

HRD Terms of Reference, New Template 2018

Consultants

Job Title: Social Security/Labour Markets, Literacy, Numeracy and Life Skills Blended Learning Consultant

Background: The Government of Barbados (GOB) requested IDB support for the preparation of the investment loan “Strengthening human and social development in Barbados” (BA-L1032) in the sum of US\$10,000,000. The aim of this operation is to contribute to the reduction of extreme poverty and unemployment in Barbados through the promotion of social inclusion and the accumulation of human capital among the extreme poor and vulnerable, to achieve their productive labor market insertion. The program will be structured in three components, with the following specific objectives: (i) reduce extreme poverty through the expansion and consolidation of the Identification, Stabilization, Enablement, Empowerment (ISEE) Bridge Program (IBP); (ii) reduce unemployment through improved employment services and demand-driven technical training; and (iii) create an efficient Management Information System (MIS) that connects programs executed by Ministry of Social Care, Constituency Empowerment, Community Development (MSCD), associated to the Ministry of Labor, Social Security and Human Resource Development (MLSD), and related institutions.

The main characteristics of each component are: **Component 1. Expansion of IBP** (US\$4.1 million) will finance an expansion of the original pilot for IBP to cover 250 additional households in a period of four years; the hiring of social workers; the provision of services within the IBP that might not be publicly-funded; and stipends for the participation in remedial learning programs. **Component 2. Strengthening of Active Labor Market Policies (ALMP)** (US\$3.7 million) will finance: the improvement of services provided by the National Employment Bureau based on a strengthening plan developed by MLSD; demand-driven technical courses for 540 unemployed and vulnerable youth, stipends for participants (to cover transportation and meals); skills standards certification upon conclusion of the training; and the development of a training package for one strategic sector. **Component 3. Enhancing Institutional Capacity through a Management Information System (MIS)** (US\$1.45 million) will fund: the design and implementation of an electronic MIS for MSCD, MLSD and related institutions (purchase of hardware and software; design; set-up; test; maintenance and specialized training.

One of the key deliverables under component 1 is the **development and delivery of a literacy, numeracy and life skills training package**. Financed through the TC, *Building Capacity for Public Policy Enhancement in Social and Labor Intermediation Services (BA-T1038)* the Bank hired a consultant to work with the MSCD in collaboration with the Samuel Jackman Prescod Institute of Technology (SJPI, formerly SJPP), Barbados Community College (BCC) and the Barbados Vocational Training Board (BVTB) to develop a Literacy, Numeracy and Life Skills training criteria. The package consists of 2 courses of Mathematics and 2 courses of English over the duration of 5 months each, combining the Mathematics 1 and English 1 in the first cycle and the Mathematics 2 and English 2 in the second cycle for IBP beneficiaries. The training criteria also included a basic soft-skills /life skill component, pre and post assessment tools, as well as, links to additional training resources. Curriculum based on the criteria is currently being developed and the first cohort of IBP beneficiaries are expected to start training in September 2018. The existing criteria and developing curriculum are currently paper based.

Given the need for flexible curricula that can be adjusted from year to year based on the results of the assessment of each cohort, the Bank wishes to further build the institutional capacity of the training institutions, as well as, support the GOBs e-learning agenda by transitioning the current literacy, numeracy and life skills training package to a fully blended learning program. The expectation is to create a learning experience that is practical, dynamic and utilize varying modes of teaching to encourage and promote learning. The blended learning approach is one in which there is a dual learning experience, online and

HRD Terms of Reference, New Template 2018

Consultants

face-to-face. It is a formal learning program in which the individual learns in part through an online platform and they have an element of control over how, when and where they work. A blended learning program leverages the use of technology to personalize the learning experience and the learner gleans the benefits of both the traditional face-to-face models and the use of digital learning tools (Thorne, 2003).

This approach is also in alignment with the strategy of the GOB for e-learning. The GOB through the Ministry of Education Science Technology & Innovation (METI) created Trident Learning in response to the need for increased access to education for its citizens. Trident Learning is the GOB's platform for a comprehensive open and distance education program which facilitates institutions to offer a variety of blended and online courses. Through the use of the learning platform, Moodle the public has access to learning solutions that are delivered in a blended, flexible and convenient format. The Moodle platform is operated in collaboration with 2 of the institutions that will be offering the remedial learning program to the IBP beneficiaries, the BCC and the SJPI. Discussions are ongoing regards BVTB joining the platform.

Through the technical cooperation ***Strengthening Human and Social Development in Barbados (BA-T1054)***, the Bank seeks to support the GOB by providing the Project Execution Unit (PEU), within the MSCD and the associated partner ministries, MLSD and METI with the necessary capacity-building inputs that will ensure an agile and effective implementation of component 1 of the project. To this end the Bank is seeking a consultant to transition the existing paper base package to a fully blended learning experience.

What you'll do: Conduct a comprehensive review of the existing criteria and curriculum, incorporate changes as agreed upon with the MSCD and the relevant stakeholders and transition the existing paper-based package to a fully blended learning package. The key activities include:

1. Conduct stakeholder consultations with the relevant parties to define the scope of the intervention and gain a thorough understanding of the literacy and numeracy environment and needs in Barbados and more specifically the learning needs of the target group.
 - a. Review loan documents as needed, including the Program Operations Manual for BA-L1032 to have a clearer understanding of the scope of the interventions.
 - b. Review the current Literacy, Numeracy and Life Skills training criteria and conduct a lesson learnt assessment of the first cohort of IBP beneficiaries to assess what is working and what does not work.
 - c. Review existing programs at the tertiary institutions (namely, SJPI, BCC and BVTB) and research what other entities may be doing in Barbados and the Caribbean that are similar in scope and objective.
 - d. Review existing METI curriculum focused on literacy and numeracy.
 - e. Review any standards that have been or are in the process of development by the TVET council as it relates to literacy, numeracy, life skills and the blended learning approach.
 - f. Review the programs geared towards literacy, numeracy, life skills and the blended learning approach offered through the University of the West Indies (UWI), Open Campus.
 - g. Review the program/s offered by the NEB including but not limited to, the Employment and Retraining Program (ERP) and the Improving Your Reading and Writing Skills component of this program.
2. Design a blended learning program that considers the learning environment, including but not limited to:
 - a. the circumstances and unique challenges of the target group;
 - b. technological advantages and challenges of the learner, the instructor and the training institutions;
 - c. cultural and/or socio-economic factors;

HRD Terms of Reference, New Template 2018

Consultants

- d. Connectivity e.g. internet connection, bandwidth, server space etc. (consider having some courses available offline);
 - e. the duration of the course, in the context of learner experience and the expected outcomes of the projects. Establish classroom and online learning milestones that must be achieved;
 - f. ensuring that the online learning is complementary to classroom learning;
 - g. incorporate synchronous and asynchronous (learner sets the pace) learning strategies;
 - h. identify and incorporate learning tools and instructional design models or theories that are best suited for the target audience, resources available and the timelines of the project, and;
 - i. determine an appropriate and effective level of interactivity.
3. Develop templates and samples of teaching materials, as well as, other primary and secondary resources for the blended program; including post assessment and templates for monitoring the progress of program recipients.
4. The design and delivery of a training seminar/workshop for the stakeholders who will be responsible for managing the successful implementation of the literacy, numeracy and life skills training program.
5. Develop a tool to monitor and evaluate the quality of the program, the learning resources (electronic etc.) and the instruction provided.

Deliverables:

Deliverable	Payment
Product 1 – Conduct review (Key Activity 1) and develop a workplan for approval by the MSCD.	20%
Product 2 – Design Blended Learning Program and present to stakeholders.	40%
Product 3 <ul style="list-style-type: none"> • Conduct pilot in Moodle or a compatible e-learning solution with the relevant stakeholders • Conduct stakeholder training seminar/workshop. • Final closing report including any issues arising from workshop 	40%

Skills you'll need:

- **Education:** Master degree in Education, E-Learning, Instructional Design, Blended Learning or related discipline.
- **Experience:** A minimum of 5 years professional experience in designing and rolling out blended learning programs, instructional design, e-learning methodologies and developing learning strategies that are both synchronous and asynchronous.
- **Languages:** Fluency in English.

Core and Technical Competencies: Core competencies include: Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; must be results oriented and target driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and

HRD Terms of Reference, New Template 2018

Consultants

solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion. **Technical competencies:** Instructional Design, E-Learning, Blended Learning, Remedial Education, Pedagogy and Andragogy, Special Education, Adult Learning, Technical Vocational Education and Training, Competence-based Education and Training, Social and Educational Practices, Teaching Practices, Management and Organization Practices.

Opportunity Summary:

Type of contract: Products and External Services Contractual (PEC).

Length of contract:

Starting date: Feb 1st 2019

Location: Barbados

Requirements: You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

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

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

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

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

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce 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.

HRD Terms of Reference, New Template 2018

Consultants

Job Title: Social Sector/Labor Markets, MIS Consultant:

Background: The Government of Barbados (GOB) requested IDB support for the preparation of the investment loan “Strengthening human and social development in Barbados” (BA-L1032) in the sum of US\$10,000,000. The aim of this operation is to contribute to the reduction of extreme poverty and unemployment in Barbados through the promotion of social inclusion and the accumulation of human capital among the extreme poor and vulnerable, to achieve their productive labor market insertion. The program will be structured in three components, with the following specific objectives: (i) reduce extreme poverty through the expansion and consolidation of the Identification, Stabilization, Enablement, Empowerment (ISEE) Bridge Program (IBP); (ii) reduce unemployment through improved employment services and demand-driven technical training; and (iii) create an efficient Management Information System (MIS) that connects programs executed by Ministry of Social Care, Constituency Empowerment, Community Development (MSCD), associated to the Ministry of Labor, Social Security and Human Resource Development (MLSD), and related institutions.

The main characteristics of each component are: **Component 1. Expansion of IBP** (US\$4.1 million) will finance an expansion of the original pilot for IBP to cover 250 additional households in a period of four years; the hiring of social workers; the provision of services within the IBP that might not be publicly-funded; and stipends for the participation in remedial learning programs. **Component 2. Strengthening of Active Labor Market Policies (ALMP)** (US\$3.7 million) will finance: the improvement of services provided by the National Employment Bureau based on a strengthening plan developed by MLSD; demand-driven technical courses for 540 unemployed and vulnerable youth, stipends for participants (to cover transportation and meals); skills standards certification upon conclusion of the training; and the development of a training package for one strategic sector. **Component 3. Enhancing Institutional Capacity through a Management Information System (MIS)** (US\$1.45 million) will fund: the design and implementation of an electronic MIS for MSCD, MLSD and related institutions (purchase of hardware and software; design; set-up; test; maintenance and specialized training.

Under component 3, one of the initial activities for the MIS was financed through the TC, *Building Capacity for Public Policy Enhancement in Social and Labor Intermediation Services (BA-T1038)* and undertook the preliminary analysis necessary to design and implement the MIS for the program. During this activity a complete diagnostic of the existing MIS infrastructure and environment of the MSCD, MLSD, MCS and relationships with partnering Ministries and Institutions METI, MOH and Training Institutions was conducted. The diagnostic included the information needs of the various users including: officers dealing with beneficiaries and entering data into the system (social workers interviewing and reporting progress of beneficiaries of ISEE Bridge program); officers from Education and Health providing services to ISEE Bridge beneficiaries; vocational counsellors from the MLSD and/or training institutions (interviewing, counseling and following-up beneficiaries of technical training, remedial learning, and unemployed workers looking for a job) and the project officers that need aggregate information of their respective programs to monitor progress, identify delays and adjust operations as needed.

The needs of the strategic stakeholders from MSCD, MLSD and the IDB that require mechanisms for monitoring output and outcome indicators of the program to make strategic changes as needed was also considered, as well as, the general public, that will be informed of program progress through a communications campaign. Alternative solutions to improve the existing system or develop a new system, including a cost benefit analysis of each proposed solution was delivered and the Terms of References and procurement documents, inclusive of the Specific Procurement Notice, Request for Expressions of Interest (EOI), Request for Proposal (RFP) and Evaluation Criteria that would be used to procure and hire the

HRD Terms of Reference, New Template 2018

Consultants

consulting firm that will be responsible for design and implementation of an Inter-Ministerial/ Institutional Management Information System (MIS) was completed.

The project is now in the 3rd year of implementation and since the completion of the original diagnostic and RFP, there has been several changes that impact/ alter the initial findings and recommendations. To ensure that the RFP for the MIS firm accurately reflects the current business process needs and functions of the stakeholders, the Bank through the technical cooperation, *Strengthening Human and Social Development in Barbados (BA-T1054)*, seeks to support the GOB by providing the Project Execution Unit (PEU) with a comprehensive review of the RFP. This will ensure that the necessary technical, operational and capacity-building inputs are included to facilitate the successful implementation of the MIS. The Bank also seeks to provide the PEU with expert technical advice/assistance and evaluation services during the bidding and implementation phases.

What you'll do: Conduct a comprehensive review of the RFP for the procurement of the MIS firm and provide technical advisory services throughout the bidding process and during the implementation of the MIS under component 3 of BA-L1032. The key activities include:

1. Update of Request for Proposal (RFP) with the inclusion of additional information and changes such as:
 - a. New forms and documents used by the Project. These forms include the updated Proxy Means Test (PMT), updated Universal Intake Form (UIF), Eligibility Matrix, Welfare form (National Assistance Grant Request Form), Poverty Alleviation Referral Form (PARP form) and Health Risk Assessment Form (Ministry of Health)
 - b. Changes to Project Operations Manual (POM) Process Flows as outlined in the updated POM.
 - c. The new Case Management System at Child Care Board, the Interim Solution for the Project Execution Unit (PEU) and National Employment Bureau (NEB), Digitization system of MLSD and Kuder Atlas system used by NEB.
 - d. Revised number of users for new MIS.
 - e. Any other changes in the RFP as highlighted by members of the PEU.
2. To facilitate a one-day validation workshop (organized by the PEU) with key stakeholders and decision makers, to confirm functionality, how reporting will be done; to aid in their understanding of what the MIS will do and how it will work. Any questions or concerns posed in the meeting will be noted by the consultant and submitted as a report to the PEU for further action.
3. Technical meeting with the developer of the Child Care Board (CCB) Case Management System and the technical staff of the Data Processing Department, to attain any technical requirements for the system as needed by the consultant to update or clarify any queries related to the systems.
4. Bid Clarification Process Participation:
 - a. Prepare responses to all vendor queries on the RFP data sheet.
 - b. Prepare any amendments required to be issued on the RFP.
 - c. Attend BID Clarification meeting
5. Review of ALL Technical Proposals:
 - a. Evaluate the Technical Proposals on the basis of Vendor responsiveness to the Terms of Reference and the RFP,
 - b. Applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet.

HRD Terms of Reference, New Template 2018

Consultants

- c. Assign technical scores to each responsive proposal.
6. Technical Negotiations:
 - a. The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the input of MSCD and other relevant stakeholders, the special conditions of the contract, and finalizing the “Description of Services” part of the Contract.
 - b. Conduct discussions / meetings with stakeholders involved in the implementation i.e. PEU/ DPD/ IDB/ Vendor.
7. Financial negotiations:
 - a. The negotiations include review of the vendor Financial Proposal
 - b. Facilitate discussions/meetings with stakeholders involved in the implementation i.e. PEU/ IDB/ Vendor.
8. Provide contingency consulting services during implementation phase of the MIS including but not limited to:
 - a. Advisory services as requested on an Ad-Hoc basis by the MSCD e.g. requests to participate in special meetings with the Vendor/ PEU/ IDB.
 - b. Administrative/ Email Correspondence – Technical documents/ review of reports prepared by the vendor, and/or participation in technical meetings.

Deliverables:

- **Product 1.** A comprehensive review of the RFP as per the key activities listed above (items 1-3) and facilitation of the stakeholder validation workshop.
- **Product 2.** Participation in the bid clarification process, review of ALL technical proposals, evaluate the technical proposals, participation in technical and financial negotiations.
- **Product 3.** The provision of contingency consulting services during implementation phase of the

Deliverable	Payment
Product 1 – A comprehensive review of the RFP as per the key activities listed above (items 1-3) and facilitation of the stakeholder validation workshop.	40%
Product 2 – Participation in the bid clarification process, review of ALL technical proposals, evaluate the technical proposals, participation in technical and financial negotiations.	40%
Product 3 – The provision of contingency consulting services during implementation phase of the	20%

Skills you'll need:

- **Education:** Master degree in Information Technology or Computer Science, Systems Engineering or any other related discipline.
- **Experience:** A minimum of 5 years professional experience in designing and managing IT Systems integration.
- **Languages:** Fluency in English.

HRD Terms of Reference, New Template 2018

Consultants

Core and Technical Competencies: **Core competencies include:** Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; must be results oriented and target driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion. **Technical competencies:** Performance Management, Business Development, IT Systems, Operations Design and Supervision, Project Management, Capacity Building, Institutional development, proficiency in MS Office applications and knowledge of GOB and IDB procurement processes.

Opportunity Summary:

Type of contract: Products and External Services Contractual (PEC).

Length of contract: 6 months

Starting date: June 1st, 2018

Location: Barbados

Requirements: You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

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

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

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

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

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce 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.

HRD Terms of Reference, New Template 2018

Consultants

Job Title: Social Sector/Labor Markets, Diagnostic and call for proposals for the front-end online platform of BECCS:

Background: The Government of Barbados (GOB) requested IDB support for the preparation of the investment loan “Strengthening human and social development in Barbados” (BA-L1032) in the sum of US\$10,000,000. The aim of this operation is to contribute to the reduction of extreme poverty and unemployment in Barbados through the promotion of social inclusion and the accumulation of human capital among the extreme poor and vulnerable, to achieve their productive labor market insertion. The program will be structured in three components, with the following specific objectives: (i) reduce extreme poverty through the expansion and consolidation of the Identification, Stabilization, Enablement, Empowerment (ISEE) Bridge Program (IBP); (ii) reduce unemployment through improved employment services and demand-driven technical training; and (iii) create an efficient Management Information System (MIS) that connects programs executed by Ministry of Social Care, Constituency Empowerment, Community Development (MSCD), associated to the Ministry of Labor, Social Security and Human Resource Development (MLSD), and related institutions.

The main characteristics of each component are: **Component 1. Expansion of IBP** (US\$4.1 million) will finance an expansion of the original pilot for IBP to cover 250 additional households in a period of four years; the hiring of social workers; the provision of services within the IBP that might not be publicly-funded; and stipends for the participation in remedial learning programs. **Component 2. Strengthening of Active Labor Market Policies (ALMP)** (US\$3.7 million) will finance: the improvement of services provided by the National Employment Bureau based on a strengthening plan developed by MLSD; demand-driven technical courses for 540 unemployed and vulnerable youth, stipends for participants (to cover transportation and meals); skills standards certification upon conclusion of the training; and the development of a training package for one strategic sector. **Component 3. Enhancing Institutional Capacity through a Management Information System (MIS)** (US\$1.45 million) will fund: the design and implementation of an electronic MIS for MSCD, MLSD and related institutions (purchase of hardware and software; design; set-up; test; maintenance and specialized training).

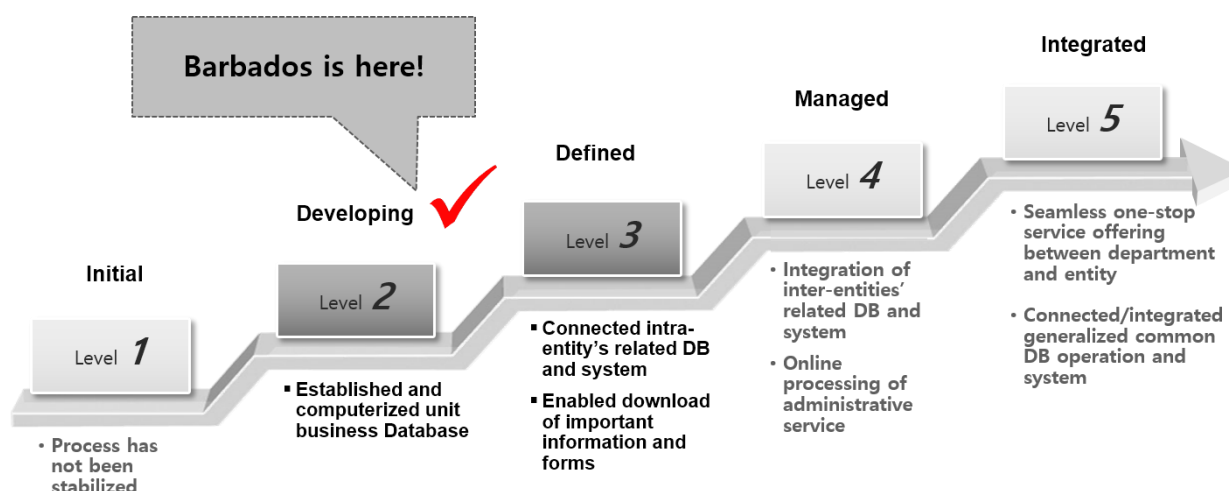
Under component 2, one of the main products is the Strengthening of the Public Employment Service, originally known as National Employment Bureau (NEB), now rebranded as Barbados Employment and Career Counselling Service (BECCS). The Strengthening of BECCS started at the same time than the design of the loan. During the process, the PES was rebranded, new posts were requested to the ministry of the Civil service, and a diagnostic of the current services and channels for the provision of services was conducted. Part of the diagnostic was done through the technical cooperation RG-T2604 funded by the Korean fund, and included a mission by Korean experts to understand the Barbadian system and needs for improvement as well as training for staff of the MLSD in Korea.

The diagnostic carried out by the Korean Employment Information System (KEIS) concluded that in terms of informatization, the Government of Barbados is between level 2 and level 3 of a 5 stage informatization level (Figure 1). Although many organizations have individual ICT solutions, including systems and databases, there is not yet interconnectivity between different government organization systems. Although the level may not be considered “high”, it is important to note that the quality of services at the current level are actually very high, with support and implementation by world class vendors and service providers.

HRD Terms of Reference, New Template 2018

Consultants

Figure 1. General Assessment of Barbados' ICT capabilities



Source: Korean Employment Information System (KEIS) Technical Consultation of WorkNet for The Ministry of Labour, Social Security and Human Resource Development, Barbados, Consulting Report, December 2016.

In some organizations, most of the work is still processed on a “manual” basis, where information is stored and managed on paper-based medium. Additionally, although the majority of the government staff have access to a computer, most of the work is limited to document processing software. Specifically, in terms of the managing information related to job searching and employment information, BECCS utilizes a set of paper-based index cards to manage the profiles of different job seekers, and a “log book” for information on job opportunities provided by the companies. In terms of online services, there are a few organizations that actually support online processing of administrative services, where citizens can receive services online. However, these systems are limited whenever interaction is needed with another stakeholder that does not have online services, or even digitalized documents.

Based on this diagnostic and other assessments carried out by MLSD, the GOB presented a plan to modernize BECCS with a front-end and a back-end platform system. The back-end solution is the MIS designed under component 3 of the loan BA-L1032. The front-end will be an online platform combining: an online appointment system, an employment exchange, an assessment tool, online resource centre with links to other institutions, and an e-help desk managed by BECCS staff.

What you'll do: the objective of the consultancy is to provide all technical support needed to prepare the documentation needed to make a call for proposals for firms to develop the front-end online platform for BECCS. To that end, this consultancy will review the existing diagnostics, updated if needed and prepare the Request for Proposal (RFP) for the procurement of the front-end online platform for BECCS following the technical requirements identified by GOB. The key activities include:

1. Review the ICT requirements to implement each of the solutions envisioned to be part of the front-end online platform of BECCS
2. Review forms and documents used by BECCS for registration and online appointment.

HRD Terms of Reference, New Template 2018

Consultants

3. Review forms and documents of the loan BA-L1032. These forms include the updated Proxy Means Test (PMT), updated Universal Intake Form (UIF), the Project Operations Manual (POM) Process Flows as outlined in the updated POM.
4. Review Korean Worknet functionality and identify aspects to be transferred to BECCS
5. Prepare the RFP for a firm that will operationalize the front-end online platform including an online appointment system, an employment exchange, an assessment tool, online resource centre with links to other institutions, and an e-help desk
6. Facilitate a one-day validation workshop (organized by the MLSD and PEU) with key stakeholders and decision makers, to confirm functionality, how reporting will be done; to aid in their understanding of what the online platform will be and how it will connect with the back-end MIS. Any questions or concerns posed in the meeting will be noted by the consultant and submitted as a report to the PEU for further action.
7. Bid Clarification Process Participation:
 - a. Prepare responses to all vendor queries on the RFP data sheet.
 - b. Prepare any amendments required to be issued on the RFP.
 - c. Attend BID Clarification meeting
8. Review of ALL Technical Proposals:
 - a. Evaluate the Technical Proposals on the basis of Vendor responsiveness to the Terms of Reference and the RFP,
 - b. Applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet.
 - c. Assign technical scores to each responsive proposal.
9. Technical Negotiations:
 - a. The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the input of MLSD, MSCD and other relevant stakeholders, the special conditions of the contract, and finalizing the “Description of Services” part of the Contract.
 - b. Conduct discussions / meetings with stakeholders involved in the implementation i.e. PEU/ DPD/ IDB/ Vendor.
10. Financial negotiations:
 - a. The negotiations include review of the vendor Financial Proposal
 - b. Facilitate discussions/meetings with stakeholders involved in the implementation i.e. PEU/ IDB/ Vendor.
11. Provide contingency consulting services during implementation phase of the MIS including but not limited to:
 - a. Advisory services as requested on an Ad-Hoc basis by the MLSD and MSCD e.g. requests to participate in special meetings with the Vendor/ PEU/ IDB.
 - b. Administrative/ Email Correspondence – Technical documents/ review of reports prepared by the vendor, and/or participation in technical meetings.

Deliverables:

- **Product 1.** The RFP as per the key activities listed above (items 1-5) and facilitation of the stakeholder validation workshop.
- **Product 2.** Participation in the bid clarification process, review of ALL technical proposals, evaluate the technical proposals, participation in technical and financial negotiations.

HRD Terms of Reference, New Template 2018

Consultants

Deliverable	Payment
Product 1 – Draft RFP as per the key activities listed above (items 1-5) and facilitation of the stakeholder validation workshop.	30%
Product 2 – Final RFP as per the key activities listed above (items 1-5).	30%
Product 3 – Participation in the bid clarification process, review of ALL technical proposals, evaluate the technical proposals, participation in technical and financial negotiations.	40%

Skills you'll need:

- **Education:** Master's degree in Information Technology or Computer Science, Systems Engineering or any other related discipline.
- **Experience:** A minimum of 5 years professional experience in designing and managing IT Systems integration.
- **Technical competencies:** Performance Management, Business Development, IT Systems, Operations Design and Supervision, Project Management, Capacity Building, Institutional development, proficiency in MS Office applications and knowledge of GOB and IDB procurement processes.
- **Core competencies:** Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; must be results oriented and target driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion.
- **Languages:** Fluency in English.

Opportunity Summary:

Type of contract: Products and External Services Contractual (PEC).

Length of contract: 12 months

Starting date: October 1st 2018

Location: Barbados

Requirements: You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

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

About us: At the Inter-American Development Bank, we're devoted to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48 member countries

HRD Terms of Reference, New Template 2018

Consultants

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.

HRD Terms of Reference, New Template 2018

Consultants

Job Title: Social Sector/Labor Markets, Project Management, Operational and Administrative Support Consultant

Background: The Government of Barbados (GOB) requested IDB support for the preparation of the investment loan “Strengthening human and social development in Barbados” (BA-L1032) in the sum of US\$10,000,000. The aim of this operation is to contribute to the reduction of extreme poverty and unemployment in Barbados through the promotion of social inclusion and the accumulation of human capital among the extreme poor and vulnerable, to achieve their productive labor market insertion. The program will be structured in three components, with the following specific objectives: (i) reduce extreme poverty through the expansion and consolidation of the Identification, Stabilization, Enablement, Empowerment (ISEE) Bridge Program (IBP); (ii) reduce unemployment through improved employment services and demand-driven technical training; and (iii) create an efficient Management Information System (MIS) that connects programs executed by Ministry of Social Care, Constituency Empowerment, Community Development (MSCD), associated to the Ministry of Labor, Social Security and Human Resource Development (MLSD), and related institutions.

The main characteristics of each component are: **Component 1. Expansion of IBP** (US\$4.1 million) will finance an expansion of the original pilot for IBP to cover 250 additional households in a period of four years; the hiring of social workers; the provision of services within the IBP that might not be publicly-funded; and stipends for the participation in remedial learning programs. **Component 2. Strengthening of Active Labor Market Policies (ALMP)** (US\$3.7 million) will finance: the improvement of services provided by the National Employment Bureau based on a strengthening plan developed by MLSD; demand-driven technical courses for 540 unemployed and vulnerable youth, stipends for participants (to cover transportation and meals); skills standards certification upon conclusion of the training; and the development of a training package for one strategic sector. **Component 3. Enhancing Institutional Capacity through a Management Information System (MIS)** (US\$1.45 million) will fund: the design and implementation of an electronic MIS for MSCD, MLSD and related institutions (purchase of hardware and software; design; set-up; test; maintenance and specialized training.

Through the technical cooperation ***Strengthening Human and Social Development in Barbados (BA-T1054)***, the Bank seeks to support the GOB by providing the Project Execution Unit (PEU), within the MSCD and the associated partner ministries with the necessary capacity-building inputs that will ensure an agile and effective implementation of the project. To this end the Bank is seeking a consultant to provide project management, operational and administrative support to the BA-L1032, BA-T1054 and related operations.

What you'll do: To provide for the GOB and the SCL/LMK project management, operational and administrative support for the activities of BA-L1032, BA-T1054 and related operations. The key activities include:

1. Provide operational and administrative support for the drafting/updating of TC and Loan documents, including but not limited too; Annual Operation Plan (AOP), Pluriannual Execution Plan (PEP), Program Operational Manual (POM), Terms of Reference (TOR) and other documents pertinent to the procurement process.
2. Coordinate with SCL/LMK and other specialist and operational analysis in CBA and CCB.
3. Monitor the implementation processes for and provide updates on the execution of SCL/LMK TC and Loan Agreement activities in Barbados.
4. Prepare and assist with the preparation of periodic and special reports as required, including manuals and correspondence.

HRD Terms of Reference, New Template 2018

Consultants

5. Liaise with government counterparts and undertake prompt and adequate follow-up on operational decisions, assisting the PEU to meet deadlines where necessary.
6. Liaise with non-government stakeholders where required with regards to the implementation of project activities.
7. Provide technical support and advice in areas of professional expertise.
8. Work as a contributing member of a variety of teams with government, non-government and IDB, SCL/LMK and CBA counterparts to complete work and reporting activities.
9. Provide status updates on projects as determined and serve as the intermediary between government, non-government and IDB, SCL/LMK and CBA counterparts on specific issues as required.
10. Provide and coordinate logistical support for meetings, virtual conferences, conference calls, workshops and IDB missions as required.
11. Share relevant information with stakeholders, including other contractuels as required, ensuring the smooth progress of activities.
12. Other activities as requested by the IDB supervisor.

Skills you'll need:

- **Education:** Bachelors in Economics or related social discipline. Master Degree in Economics, Project Management, Management, Public Policy or related discipline or the equivalent combination of post graduate qualifications (desirable). Specific project management qualification (desirable).
- **Experience:** A minimum of 5 years' experience in project/program management including at least 4 years of professional experience in development projects with the IDB, World Bank or other International Cooperation Agencies. Experience working in or with IDB Caribbean member countries would be an asset.
- **Languages:** Fluency in English.

Core and Technical Competencies: **Core competencies include:** Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; must be results oriented and target driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion. **Technical competencies:** project management, stakeholder management, change management, strategic planning, managing communication and proficiency in the use of MS Office suite applications.

Opportunity Summary:

Type of contract: Consultant

Length of contract: 18 months

Starting date: July 15th, 2018

Location: Barbados

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.

HRD Terms of Reference, New Template 2018

Consultants

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.