

TERMS OF REFERENCE (1)

Call for Problems and Call for Solutions Contest (Phase II)

BELIZE

BL-T1119

Project Title: Innovation Platforms for Social and Economic Impact in Belize**1. Background and Justification**

- 1.1. Similar to other developing countries, Belize experiences social problems that impact its capacity for growth. As an example, crime and violence reduces firm competitiveness, negatively impacts productivity, and leads to loss of skilled and educated citizens (Ruprah and Sutton, 2017). A little over 50% of Belizean firms indicate that crime, theft, and disorder are an obstacle to doing business whilst approximately 70% of businesses spent money on security (PROTEqIN Survey, 2014). As a small country with a population of only 385,854 people (July 2018 est), Belize's prison population rate in 2017 was 356 out of 100,000 persons (compared to the worldwide mid-point of 145 in the UK and the global high of 724 in the US). Factors such as poverty (approximately 41% of the country's small population lives below the poverty line), inequality (as measured by the Gini coefficient, rose from 0.40 in 2002 to 0.53 in 2013), and gender (the intersection of masculinity issues related to gang violence and gender-based violence) contribute to the challenge of crime. Approximately 21.3% of persons aged 14 to 24 in the labor force are unemployed compare to just 5.7% of all adults in the labor force (Statistical Institute of Belize). Furthermore, within each age group, females have a higher level of unemployment.
- 1.2. The IDB's experience with the i-Lab¹ methodology suggests that pervasive social problems can become a powerful motivator for innovative solutions, as they pose complex design challenges that require inter-disciplinary teams. Vulnerable communities, including women and youth² that have first-hand information about the social problems, are included within the innovation process. Public and private actors in the entrepreneurial and innovation ecosystem that have important knowledge of the most pressing problems are also consulted and given the right incentives and capacity development support to develop tailor-made, innovative solutions.
- 1.3. Adoption of the i-Lab methodology³ could help strengthen Belize's budding eco-system of support for entrepreneurship and innovation. Though the country has made progressive steps, Belize's innovation and entrepreneurship ecosystem is in its early stages. Additional support,

¹ The I-Lab is a platform that was created in 2008 by the Competitiveness and Innovation Division (CTI) of the Inter-American Development Bank (IDB) and has since worked extensively on promoting innovative solutions with high social impact developed directly with and for the communities that find themselves affected by certain unattended problems. <http://www.bidinnovacion.org/en/>

² The median age in Belize is 22.7 years (compared to the US at 38.1 years and Mexico at 28.3 years).

³ At its core, the social innovation methodology addresses two particular market failures: (i) on the demand side, coordination failures make it difficult for excluded communities to express their preferences (social problems) in a structured way; and (ii) on the supply side, those who have the capacities to deal with these problems (companies, universities or technology centers), with cost-efficient solutions do not have the incentives to do so due to lack of early financing and the high degree of uncertainty technical and commercial.

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such as capacity building and widely supported country level strategy for innovation, is required to encourage increased innovation outputs. A recent IDB and Compete Caribbean financed conference on “Toward Exponential Growth in Belize” revealed both the private and public’s great interest and demand for strengthening the innovation ecosystem.

- 1.4. This project aims to promote an inclusive innovation and entrepreneurship ecosystem that supports actors to (i) discover and prioritize social problems; (ii) generate innovative solutions with high social impact by bringing together the public sector, private sector, and civil society; (iii) strengthen public sector institutions to lead the replication of the I-Lab approach to social innovation.

2. Objectives

- 2.1. The general objective of this consultancy is to implement the project’s call for problems and call for solutions contest on the subject of crime and its impact on youth in Belize, with a particular focus on incarcerated youth and at-risk youth and where possible, sensitivity to the role of gender.

3. Scope of Services

- 3.1. Implement the application, evaluation criteria, and online platform for crowdsourcing innovative solutions to address prioritized challenges.
- 3.2. Design and implement pre-incubation workshops for up to ten finalists.
- 3.3. Coordinate the evaluation panel and pitch event.

4. Key Activities

4.1. Call for Challenges and Call for Solutions:

- 4.1.1. Monitor an online platform capable of (i) disseminating information on the selected prioritized challenges (ii) collecting proposals of innovative solutions that address the prioritized challenges and (iii) permitting panelists to evaluate proposals and to select 8-10 semi-finalists that will enter the pre-incubation stage.

4.2. Pre-Incubation Workshops:

- 4.2.1. Design and implement pre-incubation workshops for the top eight to ten short-listed proposals. Finalists will be selected to undergo a pre-incubation workshop where they will receive personalized mentoring in innovation methodologies, business models, prototyping and pitching.
- 4.2.2. Engage internal/external facilitators, prepare meeting materials, and communicate results of the workshop.

4.3. Selection of Winning solutions:

- 4.3.1. Based on discussion with the IDB, Beltraide, and the EDC, develop the evaluation criteria. Criteria should include elements such as potential impact on the communities, feasibility, innovativeness, etc.
- 4.3.2. Organize a pitch event for finalists to present refined solutions to an evaluation panel.
- 4.3.3. Identify and convene panelists to select three winning solutions that will receive funding to attend an incubator where they will further refine their project development and implement

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their solutions. The solutions will be selected by a panel of local and international specialists and experts (specialists on the topic from inside and outside the IDB, as well as multi-disciplinary representatives of relevant government entities and private investors), thus offering innovative perspectives in this stage.

- 4.4. Maintain Close Coordination:** Coordinate with the IDB team and with the public institutions involved through physical meetings and / or other means (telephone, online), for the general development of the work and for the products of this consultancy. Communicate any challenges and updates to the work plan as necessary.

5. Expected Outcome and Deliverables

- 5.1. Deliverable 1:** Submission of a work plan that includes a schedule of activities to take place under the consultancy, including resources required to carry out such activities.
- 5.2. Deliverable 2:** Progress report containing the status of the Call for Solutions and Call for Competitions (i.e. number of proposals received, panelists evaluation scores, etc) and detailed plan for the pre-incubation workshop (budget, location, facilitators, etc).
- 5.3. Deliverable 3:** Final report on the Pre-Incubation Workshop and pitch session.

6. Project Schedule and Milestones

- 6.1.** The consultancy is expected to be completed within six months. The Call for Solutions event will be launched in October 2019. The pre-incubator and pitch event are expected to take place in Quarter 1 of 2020.

7. Reporting Requirements

- 7.1.** 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.

8. Acceptance Criteria

- 8.1.** All deliverables will be reviewed by the Bank. Comments made by the Bank are expected to be incorporated into the deliverables. Payment made upon acceptance by the Bank.

9. Supervision and Reporting

- 9.1.** The technical and administrative responsibilities of this consultancy will be coordinated by Galileo Solis, Team Leader, Science & Technology Senior Specialist of the IDB (IFD/CTI).

10. Schedule of Payments

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- 10.1.** 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.
- 10.2.** 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>
1. Bank approval of Deliverable 1	20%
2. Bank approval of Deliverable 2	40%
3. Bank approval of Deliverable 3	40%
TOTAL	100%

Consulting Firm Qualifications:

- **Consulting Firm Experience:** At least five (5) years' experience working with organizations to develop innovative solutions to pressing social issues using participatory and innovative methodologies. The firm must have successful cases of innovation competitions executed in the Latin American and Caribbean region.
- **Lead Consultant Experience:** At least five (5) years' experience in leading the design and implementation of innovation competitions. Professional who has the skills to carry out a process of dialogue with public and private organizations, civil society and beneficiary communities in a perspective of identifying possible problems to be addressed through innovative projects that are sustainable. Strong knowledge of business models and designing bootcamps to promote social entrepreneurship. Previous work experience with youth and/or prison populations is highly desirable. Demonstrated knowledge of current theory and practice in social innovation. Minimum of a Master's degree or equivalent in Social Sciences, Education, Public Policies, Sociology or other relevant area.
- **Key Expert 1:** At least two (2) years' experience in designing and implementing robust qualitative and quantitative research processes that lead to improved understanding of structural causes of socio-environmental issues. Minimum of a university degree (Bachelor's degree or equivalent) in Social Sciences, Education, Public Policies, Sociology or other relevant area.
- **Key Expert 2:** At least two (2) years' experience in designing and implementing strong communication strategies to raise awareness of innovation competitions and encouraging high application rates to such competitions. Minimum of a university degree (Bachelor's degree or equivalent) Social Sciences, Education, Public Policies, Sociology or other relevant area.

Languages:

- Fluency in oral and written English.

Selection process # BL-T1119-P002

TERMS OF REFERENCE (2)**Design and Implementation of Bootcamp
(Demand-Driven Digital Skills Training Program)**

BELIZE

BL-T1119

Project Title: Innovation Platforms for Social and Economic Impact in Belize

11. Background and Justification

11.1. Innovation is a crucial factor for impacting firm level growth and productivity which in turn contribute to a country's economic growth. Belize has made great strides toward establishing the necessary foundation for a strong innovation and entrepreneurship ecosystem. Yet according to a firm level innovation survey (2013 PROTEqIN), only 7% of firms in Belize were innovating. Belize ranked 102 (at an index of 29.8) out of 142 countries in the 2013 Global Innovation Index⁴, the most recent available indicator on innovation in Belize. Another important, though often overlooked, factor for productivity and growth are social in nature. In particular, crime and violence in the Caribbean has been shown to reduce firm competitiveness⁵, negatively impact productivity, and lead to loss of skilled and educated citizens⁶ (Ruprah and Sutton, 2017). Poverty⁷, youth unemployment⁸, inequality⁹, and gender¹⁰ are complex, highly interrelated variables that impact crime.

11.2. Talent and skills are essential to an innovation and entrepreneurship ecosystem yet with new technology there is a growing talent gap. This project, and much aligned to the mission of the BEI2 to broaden and entrench demand driven skills-based employment training, seeks to take a demand driven approach to building digital talent by implementing a bootcamp. Bootcamps, rather than one-off investments for the tech sector, are part of the process of building a digital

⁴ The Global Innovation Index capture elements of the national economy that enable innovative activities: (1) Institutions, (2) Human capital and research, (3) Infrastructure, (4) Market sophistication, and (5) Business sophistication. Two output pillars capture actual evidence of innovation outputs: (6) Knowledge and technology outputs and (7) Creative outputs.

⁵ A little over 50% of Belizean firms indicate that crime, theft, and disorder are an obstacle to doing business whilst approximately 70% of businesses spent money on security (PROTEqIN Survey, 2014).

⁶ As a small developing country with a population of just under 400,000 people (2018 estimate), Belize's prison population rate in 2017 was 356 out of 100,000 persons (compared to the worldwide mid-point of 145 in the UK and the global high of 724 in the US).

⁷ Approximately 41% of the country's small population lives below the poverty line

⁸ Approximately 21.3% of persons aged 14 to 24 in the labor force are unemployed compared to just 5.7% of the adults in the labor force with females having higher levels of unemployment in each age group

⁹ The Gini coefficient rose from 0.40 in 2002 to 0.53 in 2013.

¹⁰ The intersection of masculinity issues related to gang violence and gender-based violence.

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talent pipeline. They act as skills accelerators which can potentially be shared in traditional education and training settings.

- 11.3.** The general objective of this TC is to strengthen the entrepreneurial and innovation ecosystem for supporting the development of innovative and sustainable solutions that have a positive developmental impact. This TC aims to promote an inclusive innovation and entrepreneurship ecosystem that supports actors to build innovation talent within the public and private sectors to develop innovative solutions.

12. Objectives

- 12.1.** The general objective of this consultancy is to design and implement a demand-driven digital skills training program (bootcamp) in Belize.

13. Scope of Services

- 13.1.** Establish and implement a methodology for assessing the demand for digital skills amongst private and public sector organizations in Belize.
- 13.2.** Design the application and evaluation criteria, to select applicants to undergo the training.
- 13.3.** Design and Implement a digital skills bootcamp.
- 13.4.** Implement a workshop with academia and non-traditional academic institutions to share findings of the consultancy and to support with the development of a draft strategy for responsive curriculum design that addresses the demand for digital skills.

14. Key Activities

- 14.1. Analyze the Talent Gap Amongst Select Organizations.**
- 14.1.1. Develop a methodology for identifying and selecting public and private organizations with real demand for digital skills (i.e. organizations with the intent to hire persons within the next year).
- 14.1.2. Develop a diagnostic that assesses the demand for digital skills amongst the selected private and public sector organizations.
- 14.2. Design of Digital Skills Bootcamp.**
- 14.2.1. Based on the talent gap analysis, design a digital skills bootcamp that will meet the needs of the selected organizations.
- 14.3. Open a Call to Competitively Select Bootcamp Participants.**
- 14.3.1. Design the application process for individuals (primarily women and youth) to apply to the bootcamp.
- 14.3.2. Develop strict evaluation criteria.
- 14.3.3. Design and implement a communications campaign to encourage applications.
- 14.3.4. Select bootcamp participants that will undergo training.
- 14.4. Implement Digital Skills Bootcamp.**
- 14.4.1. Implement the digital skills bootcamp amongst selected participants.
- 14.4.2. Monitor indicators and submit monitoring reports to the IDB.

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14.4.3. Maintain close communication with public and private sector organizations that will hire candidates being trained.

14.5. End of Project Workshop to Develop Digital Skills Strategy.

14.5.1. Implement a workshop with academia and non-traditional academic institutions to share findings of the consultancy

14.5.2. Lead the development of a draft strategy for responsive curriculum design that addresses the demand for digital skills.

14.6. Maintain Close Coordination: Coordinate with the IDB team, with the public institutions involved, through physical meetings and / or other means (telephone, online), for the general development of the work and for the products of this consultancy. Communicate any challenges and updates to the work plan as necessary.

15. Expected Outcome and Deliverables

15.1. Deliverable 1: Submission of a work plan that includes a schedule of activities to take place under the consultancy, including resources required to carry out such activities

15.2. Deliverable 2: Analytical Report on the talent gap assessment and proposal of intervention activities which contains as a minimum:

15.2.1. Summary of the proposal

15.2.2. Methodology, components and work schedule

15.2.3. A list and description of the sample selected and including a justification of the sample selection.

15.2.4. Expected results

15.3. Deliverable 3: Progress report containing:

15.3.1. Process description

15.3.2. List of participants

15.3.3. Lessons learned in the process

15.3.4. Evaluation, suggestions and conclusions.

15.4. Deliverable 4: Final report on bootcamp. Successful implementation of the academic workshop, including a proposed strategy for responsive curriculum design to meet digital skills needs.

16. Project Schedule and Milestones

16.1. The consultancy is expected to be completed within twelve months.

17. Reporting Requirements

17.1. 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.

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18. Acceptance Criteria

- 18.1.** All deliverables will be reviewed by the Bank. Comments made by the Bank are expected to be incorporated into the deliverables. Payment made upon acceptance by the Bank.

19. Supervision and Reporting

- 19.1.** The technical and administrative responsibilities of this consultancy will be coordinated by Galileo Solis, Team Leader, Science & Technology Senior Specialist of the IDB (IFD/CTI).

20. Schedule of Payments

- 20.1.** 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.
- 20.2.** 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>
1. Bank approval of Deliverable 1	15%
2. Bank approval of Deliverable 2	15%
3. Bank approval of Deliverable 3	35%
4. Bank approval of Deliverable 4	35%
TOTAL	100%

Consulting Firm Qualifications:

- **Consulting Firm Experience:** At least five (5) years' experience working with organizations to identify digital skills demand and to develop digital skills curriculum. The firm must have a portfolio of successful cases, including evidence of bootcamp trainees being hired by the private sector.
- **Lead Consultant Experience:** At least five (5) years' experience in leading the design and implementation of digital skills curriculum. Minimum of a Master's degree or equivalent in Information Communication Technology, Computer Science, or other relevant area.
- **Key Expert 1:** At least two (2) years' experience in designing and implementing robust qualitative and quantitative research processes to develop a deep understanding of private sector demand for digital skills. Minimum of a university degree (Bachelor's degree or equivalent) in Education, Economics or other relevant area.
- **Key Expert 2:** At least three (3) years' experience designing and implementing digital skills curriculum. Minimum of a university degree (Bachelor's degree or equivalent) in Computer Science, or other relevant area.

Languages: Fluency in oral and written English.

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Selection process # BL-T1119-P003

TERMS OF REFERENCE (3)**Design of Innovation Pact**

BELIZE

BL-T1119

Project Title: Innovation Platforms for Social and Economic Impact in Belize

1. Background and Justification

- 1.1.** Innovation is a crucial factor for impacting firm level growth and productivity which in turn contribute to a country's economic growth. Belize has made great strides toward establishing the necessary foundation for a strong innovation and entrepreneurship ecosystem. Yet according to a firm level innovation survey (2013 PROTEqIN), only 7% of firms in Belize were innovating. Belize ranked 102 (at an index of 29.8) out of 142 countries in the 2013 Global Innovation Index¹¹, the most recent available indicator on innovation in Belize. Another important, though often overlooked, factor for productivity and growth are social in nature. In particular, crime and violence in the Caribbean has been shown to reduce firm competitiveness¹², negatively impact productivity, and lead to loss of skilled and educated citizens¹³ (Ruprah and Sutton, 2017). Poverty¹⁴, youth unemployment¹⁵, inequality¹⁶, and gender¹⁷ are complex, highly interrelated variables that impact crime.
- 1.2.** Talent and skills are essential to an innovation and entrepreneurship ecosystem yet with new technology there is a growing talent gap. This project, and much aligned to the mission of the BEI2 to broaden and entrench demand driven skills-based employment training, seeks to take a demand driven approach to building digital talent by implementing a bootcamp. Bootcamps, rather than one-off investments for the tech sector, are part of the process of building a digital

¹¹ The Global Innovation Index capture elements of the national economy that enable innovative activities: (1) Institutions, (2) Human capital and research, (3) Infrastructure, (4) Market sophistication, and (5) Business sophistication. Two output pillars capture actual evidence of innovation outputs: (6) Knowledge and technology outputs and (7) Creative outputs.

¹² A little over 50% of Belizean firms indicate that crime, theft, and disorder are an obstacle to doing business whilst approximately 70% of businesses spent money on security (PROTEqIN Survey, 2014).

¹³ As a small developing country with a population of just under 400,000 people (2018 estimate), Belize's prison population rate in 2017 was 356 out of 100,000 persons (compared to the worldwide mid-point of 145 in the UK and the global high of 724 in the US).

¹⁴ Approximately 41% of the country's small population lives below the poverty line

¹⁵ Approximately 21.3% of persons aged 14 to 24 in the labor force are unemployed compared to just 5.7% of the adults in the labor force with females having higher levels of unemployment in each age group

¹⁶ The Gini coefficient rose from 0.40 in 2002 to 0.53 in 2013.

¹⁷ The intersection of masculinity issues related to gang violence and gender-based violence.

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talent pipeline. They act as skills accelerators which can potentially be shared in traditional education and training settings.

- 1.3. The general objective of this TC is to strengthen the entrepreneurial and innovation ecosystem for supporting the development of innovative and sustainable solutions that have a positive developmental impact. This TC aims to promote an inclusive innovation and entrepreneurship ecosystem that supports actors to build innovation talent within the public and private sectors to develop innovative solutions.

2. Objectives

- 2.1. The general objective of this consultancy is to design an innovation pact amongst public and private agencies in Belize.

3. Key Activities

- 3.1. Map and assess the innovation ecosystem in Belize
- 3.2. Hold consultation workshops with key stakeholders of the ecosystem to assess the demand for an innovation pact and to collaborate on the design and structure of the innovation pact
- 3.3. Develop the structure of the innovation pact including governance, proposed actors, proposed work plan with activities, and key outcomes and outputs of the pact.
- 3.4. Validate the innovation pact design amongst those actors key to the ownership and governance of the pact.
- 3.5. Maintain Close Coordination: Coordinate with the IDB team, with the public institutions involved, through physical meetings and / or other means (telephone, online), for the general development of the work and for the products of this consultancy. Communicate any challenges and updates to the work plan as necessary.

4. Expected Outcome and Deliverables

- 4.1. **Deliverable 1:** Submission of a work plan that includes a schedule of activities to take place under the consultancy, including resources required to carry out such activities
- 4.2. **Deliverable 2:** Analytical Report on the innovation ecosystem in Belize and proposed structure of the innovation pact.
- 4.3. **Deliverable 3:** Report on the outcomes of the consultation workshops and final report on the structure of the innovation pact.

5. Project Schedule and Milestones

- 5.1. The consultancy is expected to be completed within six months.

6. Reporting Requirements

- 6.1. 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

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Records Management Section regulations.

7. Acceptance Criteria

- 7.1. All deliverables will be reviewed by the Bank. Comments made by the Bank are expected to be incorporated into the deliverables. Payment made upon acceptance by the Bank.

8. Supervision and Reporting

- 8.1. The technical and administrative responsibilities of this consultancy will be coordinated by Galileo Solis, Team Leader, Science & Technology Senior Specialist of the IDB (IFD/CTI).

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>
1. Bank approval of Deliverable 1	20%
2. Bank approval of Deliverable 2	35%
3. Bank approval of Deliverable 3	45%
TOTAL	100%

Terms of Reference (4)**Project Number: BL-T1119****Project Title: Innovation Platforms for Social and Economic Impact in Belize****Job Title: Design and Cost Analysis Consultant**

Background: Innovation is a crucial factor for impacting firm level growth and productivity which in turn contribute to a country's economic growth. Belize has made great strides toward establishing the necessary foundation for a strong innovation and entrepreneurship ecosystem. The country's draft National Information Communication Technology (ICT) Innovation Policy & High-Level Strategy is a key national document that provides strategic guidance to the ecosystem. A key recommendation emanating from the strategy includes the implementation of the Belize Enterprises and Innovation Institute (BEI2), formerly known as Belize Educational, Enterprise, & Innovation Area (ENOVA@UB). BEI2 is a Belize Trade and Investment Development agency (BELTRAIDE) led initiative to strengthen the ecosystem for enterprise, innovation, and research development in Belize. The BEI2 business plan, funded by Compete Caribbean Phase I, suggests five lines of business: (i) think tank activities (ii) shared workspaces, facilities, and services (iii) mentoring & support services (iv) outreach & linkage programs with schools and (v) piloting projects to stimulate innovation and to address specific roadblocks and constraints. Another key document is BELTRAIDE's Belize Entrepreneurial Ecosystem Workplan¹⁸. Guided by this document, BELTRAIDE has hosted successful entrepreneurship events such as the Emprende¹⁹ Belize Fund and the Belize EntreCon²⁰.

Yet according to a firm level innovation survey (2013 PROTEqIN), only 7% of firms in Belize were innovating. Belize ranked 102 (at an index of 29.8) out of 142 countries in the 2013 Global Innovation Index²¹, the most recent available indicator on innovation in Belize. Another important, though often overlooked, factor for productivity and growth are social in nature. In particular, crime and violence in the Caribbean has been shown to reduce firm competitiveness²², negatively impact productivity, and lead to

¹⁸ A key objective of the work plan is to promote innovation and creative processes, creating programs and integrating services to stimulate new enterprises

¹⁹ Emprende was a program for new and relatively new innovative businesses who were interested in growing their business.

²⁰ EntreCon brings key stakeholders and experts in the International, National and Local Entrepreneurial Ecosystem to share knowledge, information and expertise to leverage as drivers of competitiveness, considering the dynamics of a globalized market place. (<https://www.belizeentrecon.com/>)

²¹ The Global Innovation Index capture elements of the national economy that enable innovative activities: (1) Institutions, (2) Human capital and research, (3) Infrastructure, (4) Market sophistication, and (5) Business sophistication. Two output pillars capture actual evidence of innovation outputs: (6) Knowledge and technology outputs and (7) Creative outputs.

²² A little over 50% of Belizean firms indicate that crime, theft, and disorder are an obstacle to doing business whilst approximately 70% of businesses spent money on security (PROTEqIN Survey, 2014).

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loss of skilled and educated citizens²³ (Ruprah and Sutton, 2017). Poverty²⁴, youth unemployment²⁵, inequality²⁶, and gender²⁷ are complex, highly interrelated variables that impact crime.

The general objective of this TC is to strengthen the entrepreneurial and innovation ecosystem for supporting the development of innovative and sustainable solutions that have a positive developmental impact. This TC aims to promote an inclusive innovation and entrepreneurship ecosystem that supports actors to: (i) discover and prioritize challenges; (ii) generate innovative solutions with high social impact by bringing together the public sector, private sector, academia, and civil society for a unified vision for innovation; (iii) strengthen institutions to lead the replication of the I-Lab methodology for promoting innovation among the private sector with a particular focus on tapping into the youth population; (iv) build innovation talent within the public and private sectors to develop innovative solutions; and (v) provide technical capacity support and training to achieve the objectives of the Government of Belize's ICT Innovation and High-Level Strategy and Policy that in turn will strengthen the innovation and entrepreneurship ecosystem for developing realistic innovative solutions.

The aim of this consultancy is to support Belize's ICT Innovation and High-Level Strategy and Policy an update to the cost analysis for implementing the BEI2.

The Team:

The Consultant will be working closely with the IDB and Compete Caribbean team.

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.

On March 20, 2016, the IDB Board approved the creation of the Compete Caribbean Partnership Facility (CCPF), Phase 2 of Compete Caribbean, which will be implemented over the period 2017-2020. CCPF is a multi-donor Trust Fund jointed funded by the United Kingdom's Department for International Development (DFID), the Caribbean Development Bank (CDB), and the Government of Canada.

The ultimate goal of CCPF is to support the Caribbean region in increasing productivity and Caribbean firms' contribution to economic growth. The specific objectives are to (i) support firms to grow, innovate and enter new sectors and markets; and (ii) to promote an environment that enables innovation and growth. The Facility will support productivity and economic growth in the Caribbean by focusing on two thematic pillars: (i) productivity and innovation in firms; and (ii) enhancing the business and innovation climate. It is intended that CCPF should (a) focus on the specific needs of the more vulnerable countries; (b) support gender and diversity initiatives; (c) promote climate change adaptation/resilience activities; (d) foster the

²³ As a small developing country with a population of just under 400,000 people (2018 estimate), Belize's prison population rate in 2017 was 356 out of 100,000 persons (compared to the worldwide mid-point of 145 in the UK and the global high of 724 in the US).

²⁴ Approximately 41% of the country's small population lives below the poverty line

²⁵ Approximately 21.3% of persons aged 14 to 24 in the labor force are unemployed compared to just 5.7% of the adults in the labor force with females having higher levels of unemployment in each age group

²⁶ The Gini coefficient rose from 0.40 in 2002 to 0.53 in 2013.

²⁷ The intersection of masculinity issues related to gang violence and gender-based violence.

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strengthening of institutions; and (e) promote scalability. The Facility is being executed by Inter-American Development Bank and henceforth all procedures related to operations and implementation thereof must comply with IDB policies.

Phase 1 (2010-17) supported the creation of 12,000 jobs (80% for women and youth); increased revenue generated by participating firms and clusters (USD\$153m or a 41% increase); increased exports by participating firms and clusters (USD\$37m or a 23% increase); introduced environmental technologies or adoption of change innovations through nine private sector projects; and improved the business environment in several Caribbean countries (e.g., in 2015, Jamaica's World Bank Doing Business rank for Getting Credit moved to 12, a significant improvement when compared to 189 in 2014).

What you'll do:

- Collaborate closely with Beltraide and meet with other key stakeholders as necessary
- Review Belize Enterprises and Innovation Institute (BEI2) Business Plan and cost estimates
- Conduct an analysis to update the cost estimates, including the addition of any new items needed or removal of items not needed. Justify any inclusion or exclusion.

Deliverables:

The expected outcomes and products under this assignment are the following:

- Deliverable 1: Draft Report on the cost analysis
- Deliverable 2: Final Report on the cost analysis

*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 timeline:

Payments will be made upon submission and approval of deliverables. Payment terms will be based on the Bank's acceptance of project deliverables submitted. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required.

Payment Schedule	
<i>Deliverable</i>	%
1. Bank approval of Deliverable 1	40%
2. Bank approval of Deliverable 2	60%
TOTAL	100%

What you'll need:

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Citizenship: You are either a citizen of Jamaica or a citizen of one of our 48-member countries with residency or legal permit to work in Jamaica.

Consanguinity: You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Education:

- Minimum of a Master's degree or equivalent in Architecture or Engineering.

Experience:

- Five (5) years experience designing and costing architectural designs

Languages:

- Fluency in oral and written English. Basic understanding of Spanish.

Core and Technical Competencies:

- Strong inter-personal relations skills. Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- Ability to manage client expectations, negotiate around project execution challenges, and identify possible solutions.
- The ability to work independently and manage multiple tasks effectively. Excellent written and oral communication skills are required, including the ability to synthesize key issues and draw lessons learned.

Opportunity Summary:

- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Three (3) months
- **Starting date:** November 1, 2019
- **Location:** Belize. Travel expenses will not be provided.
- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Galileo Solis, Team Leader, Science & Technology Senior Specialist of the IDB (IFD/CTI).).
- **Requirements:** You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

Our culture: Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

We encourage women, afro-descendants, people of indigenous origins, and persons with disabilities to apply.

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

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the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

Terms of Reference (5)

Project Number: BL-T1119

Project Title: Innovation Platforms for Social and Economic Impact in Belize

Job Title: Innovation Coordinator Consultant

Background: Similar to other developing countries, Belize experiences social problems that impact its capacity for growth. As an example, crime and violence reduces firm competitiveness, negatively impacts productivity, and leads to loss of skilled and educated citizens (Ruprah and Sutton, 2017). A little over 50% of Belizean firms indicate that crime, theft, and disorder are an obstacle to doing business whilst approximately 70% of businesses spent money on security (PROTEqIN Survey, 2014). As a small country with a population of only 385,854 people (July 2018 est), Belize's prison population rate in 2017 was 356 out of 100,000 persons (compared to the worldwide mid-point of 145 in the UK and the global high of 724 in the US). Factors such as poverty (approximately 41% of the country's small population lives below the poverty line), inequality (as measured by the Gini coefficient, rose from 0.40 in 2002 to 0.53 in 2013), and gender (the intersection of masculinity issues related to gang violence and gender based violence) contribute to the challenge of crime. Approximately 21.3% of persons aged 14 to 24 in the labor force are unemployed compare to just 5.7% of all adults in the labor force (Statistical Institute of Belize). Furthermore, within each age group, females have a higher level of unemployment.

The IDB's experience with the I-Lab²⁸ methodology suggests that pervasive social problems can become a powerful motivator for innovative solutions, as they pose complex design challenges that require interdisciplinary teams. Vulnerable communities, including women and youth²⁹ that have first-hand information about the social problems, are included within the innovation process. Public and private actors in the entrepreneurial and innovation ecosystem that have important knowledge of the most pressing problems are also consulted and given the right incentives and capacity development support to develop tailor-made, innovative solutions.

Adoption of the I-Lab methodology³⁰ could help strengthen Belize's budding eco-system of support for entrepreneurship and innovation. Though the country has made progressive steps, Belize's innovation and entrepreneurship ecosystem is in its early stages. Additional support, such as capacity building and widely supported country level strategy for innovation, is required to encourage increased innovation outputs. A

²⁸ The I-Lab is a platform that was created in 2008 by the Competitiveness and Innovation Division (CTI) of the Inter-American Development Bank (IDB) and has since worked extensively on promoting innovative solutions with high social impact developed directly with and for the communities that find themselves affected by certain unattended problems. <http://www.bidinnovacion.org/en/>

²⁹ The median age in Belize is 22.7 years (compared to the US at 38.1 years and Mexico at 28.3 years).

³⁰ At its core, the social innovation methodology addresses two particular market failures: (i) on the demand side, coordination failures make it difficult for excluded communities to express their preferences (social problems) in a structured way; and (ii) on the supply side, those who have the capacities to deal with these problems (companies, universities or technology centers), with cost-efficient solutions do not have the incentives to do so due to lack of early financing and the high degree of uncertainty technical and commercial.

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recent IDB and Compete Caribbean financed conference on “Toward Exponential Growth in Belize” revealed both the private and public’s sector’s great interest and demand for strengthening the innovation ecosystem.

This project aims to promote an inclusive innovation and entrepreneurship ecosystem that supports actors to (i) discover and prioritize social problems; (ii) generate innovative solutions with high social impact by bringing together the public sector, private sector, and civil society; (iii) strengthen public sector institutions to lead the replication of the I-Lab approach to social innovation; (iv) build innovation talent within the public and private sector to develop innovative solutions; and (v) develop an innovation roadmap and pact to strengthen the innovation and entrepreneurship ecosystem for developing solutions.

The Team:

The Consultant will be working closely with the IDB and Compete Caribbean team.

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.

On March 20, 2016, the IDB Board approved the creation of the Compete Caribbean Partnership Facility (CCPF), Phase 2 of Compete Caribbean, which will be implemented over the period 2017-2020. CCPF is a multi-donor Trust Fund jointed funded by the United Kingdom’s Department for International Development (DFID), the Caribbean Development Bank (CDB), and the Government of Canada.

The ultimate goal of CCPF is to support the Caribbean region in increasing productivity and Caribbean firms’ contribution to economic growth. The specific objectives are to (i) support firms to grow, innovate and enter new sectors and markets; and (ii) to promote an environment that enables innovation and growth. The Facility will support productivity and economic growth in the Caribbean by focusing on two thematic pillars: (i) productivity and innovation in firms; and (ii) enhancing the business and innovation climate. It is intended that CCPF should (a) focus on the specific needs of the more vulnerable countries; (b) support gender and diversity initiatives; (c) promote climate change adaptation/resilience activities; (d) foster the strengthening of institutions; and (e) promote scalability. The Facility is being executed by Inter-American Development Bank and henceforth all procedures related to operations and implementation thereof must comply with IDB policies.

Phase 1 (2010-17) supported the creation of 12,000 jobs (80% for women and youth); increased revenue generated by participating firms and clusters (USD\$153m or a 41% increase); increased exports by participating firms and clusters (USD\$37m or a 23% increase); introduced environmental technologies or adoption of change innovations through nine private sector projects; and improved the business environment in several Caribbean countries (e.g., in 2015, Jamaica’s World Bank Doing Business rank for Getting Credit moved to 12, a significant improvement when compared to 189 in 2014).

What you’ll do:

The objective of this consultancy is to coordinate the implementation process of the I-Lab initiative in Belize, following the principles and stages of the I-Lab methodology in order to identify innovative solutions that

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contribute to better inclusion of vulnerable youth and women exposed or involved in crime. This process will be developed based on the active participation of the youth and adolescents and in a second step aims to generate opportunities through work with other actors in society (academia, private sector, public sector, entrepreneurs, NGOs, crime experts, companies, among others).

- **Stakeholder Engagement and Management:**
 - Develop a Stakeholder Engagement Plan which will include stakeholder mapping and assess appropriate communication channels and develop strategies for each stakeholder category. Incorporate feedback from the private sector.
 - Conduct meetings with the EDC and the IDB to achieve project objectives.
 - Organize stakeholder dialogue with other institutions undertaking activities complementary to the project such as BELTRAIDE, CITO, etc.
 - Coordinate and build consensus across public sector institutions and key project stakeholders, particularly relevant ministries and identified users that will be impacted by the project.
- Develop periodic blogs/articles on project activities to be disseminated in Compete Caribbean's newsletter as well as the communication of project results and progress to key stakeholders through social media channels and other local mediums. Provide technical inputs as necessary and seek expert advice when necessary to provide timely, and high-quality feedback.
- Develop a system for Project Monitoring and Data Collection which includes the following elements:
 - Design a data collection strategy for collecting qualitative and quantitative data as input to Monitoring and project progress reports. Ensure gender disaggregation in data collection and gender sensitive survey instruments.
 - Design survey instruments as necessary in order to support the collection of results monitoring data
 - Develop and maintain a database for monitoring project outputs and performance indicators.
 - Facilitate access to all the information and documentation needed to assess project progress including those related to the performance indicators established in the Results Framework
 - Contribute to the analysis of outputs and outcomes achieved under the project, including identifying lessons learned
- Identify and develop strategies for mitigating risks, especially those related to execution (i.e. receptivity and technological uptake by stakeholders). Immediately address, and negotiate around project execution challenges by identifying, and where necessary, acting on possible solutions.
- Develop a Sustainability Management strategy which includes pro-actively identifying and drafting proposals to assist the EDC with mobilizing resources to implement the project.
- Draft the following reports to the Bank:
 - Work Plan at the start of the consultancy indicating tasks and timeframes for completion of tasks.
 - Progress reports detailing activities undertaken with reference to the work plan (i) information on the activities completed to date, indicating both achievements and problems encountered, and proposed solutions; (ii) the execution of the budget by category and source of financing; (iii) an assessment of progress achieved with regard to expected project outputs and outcomes; and (iv) a work plan and estimated resource requirements for the next six months of execution. It should document challenges, successes, stories on the ground, and lessons learned. The template of this report will be provided to the selected candidate.
 - A final report summarizing all activities carried out under the project and detailing the use of funds contributed by the Bank and counterpart resources. The report should describe how the project's outputs have contributed to achieving the objectives and expected outcomes listed in the Results Matrix. It should document challenges, successes, stories on the ground, and lessons learned.

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Deliverables:

The expected outcomes and products under this assignment are the following:

- Deliverable 1: Work Plan at the start of the consultancy indicating project activities, proposed timelines, responsibilities, and budget timeframes for completion of objectives.
- Deliverable 2: Progress Report 1:
 - a. Stakeholder Engagement Plan
 - b. Project Management Plan at the start of the consultancy that lists project activities, proposed timelines and deadlines, responsibilities, and budget
 - c. Data collection strategy and survey instruments for collecting qualitative and quantitative data
 - d. Database for monitoring project outputs and performance indicators
- Deliverable 3: Progress Report 2 verifying progress made with respect to the work plan. Include annexes such as data collection efforts and results.
- Deliverable 4: Progress Report 3 verifying progress made with respect to the work plan. Include annexes such as data collection efforts and results.
- Deliverable 5: Progress Report 4 verifying progress made with respect to the work plan. Include annexes such as data collection efforts and results.
- Deliverable 6: Progress Report 5 verifying progress made with respect to the work plan. Include annexes such as data collection efforts and results.

*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 timeline:

Payments will be made upon submission and approval of deliverables. Payment terms will be based on the Bank's acceptance of project deliverables submitted. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required.

Payment Schedule	
<i>Deliverable</i>	%
3. Bank approval of Deliverable 1	20%
4. Bank approval of Deliverable 2	15%
5. Bank approval of Deliverable 3	15%
6. Bank approval of Deliverable 4	15%
7. Bank approval of Deliverable 5	15%
8. Bank approval of Deliverable 6	20%
TOTAL	100%

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What you'll need:

Citizenship: You are either a citizen of Jamaica or a citizen of one of our 48-member countries with residency or legal permit to work in Jamaica.

Consanguinity: You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

Education:

- Minimum of a Master's degree or equivalent in Economics, International Relations, Business, or related field. Project Management training is a must.

Experience:

- At least one (1) year experience in coordinating projects related to innovation and competitiveness.
- Five (5) years experience working with private and public sector
- At least three (3) years experience in Project Management
- Experience in event and workshop coordination and execution.

Languages:

- Fluency in oral and written English. Basic understanding of Spanish.

Core and Technical Competencies:

- The consultant should have a demonstrated track record of coordinating and executing successful workshops and events in Belize.
- Experience in leading and organizing stakeholders in Belize towards a common goal.
- Highly developed communication and writing skills as evidenced by presentations and publicly available reports, blogs, articles, and/or academic pieces.
- Strong inter-personal relations skills. Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- Ability to manage client expectations, negotiate around project execution challenges, and identify possible solutions.
- A strong knowledge of developing innovative solutions.
- The ability to work independently and manage multiple tasks effectively. Excellent written and oral communication skills are required, including the ability to synthesize key issues and draw lessons learned.
- Experience in employing appropriate project life cycle management tools for high quality outputs.
- Knowledge and ability to convene key actors

Opportunity Summary:

- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Six (6) months
- **Starting date:** November 1, 2019
- **Location:** Belize. Travel expenses will not be provided.

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- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Galileo Solis, Team Leader, Science & Technology Senior Specialist of the IDB (IFD/CTI).).
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