

TERMS OF REFERENCE

Survey of Belizean Migrant Students in the Wake of the COVID-19 pandemic

Belize

Support migration initiatives in Belize

1. Background and justification

- 1.1. Belize has received the largest foreign population in relation to its population, accounting to 15 percent of the total or 55,000 (UN 2019; IOM 2021). A flow of migrants in recent decades, mainly from El Salvador, Guatemala, Honduras, and Nicaragua, has turned Belize into a host nation for its displaced neighbors (IOM 2013). Compared to native families, migrant families are socioeconomically disadvantaged, and their education levels are lower (IDB 2020). This translates into educational and other integration challenges for migrant children and their families in Belize.
- 1.2. Migrant children face challenges of their own in integrating into their host country and face learning difficulties. Most migrant children in Belize are native Spanish speakers and only a third are literate for their age. Slightly over a third speak English, but their literacy skills in the language are low (IDB 2020). School principals attribute language barriers as the top barrier to integration and learning. Some Belizean schools have made efforts to face these challenges by providing orientation or induction programs to newly arrived students and parents, welcome packages in Spanish and other languages, and a welcome tutor (IDB 2020). Despite these efforts, migrant children underperform their native peers. School attendance is already below the region's average in Belize, with attendance rates even lower for migrant students (83 vs. 93 percent) (SIB 2018). The COVID-19 pandemic is likely exacerbating the challenges faced by migrant students and may increase dropout rates among migrant students as well as their ability to perform in school due to economic and other factors associated with the pandemic.
- 1.3. In October 2020, the Education Quality Improvement Program II (EQUIP II – BL-L1030) was modified to 1) help primary and secondary schools experiencing learning challenges due to the COVID-19 pandemic and 2) integrate non-reimbursable resources from the Inter-American Bank's Grant Facility (GRF) to improve learning in diverse and multicultural environments in migrant recipient communities. Additional resources to support the Ministry of Education, Culture, Science and Technology (MoECST) in the evaluation of EQUIP II, particularly on Belize's youth situation in the wake of the COVID-19 pandemic and related school closures, were approved in 2021 (BL-T1130). The Support migration initiatives in Belize project (BL-T1143) seeks to complement BL-T1130, focusing exclusively on understanding the situation of migrant students due to COVID-19-related school closures and restrictions.
- 1.4. **Regional study of education in times of COVID-19.** The IDB has contracted Innovations for Poverty Action (IPA) to collect data on education in times of COVID-19 in a series of countries: El Salvador (ES-T1282 and ES-T1295); Guatemala (RG-T3828); Costa Rica (CR-T1228); and Nicaragua (NI-T1295). The MoECST and the IDB have agreed to collect data based on the same instruments

in Belize to provide a window into the crisis: how it is affecting the health of migrant children and their caregivers and educators; the functioning of the ministry's distance education model; among others. The inputs from the survey and experimental pilot will provide an essential input in designing education policy responses for migrant students.

- 1.5. Against this background, the IDB is looking to contract a consultancy firm to assist with the data collection and analysis of the situation of migrant students in the wake of the COVID-19 pandemic.

2. Objectives

- 2.1. The consultancy should encompass assisting with a series of RCTs, including: (i) collection of baseline data for EQIP II in secondary and primary schools, including Infant I and II, throughout the country; and (ii) analyze data from the Belize Education Management Information System (BEMIS), including data on student achievement and profiles with a focus on migrant populations.
- 2.2. Survey design will capitalize on the Näslund-Hadley et al. (2020) migration study in Belize that included the conduction of interviews and surveys in Spanish to migrant population. In addition to English and Spanish, the project team will explore the possibility of conducting surveys in different indigenous languages to ensure diversity and inclusion.

3. Key Activities

- 3.1. The consulting firm will carry out the following activities:
 - a. **Work Plan.** Create a Work Plan for the consultancy. The Plan must include the elaboration and validation stages of the survey and list the required elements for the different parts of the project.
 - b. **IRB.** The approval of a certified Institutional Review Board (IRB) for human subject research.
 - c. **Design of Survey instrument.** Design and/or validate test instruments, including but not limited to migrant students' attitudes and beliefs; cognitive achievement; and mental wellbeing. The instrument should be designed to answer questions such: How are migrant students and their families experiencing the disruptions of the pandemic? How are the school closures impacting migrant students learning? How are COVID-19 and related social distancing measures shaping migrant students' perceptions about the future? How is the mental wellbeing of migrant students? What are specific opportunities for improvement in the remote learning support provided at the secondary and technical levels? To help answer the above research questions, the consultant will draw on data from the Belize Education Management Information System (BEMIS), including data on student profiles. The consultant will also draw on data from the national learning tests PSE and BJAT from 2019 (the 2020 tests were cancelled).
 - d. **Longitudinal data.** To lay the basis for a possible longitudinal study in the future, the firm must collect the following data: (i) names of all individuals must be recorded in separate columns for each name with up to 4 names per individual (if applicable) and with separate

columns for surnames (name1, name2); and (ii) Phone numbers, social media contact (usernames and Facebook, Twitter, and Skype).

- e. **Data Collection.** Recruit and train enumerators for data collection, entry, and coding of responses for data collectors. Collect survey data on the situation of 500 migrant children and youth in times of COVID-19.
- f. **Google Data Analytics Certificate.** Assist in the evaluation of the Google Data Analytics Certificate. Tentatively, encompassing the following arms: 1) Treatment I benefitting 115 participants who receive a Course certificate waiver; 2) Treatment II benefitting 115 participants who receive a Course certificate waiver and a wraparound service to be provided by another firm; and 3) pure control with 115 participants. Participants should receive some type of incentive (e.g. phone card to complete the survey).
- g. **Coordination.** The firm must work closely with the IDB and the MoESCT in the implementation of pilot as well as the survey. Continuously meet to discuss the progress of the consultancy.
- h. **Records.** Maintain and provide a Fieldwork Diary in order to register incidents, logistical, transportation and any other data collection and entry related issues. Data should be entered into STATA and include a codebook.

4. **Expected Outcome and Deliverables**

4.1. The firm will deliver the following products to the IDB:

- (i) Work plan and EQIP Randomization for migrant students **(2 weeks after the signing of the contract)**
- (ii) IRB for data collection **(Month 1)**
- (iii) Survey instruments validated in Belize **(Month 2)**
- (iv) National Survey and database about migrant student education in times of COVID-19 **(Month 3)**
- (v) Baseline Google Certificate **(Month 4)**
- (vi) Endline Google Certificate **(Month 10)**
- (vii) A final report with data analysis **(Month 12)**

5. **Project Schedule and Milestones**

5.1. The firm will present for the Bank's analysis and approval monthly progress reports, as well as the following documentation:

- First report: Work plan and EQIP Randomization for migrant students (20%)
- Second report: Validated survey instruments and IRB (20%)
- Third report: National survey and database about migrant students' situation in times of COVID-19 (20%)
- Fourth report: Baseline and endline Google Certificate (20%)
- Fifth report: A final report with data analysis (20%)

6. **Reporting Requirements**

6.1. Reports must be submitted in electronic files. The databases should be submitted in Excel or STATA and must include code books. The firm will be required to provide biweekly email updates on the progress of the work. All materials produced during and for this consultancy will:

- (i) Be delivered in hard and electronic copies (Zip files will not be accepted as final reports);
- (ii) Be owned by the IDB (copyright), including right to produce, distribute, disseminate, and publish, notwithstanding the termination of the consultancy.

7. Acceptance Criteria

7.1. Acceptance of consultancy products will be based on international practices for human subject research and experimental evaluations.

8. Supervision and Reporting

8.1. *The consultancy firm will report to Alison Elias (alisone@iadb.org), including bimonthly meetings with the MoESCT and the IDB during the implementation phase.*

9. Schedule of Payments

9.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

9.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| Payment Schedule | |
|---|----------|
| <i>Deliverable</i> | <i>%</i> |
| Product 1. Against approval of the Work plan and migrant student randomization (First report) | 20% |
| Product 2. Against approval of the validated survey instruments and IRB | 30% |
| Product 3. Against approval of the National Survey report and database about the situation of migrant students in times of COVID-19 | 15% |
| Product 4. Against receipt and approval of the Baseline and endline Google Certificate (Fourth report) | 15% |
| Product 5. Against receipt and approval of the final report, including corresponding database (Fifth report) | 20% |
| TOTAL | 100% |

10. Characteristics of the Consultancy Firm

- Category and Modality of the Consultancy: Firm
- Duration of the contract: From the signing of the contract, for a period of 12 months
- Workplace (s): Belize and country of firm
- IDB Division Leaders or Coordinator: Alison Elias Gonzalez

TERMS OF REFERENCE

Online courses and face-to-face training in data analytics

Belize

Support migration initiatives in Belize

1. Background and justification

- 1.1. Belize has received the largest foreign population in relation to its population, accounting to 15 percent of the total or 55,000 (UN 2019; IOM 2021). A flow of migrants in recent decades, mainly from El Salvador, Guatemala, Honduras, and Nicaragua, has turned Belize into a host nation for its displaced neighbors (IOM 2013). Compared to native families, migrant families are socioeconomically disadvantaged, and their education levels are lower (IDB 2020). This translates into educational and other integration challenges for migrant children and their families in Belize.
- 1.2. Acknowledging the contributions of migrants to Belize, and in support of these populations, the Government of Belize has been working on its migration policy to ensure that the incoming migrants could complement the Belizean labor force, expanding and tailoring existing vocational and training institutions to respond to the needs of the market, including training of migrants. The Ministry of Foreign Affairs, Foreign Trade and Immigration (MFA) in collaboration with UN agencies is working on strengthening its capacity to provide services to migrants through the digitization of migration documents and the enhancement of asylum requests processing capabilities (Belize Immigration, 2021). However, the Ministry's capacities need to be further strengthened, particularly in digitalizing its processes, to be able to reach out to and provide for most of its vulnerable migrant population. In technical meetings with the IT Team of the MFA's Immigration Department different needs and challenges – including the harmonization of immigration systems, collaboration with other countries for background checks, mass regularization of immigrants, and streamlined application processes, among others – were identified for the effective provision of digital services to migrant and refugee populations.
- 1.3. Of the different challenges and needs identified, an important one highlighted was the lack of statistical data collection, analysis, and processing capabilities. MFA officials regularly collect large amounts of information, but their limited knowledge in data analysis prevents them from using it to inform policy. Further, the Immigration Departments do not have data analytics personnel to support these processes.
- 1.4. Against this background, the IDB is looking to contract an individual consultant to provide face-to-face trainings on data analytics to the Ministry of Foreign Affairs, Foreign Trade, and Immigration's (MFA) Immigration Department. These in-person trainings will be offered along with online trainings.

2. Objectives

- 2.1. The consultancy's objective is to enhance the data analytics knowledge of the MFA's Immigration Department.

3. Key Activities

3.1. The individual consultant will carry out the following activities:

- a. **Work Plan.** Create a Work Plan for the consultancy. The plan must include a description of the objectives, the activities to be carried out under the consultancy, expected results, and a timeline for the consultancy's main activities.
- b. **Design the course for the Immigration Department.** Based on a capabilities assessment provided by the IDB, the consultant will develop a training curriculum to address the knowledge gaps in data analytics of the Immigration Department Personnel. The training curriculum will include modules or sections that will be imparted through online and in-person methods. The in-person delivery of the material will complement the online courses and focus on going deeper into specific subjects using case studies and practical examples. The course will cover basic data analytics information and go further into more advanced data analytics areas needed by the Immigration Department. The consultant will develop a syllabus with all the information on the class and expectations, which will be provided at the beginning of the training/course to participants.
- c. **Online courses.** The consultant will recommend an online course on data analytics from a certified educational institution to be imparted to the Immigration Department's personnel. This course can be an existing course, or one developed by the consultant. Whichever the case, the course must be certified by an educational institution, preferably one to which the consultant is associated with. If the course is not designed by the consultant, the consultant will present detailed information on how each of the course's modules will be imparted and the topics covered. The consultant will provide online support to students in their online courses by answering questions and clarifying any of the materials presented or assignments required to complete the course.
- d. **In-person trainings.** After the completion of the online modules, the consultant will provide in-person trainings to complement the knowledge gained online by the participants. Topics in data analytics will be explored in depth during the in-person trainings, cases studies and practical examples will be used to understand the material, and the completion of a special project may be required as part of the course.
- e. **Coordination.** The consultant must work closely with the IDB and the MFA in the delivery of the course. Periodic meetings to discuss the progress of the consultancy are required.
- f. **Records.** The consultant will maintain attendance records, as well as information on grades and completion of assignments and modules/sections for participating personnel.

4. Expected Outcome and Deliverables

4.1. The consultant will deliver the following products to the IDB:

- (i) Work plan (**2 weeks after the signing of the contract**)
- (ii) Course design (**Month 1**)
- (iii) Identification or development of online course (**Month 2**)
- (iv) Delivery of online course and support (**Months 3 to 6**)
- (v) In-person training (**Month 7**)
- (vi) Final grades and certificates (**Month 8**)
- (vii) Final report on the consultancy (**Month 9**)

5. Project Schedule and Milestones

5.1. The consultant will present for the Bank's analysis and approval the following documentation:

- Work plan (15%)
- Course design (15%)
- Online course development or identification (15%)
- Report on delivery of online course and support to participants (15%)
- Report of in-person training and submission of grades (20%)
- Final report (20%)

6. Reporting Requirements

6.1. Reports must be submitted in electronic files. The consultant will be required to provide biweekly email updates on the progress of the work. The final report will include information on the learning experiences and outcomes of the consultancy. All materials produced for this consultancy will:

- (i) Be delivered in hard and electronic copies (Zip files will not be accepted as final reports);
- (ii) Be owned by the IDB (copyright), including right to produce, distribute, disseminate, and publish, notwithstanding the termination of the consultancy.

7. Acceptance Criteria

7.1. Acceptance of consultancy products will be based on quality and completion of deliverables.

8. Supervision and Reporting

8.1. *The consultant will report to Alison Elias (alisone@iadb.org), and bimonthly meetings with the MFA and the IDB will be held during the implementation phase.*

9. Schedule of Payments

9.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

9.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| Payment Schedule | |
|--|----------|
| <i>Deliverable</i> | <i>%</i> |
| Product 1. Against approval of the Work Plan | 15% |
| Product 2. Against approval of course design | 15% |
| Product 3. Against approval of identification or development of online course | 15% |
| Product 4. Against receipt and approval of report on delivery of online course and support to participants | 15% |
| Product 5. Against receipt and approval of report of in-person training and submission of grades | 20% |

| | |
|---|------|
| Product 6. Against receipt and approval of final report | 20% |
| TOTAL | 100% |

10. **Characteristics of the Consultancy**

- Category and Modality of the Consultancy: Individual
- Duration of the contract: From the signing of the contract, for a period of 10 months
- Workplace (s): Belize and country of consultant
- IDB Division Leaders or Coordinator: Alison Elias Gonzalez

TERMS OF REFERENCE

Capabilities and best practices assessment

Belize

Support migration initiatives in Belize

1. Background and justification

- 1.1. Belize has received the largest foreign population in relation to its population, accounting to 15 percent of the total or 55,000 (UN 2019; IOM 2021). A flow of migrants in recent decades, mainly from El Salvador, Guatemala, Honduras, and Nicaragua, has turned Belize into a host nation for its displaced neighbors (IOM 2013). Compared to native families, migrant families are socioeconomically disadvantaged, and their education levels are lower (IDB 2020). This translates into educational and other integration challenges for migrant children and their families in Belize.
- 1.2. Acknowledging the contributions of migrants to Belize, and in support of these populations, the Government of Belize has been working on its migration policy to ensure that the incoming migrants could complement the Belizean labor force, expanding and tailoring existing vocational and training institutions to respond to the needs of the market, including training of migrants. The Ministry of Foreign Affairs, Foreign Trade and Immigration (MFA) in collaboration with UN agencies is working on strengthening its capacity to provide services to migrants through the digitization of migration documents and the enhancement of asylum requests processing capabilities (Belize Immigration, 2021). However, the Ministry's capacities need to be further strengthened, particularly in digitalizing its processes, to be able to reach out to and provide for most of its vulnerable migrant population. In technical meetings with the IT Team of the MFA's Immigration Department different needs and challenges – including the harmonization of immigration systems, collaboration with other countries for background checks, mass regularization of immigrants, and streamlined application processes, among others – were identified for the effective provision of digital services to migrant and refugee populations.
- 1.3. Of the different challenges and needs identified, an important one highlighted was limited experience and knowledge on how to maximize their digital immigration efforts to provide quality and streamlined services to the migrant population. The increased migration flows to some countries in the world, along with the COVID-19 pandemic, pushed countries such as Chile, Canada, and New Zealand to develop streamlined and user-friendly online migration services, which include best practices that can be shared with other migrant recipient countries around the world.
- 1.4. Against this background, the IDB is looking to contract an individual consultant(s) to 1) carry out an assessment of Belize's capacity to provide migration services as well as to identify gaps in data analysis and processing; and 2) conduct an in-depth study on best practices worldwide on the implementation of digital migration systems.

2. Objectives

- 2.1. The consultancy's objective is to obtain information to enhance the Immigration Department's data analytic capabilities and provision of migration services.

3. Key Activities

3.1. The individual consultant(s) will carry out the following activities:

- a. **Work Plan.** Create a Work Plan for the consultancy. The plan must include a description of the objectives, the activities to be carried out under the consultancy, methodology, expected results, and a timeline for the consultancy's main activities.
- b. **Data collection.** The consultant will collect data for the study and assessment through primary sources, including interviews to MFA personnel, as well as through secondary data on best practices worldwide on the implementation of digital migration systems.
- c. **Data analysis.** The consultant will carry out an analysis of the data collected using the methodology presented in the work plan. This information will be used to write the best practices study as well as the capabilities assessment.
- d. **Regional exchange.** The consultant will organize a regional exchange with one of the countries analyzed to learn more about their online migration system, and the best practices and lessons learned implementing it.
- e. **Presentation of study and assessment results.** The results of the study and assessment will be shared to the IDB team and MFA officials during an official presentation.
- f. **Coordination.** The consultant must work closely with the IDB and the MFA throughout the implementation of the activities. Periodic meetings to discuss the progress of the consultancy are required.
- g. **Records.** The consultant will maintain attendance records, as well as information on grades and completion of assignments and modules/sections for participating personnel.

4. Expected Outcome and Deliverables

4.1. The consultant will deliver the following products to the IDB:

- (i) Work plan (**2 weeks after the signing of the contract**)
- (ii) Progress report on data collection (**Month 2**)
- (iii) Study on best practices and assessment on capabilities (**Month 4**)
- (iv) Presentation of the study and assessment, including a PowerPoint presentation (**Month 5**)
- (v) Regional exchange organization, execution, and report (**Month 6**)

5. Project Schedule and Milestones

5.1. The consultant will present for the Bank's analysis and approval the following documentation:

- Work plan (20%)
- Progress report on data collection (15%)
- Study on best practices and assessment on capabilities (25%)
- Presentation of the study and assessment (20%)
- Regional exchange (20%)

6. Reporting Requirements

6.1. Reports, studies, and assessments must be submitted in electronic files. The consultant will be required to provide biweekly email updates on the progress of the work. All materials produced for this consultancy will:

- (i) Be delivered in hard and electronic copies (Zip files will not be accepted as final reports);
- (ii) Be owned by the IDB (copyright), including right to produce, distribute, disseminate, and publish, notwithstanding the termination of the consultancy.

7. Acceptance Criteria

7.1. Acceptance of consultancy products will be based on quality and completion of deliverables.

8. Supervision and Reporting

8.1. *The consultant will report to Alison Elias (alisone@iadb.org), and bimonthly meetings with the MFA and the IDB will be held during the implementation phase.*

9. Schedule of Payments

9.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

9.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| Payment Schedule | |
|---|-------------|
| <i>Deliverable</i> | <i>%</i> |
| Product 1. Against approval of the Work Plan | 20% |
| Product 2. Against approval of progress report of data collection | 15% |
| Product 3. Against approval of study on best practices and assessment on capabilities | 25% |
| Product 4. Against approval of PowerPoint presentation and delivery of presentation of the study and assessment | 20% |
| Product 5. Against completion of regional exchange, including main takeaways report and minutes. | 20% |
| TOTAL | 100% |

10. Characteristics of the Consultancy

- Category and Modality of the Consultancy: Individual
- Duration of the contract: From the signing of the contract, for a period of 6 months
- Workplace (s): Belize and country of consultant
- IDB Division Leaders or Coordinator: Alison Elias Gonzalez

TERMS OF REFERENCE

Design and implementation of communications campaigns

Belize

Support migration initiatives in Belize

1. Background and justification

- 1.1. Belize has received the largest foreign population in relation to its population, accounting to 15 percent of the total or 55,000 (UN 2019; IOM 2021). A flow of migrants in recent decades, mainly from El Salvador, Guatemala, Honduras, and Nicaragua, has turned Belize into a host nation for its displaced neighbors (IOM 2013). Compared to native families, migrant families are socioeconomically disadvantaged, and their education levels are lower (IDB 2020). This translates into educational and other integration challenges for migrant children and their families in Belize.
- 1.2. Acknowledging the contributions of migrants to Belize, and in support of these populations, the Government of Belize has been working on its migration policy to ensure that the incoming migrants could complement the Belizean labor force, expanding and tailoring existing vocational and training institutions to respond to the needs of the market, including training of migrants. The Ministry of Foreign Affairs, Foreign Trade and Immigration (MFA) in collaboration with UN agencies is working on strengthening its capacity to provide services to migrants through the digitization of migration documents and the enhancement of asylum requests processing capabilities (Belize Immigration, 2021). However, the Ministry's capacities need to be further strengthened, particularly in digitalizing its processes, to be able to reach out to and provide for most of its vulnerable migrant population. In technical meetings with the IT Team of the MFA's Immigration Department different needs and challenges – including the harmonization of immigration systems, collaboration with other countries for background checks, mass regularization of immigrants, and streamlined application processes, among others – were identified for the effective provision of digital services to migrant and refugee populations.
- 1.3. Of the different challenges and needs identified, an important one highlighted was that there is a large vulnerable segment of the population that is in irregular migratory condition and face two problems: 1) they are remotely located, and it is difficult for government to reach out to them and provide assistance, and 2) they believe that their migratory condition puts their permanency in the country at risk and are afraid to seek services or immigration officers' help.
- 1.4. Against this background, the IDB is looking to contract an individual consultant(s) to design and implement informational and awareness campaigns for migration officers and migrant populations.

2. Objectives

- 2.1. The consultancy's objective is to generate awareness among migration officers and populations on mechanisms available to regularize their status and generate increased trust between them.

3. Key Activities

3.1. The individual consultant(s) will carry out the following activities:

- a. **Work Plan.** Create a Work Plan for the consultancy. The plan must include a description of the objectives, the activities to be carried out under the consultancy, methodology, expected results, and a timeline for the consultancy's main activities.
- b. **Campaign detailed design.** The consultant will develop a detailed plan of the campaigns based on an assessment of the areas of intervention. The information from the assessment will allow the consultant to identify the best type of media for the campaigns (videos, print, radio, social media).
- c. **Campaign implementation.** The consultant will implement the campaigns in key locations to be discussed with the IDB team. The consultant will make recommendation of the type of campaign to be deployed in each location based on an initial assessment of all project areas of implementation. The campaigns will be launched in location-based cohorts.
- d. **Migration support workshops.** The consultant will organize migration support workshops in remote communities to socialize migration services to complement the information and awareness campaigns.
- e. **Analysis and final report.** The consultant will carry out analysis of the short-term effect of the campaigns on migration officers as well as migrant population and will present them in a final report.
- f. **Coordination.** The consultant must work closely with the IDB and the MFA in the implementation of the campaigns and the workshops. Periodic meetings to discuss the progress of the consultancy are required.
- g. **Records.** The consultant will maintain attendance records, as well as information on grades and completion of assignments and modules/sections for participating personnel.

4. Expected Outcome and Deliverables

4.1. The consultant will deliver the following products to the IDB:

- (i) Work plan (**2 weeks after the signing of the contract**)
- (ii) Campaign detailed design report (**Month 2**)
- (iii) Campaign implementation (**Month 4 - 9**)
- (iv) Implementation of migration support workshops (**Months 5, 7, 8, and 9**)
- (v) Impact analysis and final report (**Month 11**)

5. Project Schedule and Milestones

5.1. The consultant will present for the Bank's analysis and approval the following documentation:

- Work plan (20%)
- Campaigns detailed design report and assessment (15%)
- Campaign implementation report (first cohort) (15%)
- Campaign implementation report (second cohort) (15%)
- Migration support workshop reports (4 reports) (15%)
- Impact analysis and final report (20%)

6. Reporting Requirements

- 6.1. Reports must be submitted in electronic files. The consultant will be required to provide biweekly email updates on the progress of the work. All materials produced for this consultancy will:
- (i) Be delivered in hard and electronic copies (Zip files will not be accepted as final reports);
 - (ii) Be owned by the IDB (copyright), including right to produce, distribute, disseminate, and publish, notwithstanding the termination of the consultancy.

7. Acceptance Criteria

- 7.1. Acceptance of consultancy products will be based on quality and completion of deliverables.

8. Supervision and Reporting

- 8.1. *The consultant will report to Alison Elias (alison@iadb.org), and bimonthly meetings with the MFA and the IDB will be held during the implementation phase.*

9. Schedule of Payments

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

| Payment Schedule | |
|---|-------------|
| <i>Deliverable</i> | <i>%</i> |
| Product 1. Against approval of the Work Plan | 20% |
| Product 2. Against approval of campaigns detailed design report | 15% |
| Product 3. Against approval of Campaign implementation report (first cohort) | 15% |
| Product 4. Against approval of Campaign implementation report (second cohort) | 15% |
| Product 5. Against approval of migration support workshop reports (4 reports) | 15% |
| Product 6. Against approval of impact analysis and final report. | 20% |
| TOTAL | 100% |

10. Characteristics of the Consultancy

- Category and Modality of the Consultancy: Individual
- Duration of the contract: From the signing of the contract, for a period of 12 months
- Workplace (s): Belize and country of consultant
- IDB Division Leaders or Coordinator: Alison Elias Gonzalez