Annex ii

Draft terms of reference

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

**General Background**

The growth of creative industries depends greatly on physical goods, as well as non-artistic capabilities, for the *creations* to be materialized, displayed, communicated, marketed and commercialized. There being continuous evolution in information communication technology (ICT), innovation policies, as applied to creative industries, should concern themselves with the devices and tools necessary to produce high quality marketable creative content that is competitive enough to gain entry to and be consumed by new target markets. A lack of coordination between providers, regulatory agencies and users results in comparably lower performance in sound broadband provision.

Bringing support to creative industries is an avenue for circumventing the constraints of Caribbean small island developing economies. In that light, this Technical Cooperation is intended to expand the use and adoption of broadband technology by the creative industries in Jamaica and Trinidad & Tobago, through identifying innovations and technologies that could add value to the creative economy and boost the visibility of the creative industry as a profitable business source. The project shall supply the knowledge, experience, methodology and tools to perform a comprehensive assessment of existing services, assets and infrastructure to guide the development of business models that would benefit from the provision of competitively priced, high-capacity broadband service in Jamaica and Trinidad & Tobago, particularly in the creative industries. The specific aim is to assess the demand side of broadband and its associated technology, so as to promote a more effective connection between the development of the latter and that of the industry it should serve in order to bring new channels for economic progress in the region. The project shall also take steps to reinforce the technical capabilities of both Jamaica’s and Trinidad & Tobago’s authorities so that improved network access is accompanied by a competitive environment.

The project shall concentrate its efforts on audiovisual products, encompassing its artistic, technical and related aspects; from content development, to digital animation and film production –all with a crosswise focus on the generation of businesses and industry knowledge out of said activities.

The project thus requires a series of one-time studies in order to be executed upon sound knowledge of the relevant environment; it shall outsource the performance of incubation activities to experienced institutions; and will require support in the preparation of the documents and instruments that guide and witness the project’s advancement, as the case may be.

**Survey on Broadband Use Amongst Creative SMEs in Jamaica and Trinidad and Tobago**

**External Consultancy**

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

## Consultancy Objective

Develop a methodology for, and effectively carrying out, a survey amongst firms operating in the audiovisual creative industries of Jamaica and Trinidad and Tobago, to determine their current need, use, and perception of broadband; and formulate recommendations for addressing perceived flaws in the provision and usage as it relates to said industries.

## Tasks

1. Develop criteria for firm selection. The final criteria selection must be agreed upon by the Team Leader.

Any screening needed to identify eligibility of the firms for the survey will be prepared by the Consultant and agreed by the Team Leader. The screening criteria shall see to identifying the candidates for interviews and ensuring that the sample covers adequately the types of firms needed to be representative of the population of firms. Whenever firms are not selected to be interviewed, a record will be made of the reasons why (out of business, not willing to respond, does not meet other selection criteria). Any substitutions of firms in the sample will be reported in the Final Survey Report and the Consultant will maintain a record of the list of firms targeted and interviewed, with identifying information such as emails and phone numbers.

1. Draft a relevant, exhaustive, yet concise questionnaire, to which the responses satisfy the purpose of the project.
2. Pilot the questionnaire, in all formats, at an early stage, with at least [-] firms from each recipient country. Participation rates for use of the web-based tool will be reported early on, and measures to improve the response rate, if necessary, will be developed by the Consultant.
3. Carry out the survey with the questionnaire, by means of face-to-face interviews, audio (phone) and/or web-based surveys with each establishment’s senior managers or a respective designee.

For the sake of clarity, the Consultant shall be responsible for, without limitation:

* 1. Contacting the targeted firms;
  2. Screening the contacted firms for eligibility;
  3. Recruiting and training enumerators and back-office personnel;
  4. Preparing an effective strategy to increase participation in the survey. Some of the practical steps may include writing, getting approval of, and sending letters and/or e-mails to the potential participants; making phone calls, setting appointments, and using other measures facilitate recruitment. IDB will facilitate awareness through press releases and interviews.
  5. Take steps to reduce non-participation rates.

1. Perform the data entry concurrently with the survey, through methodology and tools that alert of inconsistencies.

The first data set should be delivered after ten percent (10%) of the total number of interviews has been completed and entered into the database. The second set should be delivered after seventy five percent (75%) of the total number of interviews has been completed. The final data should be delivered after completion of one hundred percent (100%) of the interviews. The Team Leader will check the data and provide feedback to the implementing Consultant on any errors or inconsistencies.

1. See to the integrity and accuracy of the data.

The Consultant will establish procedures to check the quality of the interviews, conducting callbacks through supervisory staff on at least 10 percent of all types of interviews (phone, Web-based, or face-to-face interviews) and a specific variable will indicate which questionnaire was or was not the subject of a callback.

1. Produce a final sample, to be agreed upon with the Team Leader at the early stage of implementation and which should maintain representativeness for a group of at least [--] critical variables to be defined at inception. The sampling methodology will generate the necessary sample sizes per industry to conduct statistically robust analyses with levels of precision at a minimum [--] percent precision for [--] percent confidence intervals for firm performance indicators.
2. See to the protection of the anonymity and privacy of the respondents, as well as confidentiality of the data and the elaborated result.

No data or other information from this survey will be released by the Consultant to third parties without the written approval of the IDB. After delivery to the IDB, the implementing Consultant will completely destroy all data, questionnaires and other material containing any confidential information.

The Consultant will be able to use the questionnaire for future use in surveys. The IDB gives consent to such use.

**Deliverables**

The Consultant will provide:

* + 1. English versions of the questionnaire, including the variable names used for data entry entered into the questionnaire that correspond to the appropriate question prior to launching the survey.
    2. Three progress reports that include response rates differentiating between refusals and other problems, in a format approved by the Team Leader.
    3. A clean, labeled database of about [--] completed and approved interviews, in a format approved by the Team Leader. The database will contain all variables included in the attached questionnaires, following the codes included in these attachments. Furthermore, it will include weights and any other data agreed upon between the Consultant and the Team Leader necessary to conduct quantified tabulation. Each establishment should have a unique numeric identifier.
    4. A second database including the contact information of each interviewed establishment: name, address, phone number, fax number, email/web address, name of the person interviewed, his/her position title in the establishment. Each establishment will have a unique alpha code identifier so the list of contacts can be matched 1-to-1 with the previous database in order to pursue future rounds of panel interviews.
    5. A Final Survey Report in MS-Word that includes the questionnaire, describes the codes, provides information on the full sample contacted, results of screening, details of changes to the questionnaire, method for interviewing (web, phone, site), and the method of the call back interviews. The report will also include detail how the data was cleaned and any other relevant observations on the acquisition and use of the data.
    6. The Final Survey Report will also document major aspects of the survey including: the survey’s objectives, organization, implementation, methodology used, sampling process, data processing. A general profile of respondents will also be included, in a summary manner which will be defined by the Task Manager at the inception of the survey.

**Requirements**

1. Advanced degree with specialization in telecommunications related work.
2. Ten years of progressively responsible experience in project administration and management.
3. Familiarity with IDB project execution procedures.
4. Strong analytical skills and leadership ability; excellent report-writing skills.
5. Familiarity with the Caribbean region’s regulatory landscape.
6. At least five years’ experience working on private sector development in small economies with a particular experience with working with SMEs.
7. Familiarity with audiovisual creative industries. However, if the Consultant is not able to prove previous knowledge or experience he/she may include a proposal on how they intend to procure the knowledge within a timeframe sufficient for executing the consultancy.
8. Language: Excellent written and oral communication skills in English are required. Proficiency in Spanish would be an asset.

**Schedule of payment**

An initial payment of twenty five percent of the total contract value will be made at the outset of the work. A second payment of twenty five percent will be made upon receipt of the first ten percent of the data. A third payment of twenty five percent of the contract value will be paid upon receipt of the seventy five percent of the data. A final payment covering the balance of the contract value will be made upon receipt and approval by the Team Leader of the final clean data, Final Survey Report and all other required deliverables.

**Coordination**

The technical responsibilities of this consultancy will be coordinated by Ignacio L. De Leon Delgado, Private Sector Development Lead Specialist (IFD/CTI).

**Characteristics of the consultancy**

Consultancy Category & Modality: Product and Services (PEC) Lump Sum

Contract Duration: [90 days] in the period of [4 months starting January 15th, 2016].

Place of work: Consultant place of residence, notwithstanding visit to the surveyed area.

**Landscape Study**

**External Consultancy**

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

**Consultancy objective**

The objective of this consultancy is to assess the current state of broadband access and use in Jamaica and Trinidad & Tobago by the audiovisual creative SMEs, and to review the relevant conditions of the environment, so as to identify policy/regulatory gaps and opportunities for applying broadband and ICT adoption as a tool for the advancement of creative firms in said countries.

Specific outputs include:

1. Evaluation of the current status of broadband access in Jamaica and Trinidad & Tobago by the targeted creative firms, [based on the survey that shall previously have been performed in the project].
2. The identification of competition aspects that may hinder a cost-efficient market in the provision of broadband for the targeted creative industries.
3. The identification of other regulatory aspects that may improve market access by audiovisual development firms operating in the creative industries.
4. The identification of future studies or assessments that will shed more information about potential areas for policy action.
5. If found to be a relevant issue, the description competition-enforcement actions needed to improve market access by creative firms; and identification of the best options to ensure competition in the use of broadband by SMEs in the creative industries.

**Tasks and activities**

1. Review, compare, and contrast the existing broadband provision system of each recipient country.
2. Observe the survey on broadband use by targeted creative industries; contrast with current industry structure (localization, marketing and commercialization methods); identify gaps and opportunities for improvement.
3. Review, compare, and contrast the existing incentives for broadband use by targeted creative industries of each recipient country, if any.
4. Participate in key discussions with relevant stakeholders to assess the institutional degree of sophistication and consequent needs for regulatory improvement, including, at least, Jamaica’s Fair Trading Commission (FTC) and the Office of Utilities Regulation (OUR), and the Telecommunications Authority of Trinidad & Tobago.
5. Assess the coordination capacity amongst national and regional institutions and make recommendations on how the project can address coordination failures.

In order to achieve the objective of this consultancy, the consultant will:

1. Obtain and review the relevant laws, regulations and policies currently in place in Jamaica and Trinidad & Tobago.
2. Submit a detailed description of the methodology that will be used and the work plan for the duration of the consultancy, including:
3. Technical approach: defining proposed methodology that will be used for data collection and analysis including a solid plan for collecting data/information that may not be readily available.
4. Identification of the key stakeholders that should be interviewed in each country. This can be done in conjunction with advice from the IDB research team, but will be one of the primary responsibilities of the consultant.
5. Detailed work schedule, specifying the timeline for the execution of the tasks and deliverables of the consultancy.
6. Any additional information the consultant deems necessary for the execution of the consultancy. For example, if the consultancy intends to conduct interviews, a sample questionnaire and protocol for interviews should be included.
7. Execution of data collection: The consultant will be responsible for collecting information. This will include collation and review of relevant online information, including related legislation.
8. Report submission: The consultant will present the information collected and organized in a reader-friendly format in a report.

**Deliverables**

1. Presentation of methodology and work plan (one to three pages).
2. Preparation of a desk-type study entailing the collation and review of relevant information.
3. Preparation of list of key public and private stakeholders in each country for interviews, with telephone numbers and emails.
4. Design of the appropriate questionnaire.
5. Conduct and record interviews.
6. Preparation and delivery of a report.

**NB:** Deliverables shall be presented in English. Each deliverable will be submitted in electronic format, and should include cover page, body, and any annexes.

**Payment schedule**

10% at approval of (a)

30% at the approval of (b) and (c)

25% at the approval of (d)

35% at the approval of (e) and (f)

**Coordination**

Team Leader or Coordinator: The consultant will work under the supervision of Ignacio De León, Team Leader ([ignaciod@iadb.org](mailto:ignaciod@iadb.org)).

Department/Division: IFD/CTI

**Characteristics of the consultancy**

Consultancy Category & Modality: Consultancy Category & Modality: Product and Services (PEC) Lump Sum.

Contract Duration: [60 days] in the period of [3 months starting March 15th, 2016].

Place(s) of work: External consultancy.

**Qualifications**

1. Academic Degree/level and years of professional experience: A master’s degree in law, economics, public policy or a similar field is required. No less than 10 years of experience in the evaluation and design of entrepreneurship policy instruments.
2. Language: English native speaker required. Proficiency in Spanish desirable.
3. Academic or applied backgrounds in assessing public service provision policies, as well as solid knowledge of the telecommunications industry.
4. Familiarity with audiovisual creative industries is desired. However, if the Consultant is not able to prove previous knowledge or experience he/she may include a proposal on how they intend to procure the knowledge within a timeframe sufficient for executing the consultancy.

**Payment and Conditions**

Compensation will be determined in accordance with Bank’s policies and procedures.

Candidates must be citizens of an IDB member country.

**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 Bank as staff members or Complementary Workforce contractuals, 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, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

**Capacity Building Plan**

**External Consultancy**

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

**Consultancy objective**

The objective is to assist the Team Leader in the drawing up of a detailed capacity building plan for relevant authorities in Jamaica and Trinidad and Tobago for improving their planning, regulation and management of the provision of broadband and its usage by creative industries.

Specific outputs include:

1. An explanation of current or potential regulatory obstacles to the provision of broadband services, and of policy initiatives that may tackle such obstacles.
2. A detailed, step by step, outline of the tasks that each authority must carry out in order to apply the suggested improvements.
3. An account of comparative initiatives on coordination of broadband provision for the advancement of creative industries, which may be replicated in Jamaica and Trinidad and Tobago.
4. The presentation of a written plan in a reader-friendly format.

**Deliverables**

1. Presentation of a methodology and work plan (one to three pages).
2. Presentation of the first draft of the capacity building plan.
3. Preparation of the final draft of the capacity building plan.

Deliverables shall be presented in English. Each deliverable will be submitted in electronic format, and should include cover page, body, and any annexes.

**Payment schedule**

10% at approval of (a)

30% at the approval of (b)

60% at the approval of (c)

**Coordination**

Team Leader or Coordinator: The consultant will work under the supervision of Ignacio De León, Team Leader ([ignaciod@iadb.org](mailto:ignaciod@iadb.org)).

Department/Division: IFD/CTI

**Characteristics of the consultancy**

Consultancy Category & Modality: Consultancy Category & Modality: Product and Services (PEC) Lump Sum.

Contract Duration: [20 days] in the period of [30 days starting June 1st, 2016].

Place(s) of work: External consultancy.

**Qualifications**

1. Academic Degree/level and years of professional experience: A bachelor’s degree in law, economics, public policy or a similar field is required. No less than 5 years of experience in the evaluation and design of entrepreneurship policy instruments.
2. Language: English native speaker required. Proficiency in Spanish desirable.
3. Academic or applied backgrounds in assessing public service provision policies, as well as solid knowledge of the telecommunications industry.
4. Excellent oral and written communication skills.
5. Familiarity with audiovisual creative industries is desired. However, if the Consultant is not able to prove previous knowledge or experience he/she may include a proposal on how they intend to procure the knowledge within a timeframe sufficient for executing the consultancy.

**Payment and Conditions**

Compensation will be determined in accordance with Bank’s policies and procedures.

Candidates must be citizens of an IDB member country.

**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 Bank as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

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**Action Plan**

**External Consultancy**

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

**Consultancy objective**

The objective is to assist the Team Leader in the drawing up of a detailed action plan for establishing partnerships between any one of relevant authorities, users operating in the audiovisual creative industry and entrepreneurship organizations, on one side, and providers of broadband in Jamaica and Trinidad and Tobago, on the other.

Specific outputs include:

1. An identification of the broadband providers and the manner in which they may participate.
2. An identification of the relevant actors on the regulatory side and on the audiovisual creative firm- consumer side.
3. An identification of the areas where partnerships and collaborations are feasible and would be beneficial.
4. An identification of the factors that prevent or de-incentivize the collaboration between different actors in the field.
5. A proposal of partnerships that may be readily executable.

**Deliverables**

1. Presentation of a methodology and work plan.
2. Presentation of the first draft of the action plan.
3. Preparation of the final draft of the action plan.

Deliverables shall be presented in English. Each deliverable will be submitted in electronic format, and should include cover page, body, and any annexes.

**Payment schedule**

30% at the approval of (b)

70% at the approval of (c)

**Coordination**

Team Leader or Coordinator: The consultant will work under the supervision of Ignacio De León, Team Leader ([ignaciod@iadb.org](mailto:ignaciod@iadb.org)).

Department/Division: IFD/CTI

**Characteristics of the consultancy**

Consultancy Category & Modality: Consultancy Category & Modality: Product and Services (PEC) Lump Sum.

Contract Duration: [45 days] in the period of [60 days starting July 1st, 2016].

Place(s) of work: External consultancy.

**Qualifications**

1. Academic Degree/level and years of professional experience: A bachelor’s degree that relates to the subject matter. No less than 8 years of experience of project development in any of the areas involved –entrepreneurship, creative industries, telecommunications.
2. Language: English native speaker required. Proficiency in Spanish desirable.
3. Academic or applied backgrounds in assessing public service provision policies, as well as solid knowledge of the telecommunications industry.
4. Excellent oral and written communication skills.
5. Familiarity with public-private-people partnerships. High degree of creativity and leadership.

**Payment and Conditions**

Compensation will be determined in accordance with Bank’s policies and procedures.

Candidates must be citizens of an IDB member country.

**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 Bank as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

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**Part-time Coordination and execution consultant**

**Internal Consultancy**

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

**Consultancy objective(s)**

The objective of this consultancy is to assist and advise the Team Leader in the design, preparation, coordination, execution and evaluation of each component of the project.

**Main Activities**

The Consultant will:

1. Assist the Team Leader in the specific design of each component.
2. Assist the Team Leader in the coordination of the different stakeholders, as well as in the supervision of their tasks.
3. See to the compliance of the Bank’s requirements for reporting and execution of the project.
4. Support the preparation of documents and reports, including research on issues related to the project, execution reports, communications material and knowledge products associated with the project.
5. Support the preparation of dissemination events.
6. Design presentations, edit documents and prepare materials for the Division.
7. Prepare contracts for internal and external consultants and control their execution.

**Deliverables**

As directed by the Team Leader.

**Schedule of payment**

TBD

**Coordination**

The technical responsibilities of this consultancy will be coordinated by Ignacio L. De Leon Delgado, Private Sector Development Lead Specialist (IFD/CTI).

**Characteristics of the consultancy**

Consultancy Category & Modality: Part-time. TTC, monthly.

Contract Duration: [December 2015 to December 2017].

Place of work: IADB Headquarters

**Qualifications:**

1. Fluency in written and spoken English is required; working knowledge of Spanish desirable.
2. Academic Degree/ Level & Years of Professional Work Experience: Bachelor’s degree with ten (10) years of relevant professional experience.
3. Excellent oral and written communication skills.
4. Familiarity with of internal IADB procedures.
5. High degree of creativity and leadership.

**Payment and Conditions of Employment:** Remuneration will be determined in accordance with Bank regulations and criteria. The Bank may additionally contribute toward travel and moving expenses, if applicable. If a candidate is not a citizen or resident of the country where he/she will be working, the Bank will assist him/her to obtain the corresponding visa or work permit. If a candidate cannot obtain a visa to work at the IDB the contractual offer will be canceled.

**Consanguinity**: Individuals with relatives working for the IDB within, and including the fourth degree of consanguinity and the second degree of affinity are not eligible for employment as staff or consultants.  Candidates must be citizens of a member country of the Inter-American Development Bank.

**Diversity:** The IDB is committed to diversity and inclusion and to providing equal opportunities in employment.  We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

**Landscape Analysis Paper**

**External Consultancy**

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

**Consultancy objective**

The objective is to assist the Team Leader in the drawing up of an observation and analysis article, in the form of a paper of publishable quality, which covers the subject matter of the project to which these TOR are ascribed. The paper may be based on the findings of the Survey and Landscape Study included in Component 1 of the project.

**Deliverables**

1. Presentation of a first draft of the paper.
2. Presentation of the second draft of the paper.
3. Preparation of the final draft of the paper.

Deliverables shall be presented in English. Each deliverable will be submitted in electronic format, and should include cover page, body, and any annexes.

The Consultant shall be responsible for due editing, design, publishing and printing of the paper. Funds for these tasks will be provided by the IADB.

**Payment schedule**

30% at approval of (b)

70% at the approval of (c)

**Coordination**

Team Leader or Coordinator: The consultant will work under the supervision of Ignacio De León, Team Leader ([ignaciod@iadb.org](mailto:ignaciod@iadb.org)).

Department/Division: IFD/CTI

**Characteristics of the consultancy**

Consultancy Category & Modality: Consultancy Category & Modality: Product and Services (PEC) Lump Sum.

Contract Duration: [60 days] in the period of [90 days starting August 15th, 2016].

Place(s) of work: External consultancy.

**Qualifications**

1. Academic Degree/level and years of professional experience: A bachelor’s degree that relates to the subject matter.
2. Language: English native speaker required. Proficiency in Spanish desirable.
3. Academic or applied backgrounds in assessing public service provision policies.
4. Familiarity with audiovisual creative industries is desired. However, if the Consultant is not able to prove previous knowledge or experience he/she may include a proposal on how they intend to procure the knowledge within a timeframe sufficient for executing the consultancy.
5. Excellent research, analytical and writing skills.

**Payment and Conditions**

Compensation will be determined in accordance with Bank’s policies and procedures.

Candidates must be citizens of an IDB member country.

**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 Bank as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

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**Case Study Publication**

**External Consultancy**

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

**Consultancy objective**

The objective is to assist the Team Leader in the drawing up of a case study piece of publishable quality, ideally in the form of a short book, which shall analyze both the incubation experience as a whole and the individual case of a representative sample of the total entrepreneurs incubated in execution of the project to which these TOR are ascribed.

**Deliverables**

1. Presentation of a first draft of the piece.
2. Presentation of the second draft of the piece.
3. Preparation of the final draft of the piece, including its layout and design.

Deliverables shall be presented in English. Each deliverable will be submitted in electronic format, and should include cover page, body, and any annexes.

The Consultant shall be responsible for due editing, design, publishing and printing of the paper. Funds for these tasks will be provided by the IADB.

**Payment schedule**

30% at approval of (b)

70% at the approval of (c)

**Coordination**

Team Leader or Coordinator: The consultant will work under the supervision of Ignacio De León, Team Leader ([ignaciod@iadb.org](mailto:ignaciod@iadb.org)).

Department/Division: IFD/CTI

**Characteristics of the consultancy**

Consultancy Category & Modality: Consultancy Category & Modality: Product and Services (PEC) Lump Sum.

Contract Duration: [60 days] in the period of [90 days starting October 15th, 2017].

Place(s) of work: External consultancy.

**Qualifications**

1. Academic Degree/level and years of professional experience: A bachelor’s degree that relates to the subject matter.
2. Language: English native speaker required. Proficiency in Spanish desirable.
3. Excellent analytical and writing skills.

**Payment and Conditions**

Compensation will be determined in accordance with Bank’s policies and procedures.

Candidates must be citizens of an IDB member country.

**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 Bank as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

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**Mentorship Consultant[[1]](#footnote-1)**

Broadband as a tool For Creative Industries in Jamaica And Trinidad and Tobago

RG-T2627

**Consultancy objective(s)**

The objective of this consultancy is to provide mentorship to selected Jamaican and/or Trinidadian entrepreneurs of firms that operate in the field of audiovisual production, in the areas of ICT adoption and use of broadband for the building of management, product development, and commercialization strategies.

**Main activities**

The Consultant/Mentor will:

* Act as a resource; provide guidance and recommendations to help the incubated business manage their creative and physical related assets, develop products, and craft commercialization stages.
* Coach the entrepreneur or firm representative under their tutelage on pitching techniques.
* Help entrepreneurs by sharing knowledge of the industry, personal networks, personal experiences, and technical expertise in his/her field of knowledge.
* Assist firms in developing improved skills and knowledge.
* Impart the teachings and accompaniment in a manner that allows the firm to continue their improvement once the mentorship is finished.
* Dedicate approximately [-- hours] over a period of three to four months to be available in mentoring the firm.
* Actively listen and provide constructive and meaningful feedback.
* Establish trust. Maintain confidentiality of any ideas, documents, or discussions held with mentees. (Confidentiality agreement between both parties must be signed.)

**Coordination**

The technical responsibilities of this consultancy will be coordinated by Ignacio L. De Leon Delgado, Private Sector Development Lead Specialist (IFD/CTI).

**Characteristics of the consultancy**

Consultancy Category & Modality: Product and Services (PEC) Lump Sum

Contract Duration: TBD

Place of work: Consultant place of residence with occasional travel.

**Qualifications:**

1. Expertise in the areas of general business management and development and TIC management, along with expertise in the creative industries.
2. Ability to assist firms in commercializing their audiovisual production based on personal experience in creative firm management techniques.
3. Credibility with professionals and wider business community.
4. A desire to help build firms and give back to the Caribbean community, especially to Jamaica and/or Trinidad and Tobago.
5. A willingness to commit time and energy to the relationship with the mentee.
6. Write fluently in English

**Payment and Conditions**

Compensation will be determined in accordance with Bank’s policies and procedures.

Candidates must be citizens of an IDB member country.

**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 Bank as staff members or Complementary Workforce contractuals, 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, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

1. This mentorship shall be separated from the strictly educational portion of the incubation process in case the teaching institution does not have the capacity to perform both tasks. Otherwise, incubation may constitute one sole operation, where instruction and mentorship are imparted in one same operation. [↑](#footnote-ref-1)