**Regional**

**TERMS OF REFERENCE**

**Consultant Specialized in Civil Registration and Technology**

**RG-T2540**

1. **Background**

The Inter-American Development Bank (IDB) is a privileged partner of governments in Latin America and the Caribbean in the promotion of the right to identity and secure identity management systems. Within the Bank, Institutional Capacity of State Division (ICS) acts as the IDB's anchor for identity management. It promotes effective and comprehensive public policies and strengthens the state's institutional capacity for reaching universal registration for all citizens and residents.

UNICEF is mandated to promote the protection of children’s rights, to help meet their basic needs and to expand their opportunities to reach their full potential, including by protecting children from all forms of violence, abuse and exploitation. The right of a child to birth registration and to a name and nationality is enshrined in international human rights law through the Convention on the Rights of the Child (article 7) and other treaties. In line with its mandate, UNICEF supports the civil registries in more than 80 countries in the reform of birth registration and is the leader in the generation and analysis of global birth registration statistics.

In collaboration with UNICEF, the IDB will support the preparation of a guideline for the secure use of Information and Communication Technology (ICT) to support timely and universal birth registration. These guidelines will be reviewed at a technical consultation on ‘Information and Communication Technologies Support to Birth Registration’ that will be held on October 23–24, 2014 in Bern, Switzerland. The main outcome of the technical consultation will be to develop simple consolidated guidance for civil registrars that will help to make an informed choice concerning use of technology for birth registration within the civil registry.

1. **Consultancy Objective**

The main objective of this consultancy is to assist in the preparation of a background paper and subsequent guideline for the secure use of ICT to support timely and universal birth registration.

1. **Principal Activities**
2. Review and recommend the basic standards which must be applied to civil registration and identification, including the link to vital statistics, having birth registration as the point of departure.
3. Review these standards from the perspective of technology, including information and communication technologies, and their corresponding legal (including international and regional conventions) and regulatory frameworks, and principles for digital development
4. Review good practices, drawing on proven successful examples.
5. Review optimal institutional frameworks/arrangements.
6. Develop a background paper on the use of ICT in birth registration
7. Develop a draft check list for the civil registrars to consider when considering introducing a new technology within the civil registry, taking into account international standards, reflective of the background paper
8. Participate in the technical consultation (tentatively scheduled for 23–24 October 2014).
9. Finalize the check list for the civil registrars based on the outcome of the consultation
10. **Areas To Consider**

The background paper will have a specific focus on the registration process, data storage, data transfer, registration certification, and legislative frameworks. A non-inclusive list of areas the background paper will consider includes:

* The characteristics of a well-functioning birth registration system (within the civil registry free, continuous, permanent and available; universal in coverage; confidential; timely and accurate; and compulsory when the other characteristics are in place)
* Existing guidelines and standards for birth registration within the civil registry, noting in particular those developed by United Nation Statistics Division (UNSD)
* The full birth registration process from notification, declaration, registration to issuance of a birth certificate and its subsequent delivery
* Existing guidance on relevant ICT standards such as the ISO
* Related standards such as ICAO standards on machine readable passports, Interpol guidance on secure documentation
* Data sources (what data is accepted by the registrar)
* Use of security elements within the certificate including biometrics
* The environment of the civil registry and when the introduction of technology is appropriate
* Potential ‘linkages’ with other e-governance systems

1. **Results And Delivery**

|  |  |
| --- | --- |
| **Expected results** | **Delivery** |
| Draft outline of paper | September, 2014 |
| Draft paper | 15 October2014 |
| Final paper | November, 2014 |

1. **Payment**

## The budget for proceeding will be paid as shown:

|  |  |
| --- | --- |
| **Payment** | **Amount** |
| **1** | 20% on signing of the contract |
| **2** | 30% Delivery and approval of the Draft paper |
| **3** | 50% Approval of the final paper |

1. **Characteristics of the Consultancy**

**Consultancy category and modality:** Individual consultant, Products and Services consultancy (PEC)

**Duration:** 3 months, starting on September 1st, 2014.

**Place of work:** International

1. **Qualifications**

**Education:** Professional with graduate studies (Masters or equivalent) in Public Administration, Engineering, International Development, Law, International Affairs, Political Science, Technology, or a related discipline.

**Experience:** At least five years of relevant work experience in the design and implementation of policies and projects in civil registration and identification and public administration. International experience, preferably in developing countries is an advantage. Demonstrated knowledge and understanding of (i) civil registration and identification, identity management processes; (ii) sector trends, issues and public policy effectiveness and instruments; and (iii) project design, implementation, supervision and evaluation procedures.

**Language**: Excellent oral and written command of English and Spanish is required

**The skills required of the professional are:**

* **Critical Thinking & Judgment:**  Collaboratively identifies optimal solutions and makes recommendations based on weighing the advantages and disadvantages of alternative approaches. Balances competing priorities in making recommendations.
* **Knowledge Integration:** Ability to generate new ideas and to facilitate dialogue on matters of public policy.
* **Planning and organizing:** Demonstrated organizational capability and ability to carry out multiple and detailed tasks, and demonstrated capacity to set priorities and monitor own work plan.
* **Teamwork:** Ability to encourage and value the participation and involvement of everyone on the team. Express disagreements tactfully and ability to establish and maintain effective working relations in interdisciplinary and multicultural teams. Ability to build consensus and negotiation effectively.
* **Communication:** Ability to convey complex facts and information in a clear, organized and logical way, both verbally and in writing, tailoring communication to the needs of the audience.

**IX. Coordination**

This contract will be coordinated by IFD/ICS division with the coordination of Mia Harbitz, [miah@iadb.org](mailto:miah@iadb.org)

**Regional**

**TERMS OF REFERENCE**

**Consultancy to develop training manuals for registrars to reach the universal registries RG-T2540**

1. Background

The civil registry and legal identity had established different discussions in order to generate new knowledge to support the technicality that national programs need. The new technology, process, and practices require standardizing terminology in this field in order to achieve common communication among civil registration and identification systems, and support practices that are related with the international procedures.

The IDB had brought together terms, concepts and knowledge products that can be available in the public domain. These documents have contributed to support the modernization of civil registries and the challenges that the region are facing. However, the civil registries of the region need advance and actualized information that can help to adequate procedures to strengthen the civil registration services and systems.

For that reason this consultancy will generate training manuals attending different topics that will expose the basic and standardize procedures that civil registries can implement in order to improve their services and systems and reach the universal registries

1. Consultancy Objectives

The main objective of this consultancy is to develop training manuals for registrars that will incorporate procedures to reach the universal registries.

1. Principal activities
   * 1. Analyze the situation of the civil registries that have shown the better practices in registration systems.
     2. Review, analysis and raise information of the status of civil registry in the target countries, including the national legal framework, the institutional information and the use of technology.
     3. Stablish a set of topics that might to be related with the different fields of work that a civil registry and identity system attend. This will include statistical data updated of undocumented persons in LAC, including the social economic characteristics of the affected population and the different causes of the under registration.
     4. Generate the training manuals for the registrars and their technical professional team.
2. Products

The consultant will generate the following products:

* + 1. Compilation of the best practices that can establish the principal topics to incorporate in the manuals.
    2. Draft of the training manuals for registrars
    3. Final version of the documents

1. Payment

## The budget for proceeding will be paid as shown:

|  |  |
| --- | --- |
| **Payment** | **Amount** |
| **1** | 20% on signing of the contract |
| **2** | 30% Delivery and approval of the Draft paper |
| **3** | 50% Approval of the final documents |

1. Characteristics of the Consultancy

**Consultancy category and modality**: Individual consultant, Products and Services consultancy (PEC)

**Duration**: 6 months, starting on October, 2014.

**Place of work:** International

**Qualifications:** Master degree or equivalent in Public Administration, Engineering, International Development, Law, International Affairs, Political Science, Technology, or a related discipline

1. Coordination

This contract will be coordinated by IFD/ICS division with the coordination of Mia Harbitz, [miah@iadb.org](mailto:miah@iadb.org)

**Regional**

**TERMS OF REFERENCE**

**Consultant to analyze the transaction cost between social programs and legal registries**

**RG-T2540**

1. **Background**

The Bank has detected several gaps in the area of civil registry and ID Management, especially in terms of defining the economic viability of some of the procedures that are related with this area. For example, an inadequate verification and authentication procedures lead to higher transactional costs and administrative inefficiencies in public programs, thus increasing their total cost.

Furthermore, most of the institutions are trying to modernize their procedures in both civil and identification registries to establish effectiveness, sustainable development and good governance. Since the civil registry generates different information, some of this data need to be shared with other public institutions. For example health, education and social services need to share information in order to provide adequate public services to the population. However, in most of the cases, the transaction cost of this operation is not always considered for the civil registry.

For that reason this consultancy will analyze the transaction cost between the social programs and legal registries in order to define useful information that the countries must consider in order to visualize how the legal registries can improve the public services that are offered to the citizen.

1. **Consultancy Objective**

The main objective is to analyze the transaction cost between the social programs and legal registries

1. **Principal activities**
   1. Review, analysis and raise information of civil registry in the target countries, including the administrative and operational procedures.
   2. Cost-benefit analysis of the implementation of solutions that can improve the services offer by the civil registries
   3. Cost analysis of the operability between social programs and legal registries.
2. **Results and delivery**

|  |  |
| --- | --- |
| **Expected results** | **Delivery** |
| Draft outline of paper | June, 2015 |
| Draft paper | October, 2015 |
| Final paper | March, 2016 |

1. **Characteristics of the consultancy**

**Consultancy category and modality:** Professional with graduate studies (Masters or equivalent) in Public Administration, Engineering, International Development, Law.

**Duration:** One year, staring in March 2015.

**Place of work:** International

1. **Qualifications**

The consultant will provide the following experience:

* At least six years of relevant work experience in the design and implementation of policies and projects in civil registration and identification and public administration.
* International consulting experience, preferably in developing countries.
* Demonstrated knowledge and understanding of (i) civil registration and identification, identity management processes; (ii) sector trends, issues and public policy effectiveness and instruments; and (iii) project design, implementation, supervision and evaluation procedures.

Is required that professionals have excellent oral and written command of English and Spanish.

**IV. Coordination**

This contract will be coordinated by IFD/ICS division with the coordination of Mia Harbitz, [miah@iadb.org](mailto:miah@iadb.org).