

ANNEX A

Regional

IFD/FMM

Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level (RG-T2962)

Component I

Consultancy for the preparation of a diagnostic assessment on public procurement practices at the sub-national level Individual consultant.

TERMS OF REFERENCE

Background

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

There is a growing demand in Latin America and the Caribbean (LAC) for strengthening and advancing the use of country systems, especially in public procurement. As 10 to 15% of global Gross Domestic Product (GDP) on average is processed through these systems, their efficiency and effectiveness can play a critical role in the development process.

In the case of subnational governments, starting in the 1980s, many countries in the region decentralized a significant portion of their expenditures to the local level, particularly in the areas of health and education. At the local level, the public sector plays a significant role as a consumer of goods, services and public works, representing around 24.6% at the state/provincial level and 32.3% in terms of total government spending, at the local level. In addition, given its size and importance in the economy, the way that public procurement is carried out has major impact on the provision of public services (such as health, infrastructure, transportation), fiscal health and transparency.

Additionally, public procurement can be used as tool for achieving secondary policy objectives such as increasing opportunities for non-traditional economic actors, including women. However, women have not benefitted as much as they could from this lucrative marketplace. Despite the fact that they represent one third of the small and medium-sized enterprises of developing countries, they only account for a small fraction of government goods and services contracts. This is particularly the case at the subnational level

In 2017, the Bank approved the technical cooperation entitled “Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level” (RG-T2962). The main objective of this technical cooperation program is to promote innovation and strengthen the efficiency, gender inclusiveness and transparency of public

procurement in sub-national governments in Latin American and Caribbean (LAC). This will be achieved through improved practices and solutions related to digital innovation in public procurement, as well as the development of knowledge in this area.

Consultancy objective(s)

The main objective of the consultancy is to prepare a research product that compiles the current status of legal, regulatory, operational framework and integrity on public procurement at the subnational level.

Main activities

The consultant will carry out the following activities:

- Review legislation, business plans, organizational charts, staffing procedures and other relevant documentation of public procurement units, tenders committees, suppliers etc
- Carry out interviews to understand the commonly used procedures and methods in public procurement at the subnational level
- Assess the four main components of the public procurement systems (regulatory, operational, institutional and integrity) with a focus on the subnational practices in public procurement
- Measure the maturity of the public procurement practices (based on international standards) at the subnational level
- Prepare a final product on the main findings (including gaps and areas for improvement).

Reports / Deliverables

The consultant will submit the following deliverables:

- Workplan and guide for interviews
- The assessment of current practices and status of public procurement systems
- A final report that include the assessment and the main findings and areas for improvement.

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

Payment Schedule

- 20% upon signature of contract.
- 10% upon delivery and approval of workplan and guide for interviews
- 30% upon delivery and approval of draft report compiling the current status.
- 40% upon delivery and approval of final report that include the improvements of draft report and the final maturity assessment.

Qualifications

- Degree and experience in research in public procurement, policy analysis, economics or any other related field. At least 8 years of experience in the field of public financial management and procurement;
- Languages: Spanish
- Areas of Expertise: Extensive knowledge and experience regarding the design of public procurement research products.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum
- Contract duration: 6 months. TBD Non-consecutive working days.
- Place(s) of work: External consultancy. Country of residence. If necessary travel costs will be part of the contract
- Division Leader or Coordinator: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, 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 contractuels, 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.

ANNEX A

Regional

IFD/FMM

Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level (RG-T2962)

Component I

Consultancy for the preparation of a study on innovative practices in public procurement at the subnational level Individual consultant.

TERMS OF REFERENCE

Background

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

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procurement in sub-national governments in Latin American and Caribbean (LAC). This will be achieved through improved practices and solutions related to digital innovation in public procurement, as well as the development of knowledge in this area.

Consultancy objective(s)

The main objective of the consultancy is to prepare a research product that compiles the current status of legal, regulatory, operational framework and integrity on public procurement at the subnational level.

Main activities

The consultant will carry out the following activities:

- Review the current procurement electronic tools that are used at the subnational level;
- Review innovative case studies for improving efficiency, transparency and inclusiveness of public procurement at the subnational level
- Assess the possibility of using these innovation for enhancing transparency and inclusiveness while promoting efficiency of the public procurement market at the subnational level;
- Carry out interviews to understand the most challenging issues in the use of digital modules, technologies or innovative procedure in the area;
- Prepare a final product on the main findings (including gaps and opportunities) and possible applications of new innovative tools and practices.

Reports / Deliverables

The consultant will submit the following deliverables:

1. Workplan and guide for interviews
2. The assessment draft report compiling the diagnostic and case studies
3. A final report that include the assessment and possible scenarios for the application of innovative tools

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

Payment Schedule

- 20% upon signature of contract.
- 10% upon delivery and approval of workplan and guide for interviews
- 30% upon delivery and approval of draft report compiling the diagnostic and case studies
- 40% upon delivery and approval of final report that includes the assessment and possible scenarios for the application of innovative tools

Qualifications

- Degree and experience in research in innovation, digital technologies, public procurement, industrial engineering, economics or any other related field. At least 8 years of experience in the field of public financial management and public procurement;
- Languages: Spanish and English
- Areas of Expertise: Extensive knowledge and experience regarding the design of public procurement research products.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum
- Contract duration: 4 months. TBD Non-consecutive working days.
- Place(s) of work: External consultancy. Country of residence. If necessary travel costs will be part of the contract
- Division Leader or Coordinator: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, 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 contractuels, 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.

ANNEX A

Regional

IFD/FMM

Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level (RG-T2962)

Component II

**Consultancy for the preparation of an strategic plan for improving public procurement at the subnational level
Individual consultant.**

TERMS OF REFERENCE

Background

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

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procurement in sub-national governments in Latin American and Caribbean (LAC). This will be achieved through improved practices and solutions related to digital innovation in public procurement, as well as the development of knowledge in this area.

Consultancy objective(s)

The main objective of the consultancy is to prepare strategic plans to implement innovative procurement operations and the subnational level.

Main activities

The consultant will carry out the following activities:

- Review documentation, assessments and other relevant information.
- Prepare and action plan that includes at least:
 - I. the necessary priorities, procedures, and operations (strategies) to strengthen the components agreed with the government (s);
 - II. The costs of doing strategic planning, in terms of staff and Board time and other resources – and what might need to be given up in order to develop a plan;
 - III. Consider whether the organization is "ready" for a long-range plan or whether it may best focus on a short-term plan, or if both activities can be done.
 - IV. Identify key issues, questions, and choices to be addressed as part of the implementation
- Prepare a final report that compiles recommendations provided to the government (s) and the agreed plan

Reports / Deliverables

The consultant will submit the following deliverables:

- Workplan
- A draft report compiling the current status of the operative procedures, institutional and governance issues, and legal aspects
- A final report and strategic plan that include the assessment and possible scenarios for the implementation

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

Payment Schedule

- 20% upon signature of contract.
- 10% upon delivery and approval of workplan
- 30% upon delivery and approval of draft report on the current status of the procurement systems
- 40% upon delivery and approval of final report that includes the final plan and the final recommendations and agreements.

Qualifications

- Degree and experience in business administration, innovation, digital technologies, public procurement, industrial engineering, economics or any other related field. At least 8 years of experience in the field of public financial management or public procurement;
- Languages: Spanish and English
- Areas of Expertise: Extensive knowledge and experience regarding the design of public procurement action plans or strategic plans.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum
- Contract duration: 3 months. TBD Non-consecutive working days.
- Place(s) of work: External consultancy. Country of residence. If necessary travel costs will be part of the contract
- Division Leader or Coordinator: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, 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 contractuels, 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.

ANNEX A

Regional

IFD/FMM

Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level (RG-T2962)

Component II

**Consultancy for the preparation of a toolkit for public procurement at the subnational level
Individual consultant.**

TERMS OF REFERENCE

Background

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

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achieved through improved practices and solutions related to digital innovation in public procurement, as well as the development of knowledge in this area.

Consultancy objective(s)

The main objective of the consultancy is the preparation of a toolkit to assist the public procurement entities at the subnational level in the implementation of key activities that will help to increase transparency, integrity, while ensuring efficiency and competition (participation of women-owned businesses in public procurement).

The toolkit will take into account the knowledge, lessons learned and experience of government that at the subnational level are leaders in the promotion of the aforementioned values. This toolkit will provide a user-friendly and practical guide.

Main activities

The consultant will carry out the following activities:

- Review documentation, assessments, websites and other information from subnational governments in the region that are leaders in implementing good practices in public procurement
- Interview key government officials and experts
- Prepare a toolkit that includes:
 - a) Key steps, procedures and areas to be developed when a program to promote transparency, integrity, efficiency and the participation of women-owned business
 - b) Identification of key policy issues, questions, and choices to be addressed
- Prepare a presentation (power point) for the dissemination of the toolkit
- Presentation of the toolkit (in a panel, conference, workshop or brown bag lunch)

Reports / Deliverables

The consultant will submit the following deliverables:

- Workplan and guide for interviews
- A draft of the toolkit
- A final toolkit, a standardized presentation in power point for the dissemination of the toolkit and a final presentation that will be carried out as part of a panel, conference, workshop or brown bag lunch

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

Payment Schedule

- 20% upon signature of contract.
- 10% upon delivery and approval of workplan and guide for interviews
- 30% upon delivery and approval of draft toolkit
- 40% upon delivery and approval of final toolkit and presentations mentioned in the section "reports/deliverables", item 3.

Qualifications

- Degree an MPA, MBA, MA or related degrees and at least 10 years of experience in the public sector and at least 3 in the area of public procurement. At least 8 years of experience in the field of public procurement
- Languages: Spanish and English
- Areas of Expertise: Extensive knowledge and experience regarding the design of public procurement toolkits and manuals

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum
- Contract duration: 3 months. TBD Non-consecutive working days.
- Place(s) of work: External consultancy. Country of residence. If necessary travel costs will be part of the contract
- Division Leader or Coordinator: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, 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 contractuels, will not be eligible to provide services for the Bank.

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ANNEX A

Regional

IFD/FMM

Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level (RG-T2962)

Component II

Consultancy for the preparation of a training program and the implementation of a pilot based on a toolkit on how to handle public procurement at the subnational level

Individual Consultant.

TERMS OF REFERENCE

Background

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

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achieved through improved practices and solutions related to digital innovation in public procurement, as well as the development of knowledge in this area.

Consultancy objective(s)

The main objective of the consultancy is to develop and deploy a training course and a pilot that will enable the participants to have a better understanding of the principles that were established as part of the toolkit for improving public procurement at the subnational level.

Main activities

The consultant will carry out the following activities:

- Design a curriculum to explain a toolkit that has been prepared for improving public procurement at the subnational level;
- Develop a complete set of training materials, case studies, exercises for the course;
- Deliver the course;
- Provide the students that successfully complete the course with a certification
- Carry out a satisfaction survey at the end of the course.
- Develop a plan for the piloting the toolkit
- Deploy the pilot
- Provide to the IDB a brief summary on the lessons learned from the training and pilot.

Reports / Deliverables

The consultant will submit the following deliverables:

- Curriculum designed and training materials
- Power point presentations that are used during the training
- A plan for piloting the toolkit
- A final report in the lessons learned from the training and pilot

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

Payment Schedule

- 10% upon signature of contract.
- 30% upon delivery and approval of curriculum designed and training materials
- 10% upon delivery of the training
- 30% upon delivery and approval of the plan for piloting the toolkit
- 20% upon delivery and approval of final report on lessons learned from the training and pilot.

Qualifications

- Degree an MPA, MBA, MA or related degrees and at least 10 years of experience in the public sector. At least 8 years of experience in the field of public procurement
- Languages: Spanish and English
- Areas of Expertise: Extensive knowledge and experience regarding the design public procurement courses aimed at public officials. Extensive experience in training or lecturing government officials, with a specific focus on public procurement.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum
- Contract duration: 8 months. TBD Non-consecutive working days.
- Place(s) of work: External consultancy. Country of residence. If necessary travel costs will be part of the contract
- Division Leader or Coordinator: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

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ANNEX A

Regional

IFD/FMM

Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level (RG-T2962)

Component III

Consultancy for the planning and coordination of technical meetings (event planner)
Individual consultant.

TERMS OF REFERENCE

Background

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Consultancy objective(s)

The main objective of the consultancy is to support the preparation, in terms of logistics, of a technical seminar.

Main activities

The coordinator/event planner consultant will plan, coordinate and implement all activities and events of the international conference/training, including but not limited to the following functions:

- Participants
 - a) Centralize and manage participant registration pre-event and on-site at the workshop;
 - b) Maintain a list of inbound and out bound flights for all participants and buy them if necessary;
 - c) Manage hotel reservations for participants;
 - d) Establish a secretariat on site of the event to provide conference services to participants;
 - e) Distribute documents, publications and other materials of the event;
- Hotel and other venues
 - a) Identify and confirm the local provider for, technical equipment, informatics and technical support services;
 - b) Liaise with hotel and sponsoring organizations to assess the conference room requirements and match them with availability at the conference site;
 - c) Coordinate transportation to and from the hotel for participants, speakers and organizers of the event;
 - d) Coordinate provision of equipment and technological requirements with local providers and venues (computers, sound equipment, software, communication services, etc);
 - e) Provide protocol and hospitality services at airport, hotel, conference rooms and other venues of the event;
 - f) Track status of reservations of rooms to ensure cancellation without penalty if necessary.
- Technical seminar
 - a) Co-ordinates all logistics on the day it pertains to the technical seminar
 - b) Ensure proper implementation of the agenda, taking into account efficient use of time and last minute adjustments;
 - c) Track confirmation status of speakers the coordinator will receive the details from the sponsor agencies that have been making arrangements with speakers;
 - d) Ensure that each session of the agenda has the equipment, materials and proper setting required;
 - e) Coordinate and guide speakers before and after presentations; with tasks such as uploading, printing and distribution of presentations; and seating and protocol;
 - f) Provide constant presence, support and vigilance for unforeseen events during the sessions, equipment malfunction will be dealt with by the AV provider who will be on site for the period.
- Materials

- a) Produce branding and logo for materials of the event
- b) Coordinate quotes and production of materials for the conference, with local suppliers. Banners, posters, badges, flags, office supplies, promotional items, etc;
- c) Coordinate production of printed materials for the conference such as the agenda, presentations, documents, logistical information, etc.

Reports / Deliverables

The consultant will submit the following deliverables:

- A workplan for the event
- A report on the issues that are needed one month before the technical seminar (list of participants, bios, agenda, hotel information and rooming, etc)
- A final report after the completion of the event (list of participants and pending issues)

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

Payment Schedule

- 20% upon signature of contract.
- 30% a month before the event upon delivery and approval of the report mentioned in numeral (2) in the previous section of this TORs
- 50% at the satisfactory completion of the event and delivery and approval of final report.

Qualifications

- Degree in event management, communications, business administration;
- Languages: Spanish and English
- Areas of Expertise: Extensive knowledge and experience in events management
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Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum
- Contract duration: 6 months. TBD Non-consecutive working days.
- Place(s) of work: External consultancy. Country of residence. If necessary travel costs will be part of the contract
- Division Leader or Coordinator: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

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Regional

IFD/FMM

Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level (RG-T2962)

Component III

Consultancy for the planning and coordination of panels at the Interamerican Government procurement (INGP) conference

Individual consultant.

TERMS OF REFERENCE

Background

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

There is a growing demand in Latin America and the Caribbean (LAC) for strengthening and advancing the use of country systems, especially in public procurement. As 10 to 15% of global Gross Domestic Product (GDP) on average is processed through these systems, their efficiency and effectiveness can play a critical role in the development process.

In the case of subnational governments, starting in the 1980s, many countries in the region decentralized a significant portion of their expenditures to the local level, particularly in the areas of health and education. At the local level, the public sector plays a significant role as a consumer of goods, services and public works, representing around 24.6% at the state/provincial level and 32.3% in terms of total government spending, at the local level. In addition, given its size and importance in the economy, the way that public procurement is carried out has major impact on the provision of public services (such as health, infrastructure, transportation), fiscal health and transparency.

Additionally, public procurement can be used as tool for achieving secondary policy objectives such as increasing opportunities for non-traditional economic actors, including women. However, women have not benefitted as much as they could from this lucrative marketplace. Despite the fact that they represent one third of the small and medium-sized enterprises of developing countries, they only account for a small fraction of government goods and services contracts. This is particularly the case at the subnational level

In 2017, the Bank approved the technical cooperation entitled “Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level” (RG-T2962). The main objective of this technical cooperation program is to promote innovation and strengthen the efficiency, gender inclusiveness and transparency of public procurement in sub-national governments in Latin American and Caribbean (LAC). This will be

achieved through improved practices and solutions related to digital innovation in public procurement, as well as the development of knowledge in this area.

Consultancy objective(s)

The main objective of the consultancy is to support the preparation, in terms of logistics, of panels on the issue of public procurement at the subnational level that will take place as part of the INGP international conference (s).

Main activities

The coordinator/event planner will plan, coordinate and implement all activities related to the panels about public procurement at the subnational level, at the INGP international conference. Including but not limited to the following functions:

a. Management of Speakers

- Coordinate the panels with IDB- OAS committee;
- Ensure proper implementation of the panels, taking into account efficient use of time and last minute adjustments;
- Travel tickets for the event
- Track confirmation status of speakers the coordinator will receive the details from the sponsor agencies that have been making arrangements with speakers;
- Ensure that each panel has the equipment, materials and proper setting required;
- Coordinate and guide speakers before and after presentations; with tasks such as uploading, printing and distribution of presentations; and seating and protocol;
- Provide constant presence, support and vigilance for unforeseen events during the sessions, equipment malfunction will be dealt with by the AV provider who will be on site for the period.

Reports / Deliverables

The consultant will submit the following deliverables:

1. A workplan for the event
2. A report on the issues that are needed one month before the international conference in which the panel will take place (list of participants, bios,tickets)
3. A final report after the completion of the event (list of participants and pending issues)

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

Payment Schedule

- 20% upon signature of contract.
- 30% a month before the event upon delivery and approval of the report mentioned in numeral (2) in the previous section of this TORs
- 50% at the satisfactory completion of the event and delivery and approval of final report.

Qualifications

- Degree in event management, communications, business administration;
- Languages: Spanish and English
- Areas of Expertise: Extensive knowledge and experience in events management
-

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum
- Contract duration: 4 months. TBD Non-consecutive working days.
- Place(s) of work: External consultancy. Country of residence. If necessary travel costs will be part of the contract
- Division Leader or Coordinator: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

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ANNEX A

Regional

IFD/FMM

Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level (RG-T2962)

Component III

**Consultancy for the preparation of a publication on the results of the program
Individual consultant.**

TERMS OF REFERENCE

Background

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

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Additionally, public procurement can be used as tool for achieving secondary policy objectives such as increasing opportunities for non-traditional economic actors, including women. However, women have not benefitted as much as they could from this lucrative marketplace. Despite the fact that they represent one third of the small and medium-sized enterprises of developing countries, they only account for a small fraction of government goods and services contracts. This is particularly the case at the subnational level

In 2017, the Bank approved the technical cooperation entitled “Digitalization of public procurement: promoting innovation, gender inclusiveness and transparency at the sub-national level” (RG-T2962). The main objective of this technical cooperation program is to promote innovation and strengthen the efficiency, gender inclusiveness and transparency of public procurement in sub-national governments in Latin American and Caribbean (LAC). This will be

achieved through improved practices and solutions related to digital innovation in public procurement, as well as the development of knowledge in this area.

Consultancy objective(s)

The main objective of the consultancy is to support the preparation of a final publication that will compile the results and lessons learned from the program.

Main activities

The consultant will carry out the following activities:

- Review all the research products that were prepared as part of the TC execution;
- Interview stakeholders on lessons learned on the pilot and action plans;
- Select a case study and elaborate in its achievements through the program implementation
- Lay-out and preview the final product;
- Prepare a final publication on the results achieved and lessons learned

Reports / Deliverables

The consultant will submit the following deliverables:

- A workplan for the consultancy and a guide for interviews
- A first draft of the publication that includes the issues described above.
- A final publication that incorporates the comments from IDB and INGP teams.

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

Payment Schedule

- 20% upon signature of contract.
- 10% upon submission and approval of workplan and the guide for the interviews
- 30% upon submission and approval of first draft of the publication
- 40% upon submission and approval of final publication.

Qualifications

- Degree in communications, policy analysis, economics, or any other related field.
- Languages: Spanish and English
- Areas of Expertise: Extensive knowledge and experience in the preparation of publications and qualitative research in public procurement.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum

- Contract duration: 2 months. TBD Non-consecutive working days.
- Place(s) of work: External consultancy. Country of residence. If necessary travel costs will be part of the contract
- Division Leader or Coordinator: Leslie Harper, Modernization of the State Specialist, Fiscal and Municipal Management Division (IFD/FMM)

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

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