

Country Office Jamaica

Project Number: JA-T1161

Project Title: Strengthening the Intellectual Property Ecosystem to Increase Innovation, Competitiveness and Growth in Jamaica

Job Title: Project Manager Consultant

Background: As a result of a Call for Proposal under the Compete Caribbean Partnership Facility's (CCPF) Pillar 2 (Enhancing the Business and Innovation Climate Reforms), the Concept Note from the Jamaica Intellectual Property Office (JIPO) entitled "Implementing the Intellectual Property Provisions of the Secured Interests in personal Property Act", was selected to be developed for funding consideration by the CCPF. The project will strengthen Jamaica's Intellectual Property (IP) ecosystem to support micro, small and medium enterprises (MSMEs) in leveraging their IP assets to drive innovation, competitiveness and growth. Ultimately this project will contribute to the development of an IP culture – a necessary requirement to mainstream innovation in Jamaica --, where IP is recognized for its value, is protected and monetized.

The IP eco-system in Jamaica already has some key components in place, including: i) an active intellectual property office (JIPO), encouraging IP registration and building IP awareness; ii) a collateral registry; and iii) a Secured Interests in Personal Property Act (SIPPA), providing for the recognition of movable assets as collateral. In addition, in 2016, WIPO funded the preparation of an IP audit and strategic plan for the country, taking a sector approach. This project seeks to fill some of the remaining gaps in the eco-system.

A Project Manager is required to proactively coordinate the implementation of activities towards ensuring proper stakeholder engagement, timely execution, monitoring and reporting of the technical and financial aspects of the Project and the achievement of deliverables to the established quality standards.

The Team:

The Project Manager will be working closely with the IDB, JIPO, and CDB team in executing the deliverables for this project.

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

On March 20, 2016, the IDB Board approved the creation of the Compete Caribbean Partnership Facility (CCPF), Phase 2 of Compete Caribbean, which will be implemented over the period 2017-2020. CCPF is a multi-donor Trust Fund jointly funded by the United Kingdom's Department for International Development (DFID), the Caribbean Development Bank (CDB), and the Government of Canada.

The ultimate goal of CCPF is to support the Caribbean region in increasing productivity and Caribbean firms' contribution to economic growth. The specific objectives are to (i) support firms to grow, innovate and enter new sectors and markets; and (ii) to promote an environment that enables innovation and growth. The Facility will support productivity and economic growth in the Caribbean by focusing on two thematic pillars: (i) productivity and innovation in firms; and (ii) enhancing the business and innovation climate. It is intended that CCPF should (a) focus on the specific needs of the more vulnerable countries; (b) support gender and diversity initiatives; (c) promote climate change adaptation/resilience activities; (d) foster the

strengthening of institutions; and (e) promote scalability. The Facility is being executed by Inter-American Development Bank and henceforth all procedures related to operations and implementation thereof must comply with IDB policies.

Phase 1 (2010-17) supported the creation of 12,000 jobs (80% for women and youth); increased revenue generated by participating firms and clusters (USD\$153m or a 41% increase); increased exports by participating firms and clusters (USD\$37m or a 23% increase); introduced environmental technologies or adoption of change innovations through nine private sector projects; and improved the business environment in several Caribbean countries (e.g., in 2015, Jamaica's World Bank Doing Business rank for Getting Credit moved to 12, a significant improvement when compared to 189 in 2014).

What you'll do:

- **Stakeholder Coordination and Management:**
 - Serve as Focal Point for the project
 - Develop a Stakeholder Engagement Plan which will include stakeholder mapping and assess appropriate communication channels and develop strategies for each stakeholder category. Incorporate feedback from the private-sector
 - Organize a quarterly coordination meeting with the Caribbean Development Bank, a partner in this project through JIPO, MICA, SRC, DBJ, Branson Center, JBDC and other institutions undertaking activities complementary to the project.
 - Coordinate and build consensus across public sector institutions and key project stakeholders, particularly relevant ministries and identified users that will be impacted by the project.
 - Provide logistical and administrative support in the organization of and coordination of conferences, trainings, webinars, project meetings, high-level steering and working level committees and ensure the implementation of follow-up actions. This includes creating budgets, invitations, support to developing event and meeting agendas, reports, and assisting with travel arrangements.
 - Maintain a good communication flow among all entities involved in the execution of the project. This includes communicating project status report updates, notifications of trainings, workshops, and other relevant information to be communicated to external audiences.
 - Other relevant tasks for the implementation of the project as they become necessary and are prioritized by the EDC and IDB project team leader.
- **Procurement Management:**
 - Provide oversight of all consultancies carried out during project implementation to ensure expectations are met and potential risks are mitigated.
 - Ensure the timely submission of deliverables
 - Provide technical inputs and review to ensure quality submissions from consultancies. Seek expert advice when necessary to provide timely, and high-quality feedback.
- **Project Monitoring and Data Collection**
 - Prepare and maintain a project management plan that lists project activities, proposed timelines and deadlines, responsibilities, and budget.
 - Design a data collection strategy for collecting qualitative and quantitative data as input to Monitoring and project progress reports. Ensure gender disaggregation in data collection and gender sensitive survey instruments.
 - Design survey instruments as necessary in order to support the collection of results monitoring data
 - Develop and maintain a database for monitoring project outputs and performance indicators.
 - Facilitate access to all the information and documentation needed to assess project progress including those related to the performance indicators established in the Results Framework

- Contribute to the analysis of outputs and outcomes achieved under the project, including identifying lessons learned
- **Risk Management:**
 - Identify and develop strategies for mitigating risks, especially those related to execution (i.e. receptivity and technological uptake by stakeholders).
 - Immediately address, and negotiate around project execution challenges by identifying, and where necessary, acting on possible solutions.
- **Ensure the timely submission of the following reports to the Bank:**
 - Work Plan at the start of the consultancy indicating tasks and timeframes for completion of tasks.
 - Monthly reports detailing activities undertaken with reference to the work plan.
 - Lead the development of annual project work plans to be presented to the Bank within 30 days of the beginning of the calendar year. The plans will be specific in that they will clearly identify the project's outputs, including all the tasks necessary to produce them, and the project's outcomes.
 - Semi-annual Progress reports on June 1 and December 1 of each year of execution, containing: (i) information on the activities completed to date, indicating both achievements and problems encountered, and proposed solutions; (ii) the execution of the budget by category and source of financing; (iii) an assessment of progress achieved with regard to expected project outputs and outcomes; and (iv) a work plan and estimated resource requirements for the next six months of execution. It should document challenges, successes, stories on the ground, and lessons learned. The template of this report will be provided to the selected candidate.
 - Periodic blogs/articles on project activities to be disseminated in Compete Caribbean's newsletter
 - A final evaluation report, within 30 days prior to the execution deadline, summarizing and evaluating all activities carried out under the project and detailing the use of funds contributed by the Bank and counterpart resources. The report should describe how the project's outputs have contributed to achieving the objectives and expected outcomes listed in the Results Matrix. It should document challenges, successes, stories on the ground, and lessons learned.

Deliverables:

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

- i. Monthly reports* detailing activities undertaken. Report format will be provided to the selected consultant.

*Every report must be submitted to the Bank in an electronic file. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

Payment timeline:

Payments will be made on a monthly basis on the submission and approval of a report outlining the activities of the month. Payment terms will be based on the Bank's acceptance of project deliverables submitted. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required.

Skills you'll need:**Education:**

- Minimum of a university degree (Bachelor's degree or equivalent) in law, economics, or related field. Project Management training is a must.

Experience:

- At least three (3) years' experience in intellectual property management and working with IP stakeholders in Jamaica.
- One (1) year experience in implementing multilateral/bilateral donor financed projects, with special expertise in national or regional projects focused on private sector development is desirable
- At least one (1) year experience in Project Management, preferably development based projects

Languages:

- Fluency in oral and written English.

Core and Technical Competencies:

- Experience in employing appropriate project life cycle management tools for high quality outputs. Evidence of successfully deployed technological solutions.
- Understanding of the innovation climate and intellectual property ecosystem in Jamaica
- Previous project management experience in Jamaica is required.
- Highly developed communication and writing skills as evidenced by presentations and publicly available reports, blogs, articles, and/or academic pieces.
- Strong inter-personal relations skills. Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- Ability to manage client expectations, negotiate around project execution challenges, and identify possible solutions.
- A working understanding of guidelines and procedures typically used by development banks
- The ability to work independently and manage multiple tasks effectively. Excellent written and oral communication skills are required, including the ability to synthesize key issues and draw lessons learned.

Opportunity Summary:

- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Twelve (12) months, 130 working days. (Do Note: This is a part-time consulting position)
- **Starting date:** TBD
- **Location:** Jamaica Intellectual Property Office
- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Claudia Stevenson, Team Leader, Private Sector Development Lead Specialist of the IDB (IFD/CTI). The selected consultant is expected to directly report to JIPO.
- **Requirements:** You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.
- **Deadline:** TBD
- **Email:** competecaribbean@iadb.org

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

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

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

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

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

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

Country Office Jamaica

Project Number: JA-T1161

Project Title: Strengthening the Intellectual Property Ecosystem to Increase Innovation, Competitiveness and Growth in Jamaica

Job Title: IP Data Entry Consultant

Background: As a result of a Call for Proposal under the Compete Caribbean Partnership Facility's (CCPF) Pillar 2 (Enhancing the Business and Innovation Climate Reforms), the Concept Note from the Jamaica Intellectual Property Office (JIPO) entitled "Implementing the Intellectual Property Provisions of the Secured Interests in personal Property Act", was selected to be developed for funding consideration by the CCPF. The project will strengthen Jamaica's Intellectual Property (IP) ecosystem to support micro, small and medium enterprises (MSMEs) in leveraging their IP assets to drive innovation, competitiveness and growth. Ultimately this project will contribute to the development of an IP culture – a necessary requirement to mainstream innovation in Jamaica --, where IP is recognized for its value, is protected and monetized.

The IP eco-system in Jamaica already has some key components in place, including: i) an active intellectual property office (JIPO), encouraging IP registration and building IP awareness; ii) a collateral registry; and iii) a Secured Interests in Personal Property Act (SIPPA), providing for the recognition of movable assets as collateral. In addition, in 2016, WIPO funded the preparation of an IP audit and strategic plan for the country, taking a sector approach. This project seeks to fill some of the remaining gaps in the eco-system.

Two (2) IP Data Entry consultants are required to support JIPO in digitizing its (i) Patent Register and (ii) Designs Register. Specifically, the selected consultants will input intellectual property data from hard copy applications into JIPO's existing database on patents and designs.

The Team:

The Project Manager will be working closely with the IDB, JIPO, and CDB team in executing the deliverables for this project.

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

On March 20, 2016, the IDB Board approved the creation of the Compete Caribbean Partnership Facility (CCPF), Phase 2 of Compete Caribbean, which will be implemented over the period 2017-2020. CCPF is a multi-donor Trust Fund jointly funded by the United Kingdom's Department for International Development (DFID), the Caribbean Development Bank (CDB), and the Government of Canada.

The ultimate goal of CCPF is to support the Caribbean region in increasing productivity and Caribbean firms' contribution to economic growth. The specific objectives are to (i) support firms to grow, innovate and enter new sectors and markets; and (ii) to promote an environment that enables innovation and growth. The Facility will support productivity and economic growth in the Caribbean by focusing on two thematic pillars: (i) productivity and innovation in firms; and (ii) enhancing the business and innovation climate. It is intended that CCPF should (a) focus on the specific needs of the more vulnerable countries; (b) support gender and diversity initiatives; (c) promote climate change adaptation/resilience activities; (d) foster the

strengthening of institutions; and (e) promote scalability. The Facility is being executed by Inter-American Development Bank and henceforth all procedures related to operations and implementation thereof must comply with IDB policies.

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What you'll do:

- Review project documents to understand the intended outcomes of the assignment.
- Undergo a training to understand the current database system in place.
- Accurately input intellectual property data from hard copy applications into JIPO's existing database registries on patents and designs.
- Ensure the timely submission of the following reports to the Bank:
 - Work Plan at the start of the consultancy indicating tasks, expected outputs and timeframes for completion of tasks as agreed upon with the IDB and JIPO.
 - Monthly reports detailing activities undertaken with reference to the work plan.

Deliverables:

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

- i. Monthly reports* detailing activities undertaken. Report format will be provided to the selected consultant.

*Every report must be submitted to the Bank in an electronic file. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

Payment timeline:

Payments will be made on a monthly basis on the submission and approval of a report outlining the activities of the month. Payment terms will be based on the Bank's acceptance of project deliverables submitted. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required.

Skills you'll need:**Education:**

- Minimum of an Associate's Degree in law, business management, or related field.

Experience:

- At least one (1) year experience in managing databases.

Languages:

- Fluency in oral and written English.

Core and Technical Competencies:

- Understanding of the innovation climate and intellectual property ecosystem in Jamaica is desirable.
- High quality work with the goal to continually strive for excellence.
- Strong inter-personal relations skills.
- Pro-active in seeking information.
- Ability to manage client expectations, negotiate around project execution challenges, and identify possible solutions.
- A working understanding of guidelines and procedures typically used by development banks
- The ability to work independently and manage multiple tasks effectively. Excellent written and oral communication skills are required, including the ability to synthesize key issues and draw lessons learned.

Opportunity Summary:

- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Twelve (12) months, 80 working days. (Do Note: This is a part-time consulting position)
- **Starting date:** TBD
- **Location:** Jamaica Intellectual Property Office
- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Claudia Stevenson, Team Leader, Private Sector Development Lead Specialist of the IDB (IFD/CTI). The selected consultant is expected to directly report to JIPO.
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a candidate cannot obtain a visa or work permit to render services to the Bank the contractual offer will be rescinded

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Country Office Jamaica

Project Number: JA-T1161

Project Title: Strengthening the Intellectual Property Ecosystem to Increase Innovation, Competitiveness and Growth in Jamaica

Job Title: Digitization Action Plan Consultant [3]

Background: As a result of a Call for Proposal under the Compete Caribbean Partnership Facility's (CCPF) Pillar 2 (Enhancing the Business and Innovation Climate Reforms), the Concept Note from the Jamaica Intellectual Property Office (JIPO) entitled "Implementing the Intellectual Property Provisions of the Secured Interests in personal Property Act", was selected to be developed for funding consideration by the CCPF. The project will strengthen Jamaica's Intellectual Property (IP) ecosystem to support micro, small and medium enterprises (MSMEs) in leveraging their IP assets to drive innovation, competitiveness and growth. Ultimately this project will contribute to the development of an IP culture – a necessary requirement to mainstream innovation in Jamaica --, where IP is recognized for its value, is protected and monetized.

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An expert in digitizing the administration and management of intellectual property is required in order to develop an action plan which provides specific guidelines for JIPO to digitize its administration and management of intellectual property.

The Team:

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What you'll do:

- Conduct a desk study
 - Review relevant background documents such as national development plans, relevant studies/reports, country strategies, regulatory landscape analyses, and/or evaluation reports to identify synergies and avoid duplication; and identify lessons learned and risks from the implementation of similar projects.
 - Review the Concept Note entitled "Implementing the Intellectual Property Provisions of the Secured Interests in personal Property Act", submitted JIPO. Review the existing Secured Transaction Regime in Jamaica (and any other relevant legislation), the ability for it to support IP securitization, and the need for legislative gap analysis and legislative amendments.
 - Review best practices from across the world in digitizing the administration and management of intellectual property.
 - Liaise with JIPO staff to understand their current IP system and databases in place (including hardware and software, etc.).
- The selected candidate will deliver a presentation at a workshop focused on Intellectual Property at a date to be specified, and agreed upon with the consultant, in Kingston, Jamaica.
- Following the presentation, the candidate will facilitate discussions with stakeholders during the workshop to aid in understanding global best practices in digitization of systems, an assessment of what is in place at JIPO, and a preliminary analysis of the the gaps (i.e. in in the policy, legislative and institutional framework) relative to global front-runners.
- Based on the facilitated discussion, develop a report that provides input into the design of a project aimed at digitizing and improving JIPO's administration and management of IP to support improvements in the IP ecosystem. Provide practical solutions/recommendations and an action plan for implementing such recommendations on practical solutions.

Deliverables:

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

- i. Work Plan outlining intended timeframe for deliverables.
- ii. Facilitation of a discussion on best practices for digitizing IP administration and management. This discussion will take place at a workshop in Jamaica to be designated at a later time.
- iii. Submission of draft action plan and strategy
- iv. Final Action Plan and strategy

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Skills you'll need:**Education:**

- Minimum of an advanced university degree (Master's degree or equivalent) in law, economics, or related field.

Experience:

- At least ten (10) years' experience in intellectual property management.

Languages:

- Fluency in oral and written English.

Core and Technical Competencies:

- Understanding of the innovation climate and intellectual property ecosystem
- Highly developed communication and writing skills as evidenced by presentations and publicly available reports, blogs, articles, and/or academic pieces.
- Strong inter-personal relations skills. Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- Ability to manage client expectations, negotiate around project execution challenges, and identify possible solutions.
- A working understanding of guidelines and procedures typically used by development banks
- The ability to work independently and manage multiple tasks effectively. Excellent written and oral communication skills are required, including the ability to synthesize key issues and draw lessons learned.

Opportunity Summary:

- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Two (2) months, 15 working days.
- **Starting date:** TBD
- **Location:** Jamaica Intellectual Property Office
- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Claudia Stevenson, Team Leader, Private Sector Development Lead Specialist of the IDB (IFD/CTI). The selected consultant is expected to directly report to JIPO.
- **Requirements:** You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.
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TERMS OF REFERENCE**Research, Design and Testing of Financial Product Solution****BELIZE****BL-T1110****Public Link : [TBD](#)****Strengthening the Intellectual Property Ecosystem to Increase Innovation, Competitiveness and Growth in Jamaica****1. Background and Justification**

- 1.1. Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.
- 1.2. On March 20, 2016, the IDB Board approved the creation of the Compete Caribbean Partnership Facility (CCPF) as a multi-donor Trust Fund jointed funded by the United Kingdom’s Department for International Development (DFID) and the Caribbean Development Bank (CDB). The ultimate goal of the Compete Caribbean Partnership Facility is to support the Caribbean region in increasing productivity and Caribbean firms’ contribution to economic growth. The specific objectives are to (i) support firms to grow, innovate and enter new sectors and markets; and (ii) to promote an environment that enables innovation and growth. The Facility will support productivity and economic growth in the Caribbean by focusing on two thematic pillars: (i) productivity and innovation in firms; and (ii) enhancing the business and innovation climate. The Facility is being executed by Inter-American Development Bank and henceforth all procedures related to operations and implementation thereof must comply with IDB policies.
- 1.3. Phase 1 of Compete Caribbean (2010-17) supported the creation of 12,000 jobs (80% for women and youth); increased revenue generated by participating firms and clusters (USD\$153m or a 41% increase); increased exports by participating firms and clusters (USD\$37m or a 23% increase); introduction of environmental technologies or adoption of change innovations through nine private sector project; and improvements in the business environment in several Caribbean countries (e.g.: Jamaica’s ranking for Access to finance improved to 12 from 189).
- 1.4. The CC PF which will be implemented over the period (2017-2020), is the second phase of Compete Caribbean and builds on the success of the first phase. CC PF comprises two program pillars: Productivity and Innovation in Firms (Pillar I); and Enhancing the Business and Innovation

Climate (Pillar 2). It is intended that CCPF should (a) focus on the specific needs of the more vulnerable countries (Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines); (b) support gender and diversity initiatives; (c) promote climate change activities; (d) foster the strengthening of institutions; and (e) promote scalability.

- 1.5. Collateralizing IP assets, as a new concept in the Jamaican context needs to be tested. This component will finance the research, design and testing of a financial product(s) which will use IP assets as collateral. At first glance, there are two constituencies for such a product. First IP holders in the Creative Industries, which often cite access to finance as a major constraint, and patent and trademark holders. The challenge will be to determine what financial product or products will be appropriate for both of these constituencies, given the nature of their IP assets. The goal will be to secure commitments by one or more financial institutions to undertake a pilot. The Bank is therefore seeking an experienced consulting firm to undertake the financial project development activities in the project, using a FinTech solution.

2. Objectives

- 2.1. The objective of the consultancy is to provide consulting services for the development and launch of FinTech prototype for a new financial product or products which will use IP assets as collateral.

3. Key Activities

- 3.1. Inception Meeting, Desk Review, and Progress Reporting;
- 3.2. Consult relevant actors in the IP eco-system to understand their access to finance needs as potential bank clients;
- 3.3. Consult with Bank and Jamaica, Financial Services Commission, Ministry of Finance and the Development Bank of Jamaica to understand the Jamaican financial sector and regulatory framework;
- 3.4. Consult with banks and obtain their perspective, input and feedback on product design;
- 3.5. Develop questionnaire(s) for personal interviews with key people in the financial sector;
- 3.6. Conduct relevant research into specialized loan products developed in emerging and developed markets using IP as collateral;
- 3.7. Develop the financial product prototype;
- 3.8. Test it in the market, with one financial institution, and document results
- 3.9. Make any required changes to produce design;
- 3.10. Develop a 5-10 page proposed roll-out/marketing plan.
- 3.11. Lead roll-out.

4. Expected Outcome and Deliverables

- 4.1. Work Plan: Within 7 working days of signing the contract, the consultant will produce a work

plan, outlining the approach to the assignment, list of individuals to be interviewed, and the time-frame for completion of the activities;

- 4.2. Product Design Document describing prototype product, the rationale for the design (demand, buy-in etc.) the institutional and regulatory framework to support it., and the results of the testing phase
- 4.3. Roll-out/Marketing Plan

5. Project Schedule and Milestones

- 5.1. The project is expected to be complete by December 2019. The schedule will be defined by the firm in agreement with the IDB.

6. Reporting Requirements

6.1. Consulting firm is expected to report directly to the IDB.

7. Acceptance Criteria

7.1. All reports must be submitted in Word format.

8. Supervision and Reporting

- 8.1. The consultancy will be reporting to The technical and administrative responsibilities of this consultancy will be coordinated by Claudia Stevenson, Private Sector Development Lead Specialist (IFD/CTI), Inter-American Development Bank.
- 8.2. The Consultancy will also be expected to work closely with the JIPO in ensuring alignment with the Government's Strategy and meeting standards.

9.

10. Schedule of Payments

- 10.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 10.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
<i>Deliverable</i>	<i>%</i>
Work Plan	20%
Product design Document	30%

Testing of prototype completed	30%
Roll-out Marketing Plan	20%
TOTAL	100%

Qualifications to Utilize in Criteria for Selection:

10.3. Qualifications of Team Members:

10.3.1. This consultancy requires the services of an international consulting firm with extensive experience in the successful development and deployment of intellectual property products. At least 10 years experience in design and roll-out of new financial products in emerging markets, including the Caribbean. Experience working with the IDB or other multilaterals in emerging markets (particularly the Caribbean) would be highly desirable

10.3.2. The Lead Consultant should possess a Master degree in Economics, Business Administration or a related field.

10.3.3. Junior Consultants should possess at least a Bachelor Degree in Business or a related field.

10.4. Core Competencies

10.4.1. Developing country experience

10.4.2. Highly developed communication skills, including the preparation of high quality reports and the delivery of training;

10.4.3. Ability to work under pressure to meet tight deadlines without compromising the quality of outputs;

10.4.4. Ability to maintain confidentiality and use discretion when dealing with sensitive intellectual property issues;

10.4.5. Cultural awareness and sensitivity to country specific issues;

10.4.6. Fluency in oral and written English.