technical work related to the Economic Development strategy, its diffusion, consultation, monitoring and eventual evaluation will include; a Monitoring and Evaluation (M&E) specialist who will design and oversee a monitoring and evaluation system to promote informed decision making for the development of the Economic Strategy; the development of a M&E system including data mining and design of monitoring and evaluation systems; the necessary computer hardware and software for the efficient functioning of the unit, and the development of annual reports. The anticipated outputs will include (i) the design and implementation of the economic strategy that includes the economic diversification policy and the PPPs strategy including the selection and development of pilot projects; and (ii) the design and implementation of a M&E system that will allow for informed decision making on the policies, strategies and pilot projects developed.

Component 4. Awareness and Diffusion (US\$170,000). This component will focus on creating awareness and diffusion regarding the opportunities for economic diversification and PPPs among different stakeholders.. It will include a Forum for Infrastructure Opportunities; targeted investor workshops to assist in structuring specific PPPs projects identified under Component 3; public consultation; and awareness building through strategic communications to investors, stakeholders, and the public. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development; (ii) at least 2 specific infrastructure workshops with investors to facilitate each investment; and (iii) two public consultations and a communications campaign. Consultation events will discuss the findings and agree on next steps towards implementation of the specific PPP investment plans, general coordination, and monitoring and reporting activities.

The Ministry of Finance is the Executing Agency for this Technical Cooperation project through a Project Implementation Unit (PIU). As such, the Ministry of Finance is seeking to engage the services of the Strategic Advisor - Economic Development.

14. GENERAL OBJECTIVES OF THE ASSIGNMENT

The main objective of this consultancy is to identify and design a pilot project for Economic Diversification.

The consultant will be expected to identify key project subject to implementation and design a strategy for implementation.

15. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The consultant for design of pilot projects in Economic Diversification will work under the supervision of the Lead Economic Development Advisor and will:

- Undertake analyses and quantification on the implementation of a priority project.
- Identify key stakeholders and responsibilities for implementation..
- Identify key actions to be taken and responsibilities, for example drafting of legislation, training, support for accreditation, support for access to markets..
- Monitor and follow up key actions..

4. CHARACTERISTICS OF THE CONSULTANCY

4.1 Type of Consultancy: Individual Consultant

4.2 Duration: Three (3) months

4.3 Place of Work: Project Implementation Unit, Ministry of Finance

4.4 Language: English (fluent)

4.9 Qualifications, Experience, Skills and Areas of Expertise:

4.9.1 Academic/ Professional Qualification

A Master Degree in Finance, Economics, Business Management and/or Business Administration.

4.5.2 Experience

- At least ten (10) years of experience in economic policy development and implementation;
- Experience, knowledge and understanding of the Guyana economy;
- At least five (5) year's experience working in senior management;
- Experience working on a project funded by an International Multilateral Organisations such as IDB will be an asset.

4.5.3 Knowledge and Skills

- Excellent command of written and spoken English;
- Excellent communication skills (oral and written);
- Ability to lead, plan and manage teams.
- Strong time management and priority setting skills.
- Strong interpersonal, analytical and management skills.
- Ability to prepare and present proposals and reports to senior executives inside and outside of the government
- Computer proficiency in Microsoft Suite, MS Outlook and Social Media

4.5.4 Compulsory Compliance

- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15.*

- No Conflict of Interest: as per para 1.11 of GN-2350-15.
- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The consultant will report to the Lead Economic Development Advisor.

Reports

An indeterminate number of reports and other related documents will be produced over the course of this consultancy.

Payment Schedule

The consultant will be paid 30 equal lump-sum payments over the duration of the contract, as follows

No.	Reports/Deliverables	Payment and Time Schedule	Description
1.	Inception Report/ Work Plan	1 week after commencement of the Contract. First lump-sum payment	To be agreed jointly with the Lead Economic Development Advisor and submitted one (1) week after commencement of the Contract. Includes but not limited to: work plan, expected outputs, and a plan to track progress of the consultancy.
2.	Draft Initial Report	Submitted 1.5 months after contact signature	The report should include a list of identification projects and its main parameters for prioritization, as well as the results of the consultations with stakeholders.
3.	Final Report	Three months after contract signature/.	Strategy for implementation of project..

6. CLIENT INPUT

The Ministry of Finance will provide the consultant with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Lead Economic Development Advisor and work closely with other officials in the PIU.

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MINISTRY OF FINANCE

TERMS OF REFERENCE

Strategic Advisor in Public Private Partnerships SUPPORT Economic Strategy GY-T1177

16. BACKGROUND

The Inter-American Development Bank (IDB) has signed a Technical Cooperation (TC) agreement with the Government of Guyana (GoG), “Economic Strategy”, for US \$1,800,000, GY-T1177.

The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country’s emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

In addition to elaborating an overarching Development Strategy, the project specifically seeks to aid in the diversification of the economy through (i) the identification of growth poles, that will encourage the increased development of businesses, particularly national SMEs, and (ii) the identification and promotion of possible large scale infrastructure projects that could be implemented in partnership with the private sector and, therefore, provide opportunities for significant foreign direct investment.

Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

Component 1. Economic Diversification Policy Mid-Term Development Strategy (US\$296,764). The objective of this component is to conduct analyses, develop and implement recommendations to facilitate economic diversification in the medium and long term, such as promotion of value chains and clusters for local firms. This component will support the design of a policy on economic diversification and promotion of Guyanese firms and persons in the economy; consultations with stakeholders including the Private Sector Commission, the Guyana Manufacturers Association, the Guyana Oil and Gas Commission, Go-Invest, the Fair Trade Commission as well as academia and civil society, to identify and select on potential growth poles and sectors for sustainable economic diversification; technical exchanges and training on best practices on developing economic diversification strategies under an oil and gas context; and consultancies to support the design of key pilot project that can have a scaling up or replication effect on economic diversification. Anticipated outputs include: (i) an economic diversification policy for Guyana; (ii) broad-based nationwide public consultations to generate support from civil society groups, the donor community, political entities,

and the public; (iii) training workshops for key government stakeholders; and (iv) the design and (v) implementation of two pilot projects that support SMEs diversification.

Component 2. Creating Investment Opportunities for Private Sector (US\$369,000). The objective of this component is to strengthen the institutional capacity of the government to promote PPPs in strategic projects. This component will support the development of a PPPs strategy for Guyana, including proposed legal and regulatory recommendations; dialogue with local and foreign investors on the needs for creating a more enabling environment for strategic private sector investment into large infrastructure initiatives such as the deep-water harbor, the Georgetown to Letham road, the national gas power plant, the hydro-electric dam, national bridges; technical study visits and training to build capacity on structuring successful PPP; consultancies to support the design of two pilot PPP projects; and consultancies to support the implementation of two pilot PPPs projects. The component will benefit from the advice and guidance of the IDB's PPPs Single Window unit. The outputs of this component include: (i) study on PPP best practices and proposed legal and regulatory framework for Guyana, with Identification of specific PPPs opportunities; (ii) strategic stakeholders in the government trained; (iii) two pilot PPPs projects designed; and (iv) the design and (v) implementation of two pilot projects consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.

Component 3. Strengthening the Technical Capacity of the Government of Guyana to lead Economic Transformation in Guyana for the Development of an Economic Strategy (US\$693,000). This component will contribute to the strengthening of a unit in the Ministry of Finance to support the design, development, and implementation of a Medium-Term Economic Development Strategy for Guyana, as the office in charge of leading the development and implementation of the technical activities of the present TC. The unit will be spearheaded by a Lead Economic Development Advisor, which will be responsible for leading the technical work related to the Economic Development strategy, its diffusion, consultation, monitoring and eventual evaluation will include; a Monitoring and Evaluation (M&E) specialist who will design and oversee a monitoring and evaluation system to promote informed decision making for the development of the Economic Strategy; the development of a M&E system including data mining and design of monitoring and evaluation systems; the necessary computer hardware and software for the efficient functioning of the unit, and the development of annual reports. The anticipated outputs will include (i) the design and implementation of the economic strategy that includes the economic diversification policy and the PPPs strategy including the selection and development of pilot projects; and (ii) the design and implementation of a M&E system that will allow for informed decision making on the policies, strategies and pilot projects developed.

Component 4. Awareness and Diffusion (US\$170,000). This component will focus on creating awareness and diffusion regarding the opportunities for economic diversification and PPPs among different stakeholders.. It will include a Forum for Infrastructure Opportunities; targeted investor workshops to assist in structuring specific PPPs projects identified under Component 3; public consultation; and awareness building through strategic communications to investors, stakeholders, and the public. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development; (ii) at least 2 specific infrastructure workshops with investors to facilitate each investment; and (iii) two public consultations and a communications campaign. Consultation events will discuss the findings and agree on next steps towards implementation of the specific PPP investment plans, general coordination, and monitoring and reporting activities.

In this regard, as there are many opportunities for developing strategic projects through PPPs, a strategic advisor to provide inputs in this regard to the Economic Strategy is needed..

17. GENERAL OBJECTIVES OF THE ASSIGNMENT

The main objective of this consultancy is to provide technical inputs to the Economic Diversification Policy by including best practices and gap analysis in the area of Public Private Partnerships..

The consultant will be expected to identify key project subject to implementation and design a strategy for implementation.

18. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The strategic advisor in Economic Diversification will work under the supervision of the Lead Economic Development Advisor and will:

- Identify best practices and lessons learned in similar countries in the region or with similar characteristic of being an Oil and Gas Economy in the area of Public Private Partnerships that can be applied to Guyana.
- Identify main gaps in the current legal and institutional framework to support developing strategic projects under the Public Private modality while undergoing an Oil and Gas Boom..
- Carry out consultation with stakeholders, including public agencies, academia, private sector and civil society respect in respect to the priorities.
- Design a strategy for Public Private Partnerships..
- Identify and design a set of parameters for monitor and evaluation.

4. CHARACTERISTICS OF THE CONSULTANCY

4.1 Type of Consultancy: Individual Consultant

4.2 Duration: Three (3) months

4.3 Place of Work: Project Implementation Unit, Ministry of Finance

4.4 Language: English (fluent)

4.10 Qualifications, Experience, Skills and Areas of Expertise:

4.10.1 Academic/ Professional Qualification

A Master Degree in Finance, Economics, Business Management and/or Business Administration.

4.5.2 Experience

- At least ten (10) years of experience in economic policy development and implementation;
- Experience, knowledge and understanding of the Guyana economy;
- At least five (5) year's experience working in senior management;
- Experience working on a project funded by an International Multilateral Organisations such as IDB will be an asset.

4.5.3 Knowledge and Skills

- Excellent command of written and spoken English;
- Excellent communication skills (oral and written);
- Ability to lead, plan and manage teams.
- Strong time management and priority setting skills.
- Strong interpersonal, analytical and management skills.
- Ability to prepare and present proposals and reports to senior executives inside and outside of the government
- Computer proficiency in Microsoft Suite, MS Outlook and Social Media

4.5.4 Compulsory Compliance

- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15*.
- No Conflict of Interest: as per para 1.11 of GN-2350-15.
- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The consultant will report to the Lead Economic Development Advisor.

Reports

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Payment Schedule

The consultant will be paid 30 equal lump-sum payments over the duration of the contract, as follows

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6. CLIENT INPUT

The Ministry of Finance will provide the consultant with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Lead Economic Development Advisor and work closely with other officials in the PIU.

DRAFT

MINISTRY OF FINANCE

TERMS OF REFERENCE

Design of Pilot Projects in Public Private Partnerships SUPPORT Economic Strategy GY-T1177

19. BACKGROUND

The Inter-American Development Bank (IDB) has signed a Technical Cooperation (TC) agreement with the Government of Guyana (GoG), “Economic Strategy”, for US \$1,800,000, GY-T1177.

The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country’s emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

In addition to elaborating an overarching Development Strategy, the project specifically seeks to aid in the diversification of the economy through (i) the identification of growth poles, that will encourage the increased development of businesses, particularly national SMEs, and (ii) the identification and promotion of possible large scale infrastructure projects that could be implemented in partnership with the private sector and, therefore, provide opportunities for significant foreign direct investment.

Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

Component 1. Economic Diversification Policy Mid-Term Development Strategy (US\$296,764). The objective of this component is to conduct analyses, develop and implement recommendations to facilitate economic diversification in the medium and long term, such as promotion of value chains and clusters for local firms. This component will support the design of a policy on economic diversification and promotion of Guyanese firms and persons in the economy; consultations with stakeholders including the Private Sector Commission, the Guyana Manufacturers Association, the Guyana Oil and Gas Commission, Go-Invest, the Fair Trade Commission as well as academia and civil society, to identify and select on potential growth poles and sectors for sustainable economic diversification; technical exchanges and training on best practices on developing economic diversification strategies under an oil and gas context; and consultancies to support the design of key pilot project that can have a scaling up or replication effect on economic diversification. Anticipated outputs include: (i) an economic diversification policy for Guyana; (ii) broad-based nationwide public

consultations to generate support from civil society groups, the donor community, political entities, and the public; (iii) training workshops for key government stakeholders; and (iv) the design and (v) implementation of two pilot projects that support SMEs diversification.

Component 2. Creating Investment Opportunities for Private Sector (US\$369,000). The objective of this component is to strengthen the institutional capacity of the government to promote PPPs in strategic projects. This component will support the development of a PPPs strategy for Guyana, including proposed legal and regulatory recommendations; dialogue with local and foreign investors on the needs for creating a more enabling environment for strategic private sector investment into large infrastructure initiatives such as the deep-water harbor, the Georgetown to Letham road, the national gas power plant, the hydro-electric dam, national bridges; technical study visits and training to build capacity on structuring successful PPP; consultancies to support the design of two pilot PPP projects; and consultancies to support the implementation of two pilot PPPs projects. The component will benefit from the advice and guidance of the IDB's PPPs Single Window unit. The outputs of this component include: (i) study on PPP best practices and proposed legal and regulatory framework for Guyana, with Identification of specific PPPs opportunities; (ii) strategic stakeholders in the government trained; (iii) two pilot PPPs projects designed; and (iv) the design and (v) implementation of two pilot projects consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.

Component 3. Strengthening the Technical Capacity of the Government of Guyana to lead Economic Transformation in Guyana for the Development of an Economic Strategy (US\$693,000). This component will contribute to the strengthening of a unit in the Ministry of Finance to support the design, development, and implementation of a Medium-Term Economic Development Strategy for Guyana, as the office in charge of leading the development and implementation of the technical activities of the present TC. The unit will be spearheaded by a Lead Economic Development Advisor, which will be responsible for leading the technical work related to the Economic Development strategy, its diffusion, consultation, monitoring and eventual evaluation will include; a Monitoring and Evaluation (M&E) specialist who will design and oversee a monitoring and evaluation system to promote informed decision making for the development of the Economic Strategy; the development of a M&E system including data mining and design of monitoring and evaluation systems; the necessary computer hardware and software for the efficient functioning of the unit, and the development of annual reports. The anticipated outputs will include (i) the design and implementation of the economic strategy that includes the economic diversification policy and the PPPs strategy including the selection and development of pilot projects; and (ii) the design and implementation of a M&E system that will allow for informed decision making on the policies, strategies and pilot projects developed.

Component 4. Awareness and Diffusion (US\$170,000). This component will focus on creating awareness and diffusion regarding the opportunities for economic diversification and PPPs among different stakeholders.. It will include a Forum for Infrastructure Opportunities; targeted investor workshops to assist in structuring specific PPPs projects identified under Component 3; public consultation; and awareness building through strategic communications to investors, stakeholders, and the public. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development; (ii) at least 2 specific infrastructure workshops with investors to facilitate each investment; and (iii) two public consultations and a communications campaign. Consultation events will discuss the findings and agree on next steps towards implementation of the specific PPP investment plans, general coordination, and monitoring and reporting activities.

20. GENERAL OBJECTIVES OF THE ASSIGNMENT

The main objective of this consultancy is to identify and design a pilot project for Public Private Partnerships.

The consultant will be expected to identify key project subject to implementation and design a strategy for implementation.

21. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The consultant for design of pilot projects in Economic Diversification will work under the supervision of the Lead Economic Development Advisor and will:

- Undertake analyses of possible projects that are key to promote economic diversification, in the area of public private partnerships.
- Design a set of criteria for selection, including impact on economic diversification and environmental sustainability.
- Carry out consultation with stakeholders, including public agencies, academia, private sector and civil society respect in respect to the priorities.
- Identify main risks and risk allocation between public and private parties
- Design a strategy for implementation including cost, timelines and responsible parties..
- Identify and design a set of parameters for monitor and evaluation.

4. CHARACTERISTICS OF THE CONSULTANCY

4.1 Type of Consultancy: Individual Consultant

4.2 Duration: Three (3) months

4.3 Place of Work: Project Implementation Unit, Ministry of Finance

4.4 Language: English (fluent)

4.11 Qualifications, Experience, Skills and Areas of Expertise:

4.11.1 Academic/ Professional Qualification

A Master Degree in Finance, Economics, Business Management and/or Business Administration.

4.5.2 Experience

- At least ten (10) years of experience in economic policy development and implementation;
- Experience, knowledge and understanding of the Guyana economy;
- At least five (5) year's experience working in senior management;
- Experience working on a project funded by an International Multilateral Organisations such as IDB will be an asset.

4.5.3 Knowledge and Skills

- Excellent command of written and spoken English;
- Excellent communication skills (oral and written);
- Ability to lead, plan and manage teams.
- Strong time management and priority setting skills.
- Strong interpersonal, analytical and management skills.
- Ability to prepare and present proposals and reports to senior executives inside and outside of the government

- Computer proficiency in Microsoft Suite, MS Outlook and Social Media
- 4.5.4 Compulsory Compliance
- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15.*
 - No Conflict of Interest: as per para 1.11 of GN-2350-15.
 - Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The consultant will report to the Lead Economic Development Advisor.

Reports

An indeterminate number of reports and other related documents will be produced over the course of this consultancy.

Payment Schedule

The consultant will be paid 30 equal lump-sum payments over the duration of the contract, as follows

No.	Reports/Deliverables	Payment and Time Schedule	Description
1.	Inception Report/ Work Plan	1 week after commencement of the Contract. First lump-sum payment	To be agreed jointly with the Lead Economic Development Advisor and submitted one (1) week after commencement of the Contract. Includes but not limited to: work plan, expected outputs, and a plan to track progress of the consultancy.
2.	Draft Initial Report	Submitted 1.5 months after contact signature	The report should include a list of identification projects and its main parameters for prioritization, as well as the results of the consultations with stakeholders.
3.	Final Report	Three months after contract signature/.	Strategy for implementation of project..

6. CLIENT INPUT

The Ministry of Finance will provide the consultant with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Lead Economic Development Advisor and work closely with other officials in the PIU.

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MINISTRY OF FINANCE

TERMS OF REFERENCE

Implementation of Pilot Projects in Public Private Partnerships

SUPPORT Economic Strategy

GY-T1177

22. BACKGROUND

The Inter-American Development Bank (IDB) has signed a Technical Cooperation (TC) agreement with the Government of Guyana (GoG), "Economic Strategy", for US \$1,800,000, GY-T1177.

The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country's emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

In addition to elaborating an overarching Development Strategy, the project specifically seeks to aid in the diversification of the economy through (i) the identification of growth poles, that will encourage the increased development of businesses, particularly national SMEs, and (ii) the identification and promotion of possible large scale infrastructure projects that could be implemented in partnership with the private sector and, therefore, provide opportunities for significant foreign direct investment.

Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

Component 1. Economic Diversification Policy Mid-Term Development Strategy (US\$296,764). The objective of this component is to conduct analyses, develop and implement recommendations to facilitate economic diversification in the medium and long term, such as promotion of value chains and clusters for local firms. This component will support the design of a policy on economic diversification and promotion of Guyanese firms and persons in the economy; consultations with stakeholders including the Private Sector Commission, the Guyana Manufacturers Association, the Guyana Oil and Gas Commission, Go-Invest, the Fair Trade Commission as well as academia and civil society, to identify and select on potential growth poles and sectors for sustainable economic diversification; technical exchanges and training on best practices on developing economic diversification strategies under an oil and gas context; and consultancies to support the design of key pilot project that can have a scaling up or replication effect on economic diversification. Anticipated outputs include: (i) an economic diversification policy for Guyana; (ii) broad-based nationwide public consultations to generate support from civil society groups, the donor community, political entities,

and the public; (iii) training workshops for key government stakeholders; and (iv) the design and (v) implementation of two pilot projects that support SMEs diversification.

Component 2. Creating Investment Opportunities for Private Sector (US\$369,000). The objective of this component is to strengthen the institutional capacity of the government to promote PPPs in strategic projects. This component will support the development of a PPPs strategy for Guyana, including proposed legal and regulatory recommendations; dialogue with local and foreign investors on the needs for creating a more enabling environment for strategic private sector investment into large infrastructure initiatives such as the deep-water harbor, the Georgetown to Letham road, the national gas power plant, the hydro-electric dam, national bridges; technical study visits and training to build capacity on structuring successful PPP; consultancies to support the design of two pilot PPP projects; and consultancies to support the implementation of two pilot PPPs projects. The component will benefit from the advice and guidance of the IDB's PPPs Single Window unit. The outputs of this component include: (i) study on PPP best practices and proposed legal and regulatory framework for Guyana, with Identification of specific PPPs opportunities; (ii) strategic stakeholders in the government trained; (iii) two pilot PPPs projects designed; and (iv) the design and (v) implementation of two pilot projects consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.

Component 3. Strengthening the Technical Capacity of the Government of Guyana to lead Economic Transformation in Guyana for the Development of an Economic Strategy (US\$693,000). This component will contribute to the strengthening of a unit in the Ministry of Finance to support the design, development, and implementation of a Medium-Term Economic Development Strategy for Guyana, as the office in charge of leading the development and implementation of the technical activities of the present TC. The unit will be spearheaded by a Lead Economic Development Advisor, which will be responsible for leading the technical work related to the Economic Development strategy, its diffusion, consultation, monitoring and eventual evaluation will include; a Monitoring and Evaluation (M&E) specialist who will design and oversee a monitoring and evaluation system to promote informed decision making for the development of the Economic Strategy; the development of a M&E system including data mining and design of monitoring and evaluation systems; the necessary computer hardware and software for the efficient functioning of the unit, and the development of annual reports. The anticipated outputs will include (i) the design and implementation of the economic strategy that includes the economic diversification policy and the PPPs strategy including the selection and development of pilot projects; and (ii) the design and implementation of a M&E system that will allow for informed decision making on the policies, strategies and pilot projects developed.

Component 4. Awareness and Diffusion (US\$170,000). This component will focus on creating awareness and diffusion regarding the opportunities for economic diversification and PPPs among different stakeholders.. It will include a Forum for Infrastructure Opportunities; targeted investor workshops to assist in structuring specific PPPs projects identified under Component 3; public consultation; and awareness building through strategic communications to investors, stakeholders, and the public. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development; (ii) at least 2 specific infrastructure workshops with investors to facilitate each investment; and (iii) two public consultations and a communications campaign. Consultation events will discuss the findings and agree on next steps towards implementation of the specific PPP investment plans, general coordination, and monitoring and reporting activities.

23. GENERAL OBJECTIVES OF THE ASSIGNMENT

The main objective of this consultancy is to identify and design a pilot project for Economic Diversification.

The consultant will be expected carry out a strategy for implementation of a key PPP projects.

24. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The consultant for design of pilot projects in Economic Diversification will work under the supervision of the Lead Economic Development Advisor and will:

- Undertake analyses and quantification on the implementation of a priority project.
- Identify key stakeholders and responsibilities for implementation..
- Identify key actions to be taken and responsibilities, for example drafting of legislation, financial engineering, risks assessment, etc...
- Monitor and follow up key actions..

4. CHARACTERISTICS OF THE CONSULTANCY

4.1 Type of Consultancy: Individual Consultant

4.2 Duration: Three (3) months

4.3 Place of Work: Project Implementation Unit, Ministry of Finance

4.4 Language: English (fluent)

4.12 Qualifications, Experience, Skills and Areas of Expertise:

4.12.1 Academic/ Professional Qualification

A Master Degree in Finance, Economics, Business Management and/or Business Administration.

4.5.2 Experience

- At least ten (10) years of experience in economic policy development and implementation;
- Experience, knowledge and understanding of the Guyana economy;
- At least five (5) year's experience working in senior management;
- Experience working on a project funded by an International Multilateral Organisations such as IDB will be an asset.

4.5.3 Knowledge and Skills

- Excellent command of written and spoken English;
- Excellent communication skills (oral and written);
- Ability to lead, plan and manage teams.
- Strong time management and priority setting skills.
- Strong interpersonal, analytical and management skills.
- Ability to prepare and present proposals and reports to senior executives inside and outside of the government
- Computer proficiency in Microsoft Suite, MS Outlook and Social Media

4.5.4 Compulsory Compliance

- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15.*
- No Conflict of Interest: as per para 1.11 of GN-2350-15.

- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The consultant will report to the Lead Economic Development Advisor.

Reports

An indeterminate number of reports and other related documents will be produced over the course of this consultancy.

Payment Schedule

The consultant will be paid 30 equal lump-sum payments over the duration of the contract, as follows

No.	Reports/Deliverables	Payment and Time Schedule	Description
1.	Inception Report/ Work Plan	1 week after commencement of the Contract. First lump-sum payment	To be agreed jointly with the Lead Economic Development Advisor and submitted one (1) week after commencement of the Contract. Includes but not limited to: work plan, expected outputs, and a plan to track progress of the consultancy.
2.	Draft Initial Report	Submitted 1.5 months after contact signature	The report should include a list of identification projects and its main parameters for prioritization, as well as the results of the consultations with stakeholders.
3.	Final Report	Three months after contract signature/.	Strategy for implementation of project..

6. CLIENT INPUT

The Ministry of Finance will provide the consultant with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Lead Economic Development Advisor and work closely with other officials in the PIU.

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MINISTRY OF FINANCE

TERMS OF REFERENCE

PROJECT ASSISTANT

SUPPORT Economic Strategy GY-T1177

25. BACKGROUND

The Inter-American Development Bank (IDB) has signed a Technical Cooperation (TC) agreement with the Government of Guyana (GoG), “Economic Strategy”, for US \$1,800,000, GY-T1177.

The overall goal of the TC project is to support the Government of Guyana in the development and implementation of a Medium-Term Development Strategy which will leverage on the country’s emerging oil and gas revenues to grow investment, increase employment, and strengthen the economic resilience of the Guyana economy.

In addition to elaborating an overarching Development Strategy, the project specifically seeks to aid in the diversification of the economy through (i) the identification of growth poles, that will encourage the increased development of businesses, particularly national SMEs, and (ii) the identification and promotion of possible large scale infrastructure projects that could be implemented in partnership with the private sector and, therefore, provide opportunities for significant foreign direct investment.

Since the oil discoveries, foreign companies, related to oil and gas, have been setting up operations in Guyana and out-competing local businesses, in particular SMEs. There are already initiatives in progress to provide training and to build the capacity of Guyanese SMEs to integrate them into the upstream part of the oil value chain. However, in order to facilitate a broader range of investment, and a more diversified, sustainable economy, beyond oil and gas, in the long term, a more strategic approach to private sector development is required.

The Guyana Government has already been carrying out actions to support economic diversification and productivity, value added and export readiness. The GoG has started to take actions for building capacity at several levels to prepare for the expected impacts of the oil production, including managing of public spending by creating a long-term strategy and building administrative capacity. This TC is intended to support and expand this ongoing work.

The project has four components as follows:

- **Component 1. Strengthening the Technical Capacity of the GoG to lead economic transformation in Guyana** - This component provides support to the project by establishing a technical unit in the Ministry of Finance to implement, monitor and report on the progress and achievements of the TC project. The unit will include: (i) a lead economic development advisor, who will be responsible for unit and will steer its work and activities, (ii) a project assistant, (iii) an M&E specialist, (iv) a procurement function, and (v) a finance function.
- **Component 2. Economic Diversification and Mid-Term Development Strategy** - This component will assist the Government by engaging strategic economic advice and holding stakeholder consultations in order to identify and select potential growth poles for sustainable economic diversification, as well as the review of existing strategies for Guyana’s economic growth and success stories on economic diversification from other countries in order to draft a medium-term

development strategy for sustainable economic diversification in Guyana. Anticipated outputs include (i) two technical study tours, (ii) a growth pole strategy for Guyana, which incorporates SMEs as well as female-owned businesses, (iii) broad-based nationwide public consultations to generate support from civil society groups, the donor community, political entities, and the general public, and (iv) a medium-term development strategy for sustainable economic diversification in Guyana which is aligned with the long-term development vision of the country.

- **Component 3. Creating Investment Opportunities for the Private Sector** - This component will support the GoG by engaging strategic advice on public-private partnerships for development and support for the engagement of potential investors. The component will benefit from the advice and guidance of the IDB's PPP Single Window unit. The outputs of this component include (i) Study on PPP best practices and proposed framework for Guyana, (two study tours), (iii) Identification of specific PPP opportunities in Guyana. Consultations with stakeholders will be critical to validate findings and obtain inputs into the development of recommendations and action plans.
- **Component 4. Awareness and Diffusion** - This component will focus on building the interest of investors in projects in Guyana. The outputs of this component include (i) a Guyana Forum with at least 20 firms interested in investing in large infrastructure development, (ii) at least 4 specific infrastructure workshops with investors to facilitate each investment, (iii) two public consultation events, and a communications campaign.

The Ministry of Finance is the Executing Agency for this Technical Cooperation project through a Project Implementation Unit (PIU).

The PIU will include a Lead Economic Development Advisor, a Strategic Advisor – Economic Development, a Strategic Advisor – Public Private Partnerships, a Monitoring and Evaluation Specialist, as well as Procurement and Finance support. The PIU will be responsible for carrying out all the operational and obligations necessary for program execution and for maintaining all formal communication with the Bank.

As such, the Ministry of Finance is seeking to engage the services of a Project Assistant, to support the PIU in the execution of this TC.

26. GENERAL OBJECTIVES OF THE ASSIGNMENT

To provide support to all activities of the TC project GY-T1177, including day-to-day administration and operations.

27. SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

The Project Assistant will be required to:

- Provide administrative, technical and logistical support for the successful implementation of project activities;
- Establish and maintain the internal filing system of the PIU e.g., recording correspondence;
- Assist in organising meetings and participate as requested;
- Assist in the recording of fixed assets;
- Assist the Lead Advisor in the preparation and updating of any operating plans, reports and work plans;

- Support the procurement function and monitor suppliers' performance by ensuring that the goods and services delivered meet specifications; ensure PIU's requirements are met by suppliers;
- Other related duties requested by the Lead Advisor.

4. CHARACTERISTICS OF THE CONSULTANCY

4.1 Type of Consultancy: Individual Consultant

4.2 Duration: Twelve (12) months

4.3 Place of Work: Project Implementation Unit, Ministry of Finance

4.4 Language: English (fluent)

4.13 Qualifications, Experience, Skills and Areas of Expertise:

4.13.1 Academic/ Professional Qualification

A Bachelor's Degree in Business Administration, Accounting, Project Management, Social Sciences or related field and or Professional Accounting Qualification e.g., ACCA, CIMA, CGA, CPA.

4.5.2 Experience

- At least three (3) years working experience conducting administrative work and organising meetings and events in a project environment;
- At least one-year experience working (or worked closely) in a project environment in the public sector;
- Experience working on a project funded by an International Multilateral Organisations such as IDB will be an asset.

4.5.3 Knowledge and Skills

- Excellent command of written and spoken English;
- Excellent communication skills (oral and written);
- Self-starter and self-motivated, with excellent organisational and time management skills;
- Knowledge and competence in administrative and organising meetings and events;
- Familiarity with IDB (or similar) procurement policies and reporting requirements will be an asset;
- Computer proficiency in Microsoft Suite (Word, Excel, Access, and PowerPoint), MS Outlook and the use of social media.

4.5.4 Compulsory Compliance

- Eligibility: as per *Policies for the Selection and Contracting of Consultants Financed by IDB as stated in para 1.13 of GN-2350-15*.
- No Conflict of Interest: as per para 1.11 of GN-2350-15.
- Not Sanctioned by the Bank: IDB's Group List of sanctioned firms and individuals – <https://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals%2C1293.html>

5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The consultant will report to the Lead Economic Development Advisor.

Reports

An indeterminate number of reports and other related documents will be produced over the course of this consultancy.

Payment Schedule

The consultant will be paid 36 equal lump-sum payments over the duration of the contract, as follows

No.	Reports/Deliverables	Payment and Time Schedule	Description
1.	Inception Report/ Work Plan	1 month after commencement of the Contract. First lump-sum payment	To be agreed jointly with the Lead Economic Development Advisor and submitted one (1) month after commencement of the Contract. Includes but not limited to: work plan, expected outputs, and a plan to track progress of the consultancy.
2.	Monthly Progress Reports	Submitted in the last week of Months 2-35. Payment of monthly lump-sum following approval by Lead Economic Development Advisor	The reports should include a concise summary of the overall progress with details of the tasks performed with duration and outputs; outstanding issues and actions to resolve challenges, description and explanation of delays and impacts and recommendations for resolutions; Reports must be approved by Lead Economic Development Advisor
3.	Final Report	One (1) week before the end of the Contract. Payment of final lump-sum following approval by Lead Economic Development Advisor	Report outputs achieved, outstanding issues, lessons learned and recommendations .

6. CLIENT INPUT

The Ministry of Finance will provide the consultant with the applicable laws and IDB Policies, relevant project documentation, office space with information communication technology equipment and software required for assigned duties and responsibilities.

7. COORDINATION

The Consultant will report directly to the Lead Economic Development Advisor and work closely with other officials in the PIU.

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