

**St. Vincent and the Grenadines’
Caribbean Digital Transformation Project –
IDA – 6691-VC**

Terms of Reference

Consultancy Services for:

- i. Review of Policies and Legislation and**

- ii. Development of recommendations on necessary reforms to implement:**
 - (a) an integrated unique id system,**
 - (b) an authentication platform,**
 - (c) an electronic document and records management system,**
 - (d) a digital signature,**
 - (e) an integrated geospatial infrastructure framework (igif),**
 - (f) a tax information management system and**
 - (g) an electronic single window for trade facilitation**

May 9, 2022

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I. INTRODUCTION

Project Background

St. Vincent and the Grenadines is considered a Small Island Developing State (SIDS) and comprises the mainland of St. Vincent along with 32 islands and cays, which make up the Grenadines, of which the largest seven are inhabited. These are Bequia, Canouan, Mayreau, Mustique, Prune (Palm) Island, Petit Saint Vincent and Union Island. The total country area is 150 square miles (389 square kilometres).

The economy of St. Vincent and the Grenadines displayed signs of acceleration in its growth momentum in 2018. The economy grew by 2.16 percent in 2018, over the 1.0 percent experienced in 2017. The improved performance was based on growth in construction, fisheries, manufacturing, and tourism-related services. The growth rate slowed to 0.53 percent in 2019. The economy registered a - 3.25% growth rate in 2020 consequent upon the impact of the Covid-19 pandemic on the global economy.¹

As with other SIDS, the country faces a series of social, economic and environmental vulnerabilities and challenges that conspire to constrain the development processes. The country does not have a broad base of resources available and thus does not benefit from cost advantages that can be potentially generated from such. Coupled with small domestic markets, there are also difficulties in profiting from globalization and trade liberalization and a crippling reliance on external and remote markets with limited opportunities for the private sector. The cost of providing energy, developing and maintaining infrastructure, transport, and communication is high and creates increased pressure.

The economy of Saint Vincent has been chiefly agricultural. There is a growing fishing industry that produces for local consumption and export to other Caribbean islands and the United States, particularly to locations on the Eastern seaboard, such as Miami and New York City. Lobster, conch, tuna, and swordfish are the main seafood exported.

Tourism has assumed a more significant role in the economy within the last 15-20 years, especially with greater accessibility of the Grenadines through the airports established throughout the islands and the use of larger and more modern boats. Noted for their coral reefs and fine beaches, the Grenadines serve as the focus of the country's tourism sector. They are particularly favored by those interested in yachting and sport fishing and lend themselves to Caribbean tourism's traditional emphasis on sun, sea and sand. Ecotourism is being encouraged on the main island, Saint Vincent. With the opening of the new Argyle International Airport, there has been greater access for direct international flights to the island.

The country's economy has been setback further by the explosive eruption of the La Soufriere volcano over two weeks, April 9-22, 2021.

To boost economic activity and growth, mitigate against threats to livelihood and build overall resilience the Government of St. Vincent and the Grenadines (GoSVG) has invested in building several pieces of key infrastructure including a high-speed fiber-optic based Government Wide Area Network through the World Bank funded Caribbean Communications Infrastructure Program

¹ GDP Growth Rate extracted from the ECCB Statistics – Selected Macroeconomic and Financial Indicators -St. Vincent and the Grenadines – 2017 -2020.

(CARCIP). The project was completed in December 2020 with the GWAN connected to two hundred and thirty-two (232) Government Office locations across St. Vincent and the Grenadines. However, gaps in terms of in-building connectivity remain that limit the ability of GoSVG to utilize the digital infrastructure developed as well as its ability to adopt digital services and tools within government and to deliver public services digitally. While Government connectivity needs will be largely met after filling Local Area Network gaps, access to and adoption of high-speed broadband connectivity among the general public and businesses remains a challenge. Additionally, with increased connectivity and potential to develop and adopt digital services, there is a need to boost capacity of the central Information Technology Services Division (ITSD) to be able to serve Government needs and skilling of the broader civil service to use the digital tools that will be available, enabling effective digital public service delivery

The Government has identified the development of citizen-facing digital government services as a key priority, to improve the user experience for citizens accessing public services and to improve the efficiency of internal government operations. Given SVG's geographic context as an archipelago, digitization of citizen-facing services can have a significant impact on the quality of life of citizens, particularly those living in the Grenadines, enabling citizens in remote locations to access services and information without time consuming and costly physical journeys. The GoSVG is also seeking to mitigate the impact of climate change and natural disasters by putting in place resilient policies and systems that promote government business continuity in the event of natural or other disasters. These priorities follow from the priorities identified in the National Economic and Social Development Plan 2025.

Improving digital public service delivery and modernizing government operations will require a number of cross-cutting enablers to be put in place – namely an enterprise architecture and interoperability framework, digital identification, authentication infrastructure, and a government payment platform. As the Government's digital footprint expands, and citizens' use of internet increases, so will the vulnerability to cyber threats. Cybersecurity is a shared concern in the region, and the need for necessary national and regional level capacity to mitigate against these threats is highlighted.

The Government of St. Vincent and the Grenadines (GoSVG) has received financing from the World Bank to implement the Caribbean Digital Transformation Project (CARDTP or the Project). The CARDTP comprises four components that address key bottlenecks and harness opportunities to develop the Eastern Caribbean Digital Economy as a driver of growth, job creation and improved service delivery.

The CARDTP's development objective is *“to increase access to digital services, technologies, and skills by governments, businesses, and individuals in the participating Eastern Caribbean countries. It leverages public sector modernization and digitization to improve service delivery and drive a digital culture across the region.”* As such, the CARDTP will finance the cross-cutting enablers of digital government, digitize specific priority services, fill existing infrastructure gaps, and contribute to the expansion of the benefits of public sector modernization to citizens and businesses. To support the improved management of digital risks, the project will bolster cybersecurity policy, capacity, and planning tools in the region. It will facilitate technology adoption to improve the productivity of flagship industries and create demand for digitally enabled jobs. It also aims to foster regional integration and cooperation to capture the economies of scale and scope required to increase impact and value for money of the project interventions and create

a more competitive, seamless regional digital market to attract investment and provide room for growth of digital firms.

The CARDTP includes activities to be implemented at the regional and national levels.

National-level activities will be financed through an IDA credit to Saint Vincent and the Grenadines in the amount of US\$30 million.

The Project is also financed through a regional IDA grant and implemented by a regional Project Implementation Unit (RPIU) housed at the Organisation of Eastern Caribbean States (OECS). RPIU will work with other regional institution stakeholders as relevant depending on the technical area being supported. Regionally implemented activities will focus on strengthening the enabling environment to promote investment, competition, and innovation in telecoms and digital financial services, regional cybersecurity collaboration, and a modernized and harmonized data protection and privacy regime across the region. It will also be complemented by a regional level advanced digital skills program open to high potential digital specialists from Saint Vincent and the Grenadines.

II. PROJECT COMPONENTS

The following provides a brief description of the Project components:

Component 1: Digital Enabling Environment

This component will support the development of a positive enabling environment in the St. Vincent and the Grenadines digital economy that drives competition, investment and innovation while promoting trust and security of online transactions. It will focus on legal, regulatory and institutional reforms to support modernization of the telecommunications and digital financial services sectors while mitigating growing risks of a digital economy, including cybersecurity and data protection and privacy.

The project will also support the development of national level cybersecurity capability to monitor, identify, protect against, and respond to cyber threats and support for requisite enabling environment and capacity improvements at national level. The Computer Emergency Response Team (CERT) will be established using a regionally compatible design and frameworks developed as part of the regionally implemented activities under the subcomponent.

The subcomponents are as follows:

1. Subcomponent 1.1: Telecommunications: Legal and Regulatory Environment, Institutions and Capacity
2. Subcomponent 1.2: Digital Financial Services: Legal and Regulatory Environment, Institutions and Capacity
3. Subcomponent 1.3: Cybersecurity, Data Protection and Privacy

Component 2: Digital Government Infrastructure, Platforms, and Services

This component will support public sector modernization, resilience and delivery of digital public services to individuals and businesses. It will aim to ensure that St. Vincent and the Grenadines put in place the core infrastructure, platforms, institutions and human capacity needed to manage internal government operations efficiently and effectively, and to build on these core enablers to

make public services widely accessible online from anywhere within the country, region or across the globe. It will also prepare the GoSVG for deeper interconnectivity and interoperability of data and information systems across borders to smooth administration of regional trade, immigration and other services between countries. Finally, it will aim to ensure continuity of government operations and services, enable real-time data driven decision making, facilitate remote working for civil servants, and ability to rapidly target and deliver payments and social services to citizens and businesses in the event of natural disasters and external shocks. The subcomponents are as follows:

1. Subcomponent 2.1: Cross-Cutting Enablers of Digital Government Operations and Services
2. Subcomponent 2.2: Government Productivity Platforms and Citizen-Centric Digital Services

Component 3: Digital Skills and Technology Adoption

This component aims to better equip individuals and businesses in St. Vincent and the Grenadines for the jobs and economy of the future and to spur innovation and productivity growth. It aims to create a pool of advanced digital talent to better position St. Vincent and the Grenadines to attract investment by digital firms. It takes a comprehensive supply and demand side approach, supporting greater technology adoption and utilization of digitally enabled business models to drive demand for newly skilled employees as well as making connections with global employment opportunities through online working platforms. The subcomponents are as follows:

1. Subcomponent 3.1: Workforce-Ready Digital Skills
2. Subcomponent 3.2: Technology Adoption

Component 4: Project Implementation Support

This component will support the national Project Implementation Unit (PIU) with management and implementation of the project and associated activities. The project will support capacity building initiatives, as well as PIU staffing through hiring of expert consultants for key areas such as project management, technical advisory and implementation support, procurement, financial management, environment and social safeguards, monitoring and evaluation and strategic communications.

III. SELECTED AREAS OF SUPPORT

Under the Project, the Ministry of Finance, Economic Planning and Information Technology (MFEPIT) is seeking to engage a firm (“the Consultant”) to support the development of key cross-cutting enablers to facilitate government digitization and enhance productivity and citizen-facing digital services through review and improvement of relevant national legislation and policies in the following areas of support under Components 1 and 2 (“selected areas of support”):

a. Unique Digital Identifier and Authentication Platform

The GoSVG is planning to develop an identification and authentication platform using a tokenized unique digital identifier that builds on previous efforts around the development of a regionally-standardized identifier – the Multi-Purpose ID (MPID) number. This

platform will be used across the GoSVG for authentication and delivery of digital public services. This ID system will be made available to select private sector entities to provide greater unique identification across all segments of society.

The tokenized use of the MPID number (now envisioned as the OECS ID) as the unique identification number (UIN) will enable the backend integration of various identification registries in the country (and possibly the rest of the OECS), and when combined with an authentication layer and payment platform, will facilitate digital public service delivery while maintaining privacy of the individuals' data.

There is an ongoing consultancy at the OECS Secretariat which is expected to review existing legislation and policies at both the national and regional levels that could apply to the preferred integration option for implementing the OECS unique ID system; draft recommendations for policy reform to support the preferred integration option; and as appropriate, draft regional legal instruments and draft model legislation for adoption at the national level to support the implementation of a unique ID system.

At the national level, the implementation of a population register is expected to provide the baseline data to support the implementation of the unique ID system.

The Ministries of Legal Affairs, National Security and Health through the Civil Registry, Electoral, Passport and Immigration Offices will play leading roles in the establishment of the Integrated ID System and the authentication platform that will include the following specific tasks:

- i. legal and regulatory review and assessment and recommendations on necessary legal, institutional and technological reforms to implement an integrated ID system and authentication platform. This task is part of this assignment;
- ii. drafts of necessary legal and regulatory instruments, guidelines, and (subordinate to laws), including Schedules, and amendments to existing laws if so required consistent with and to give effect to the new draft legislation and subordinate instruments to support and operationize the proposed legislation;
- iii. assignment of the MPID numbering system based UIN to individuals on a foundational ID registry (civil registry, as currently agreed);
- iv. development of a digital authentication layer to access digital government and private sector services and linked with currently accepted forms of ID;

b. Electronic Document & Records Management System & Digital Signature

This activity will support the development and implementation of an e-document management system primarily addressing the classification, e-filing, sharing and e-archiving of documents within government. It is anticipated that such a system will improve public sector productivity and reduce paper consumption in government operations. The activity will also include support to review and update policy, legislation, and regulations governing digital signatures and authentication to facilitate integration of the system with digital signatures infrastructure.

To successfully complete this activity, a review and update of policies, legislation, and regulations governing digital signatures and authentication to enable its implementation are required and will be carried out under this Contract.

The Information Technology Services Division (ITSD) within the Ministry of Finance, Economic Planning and Information Technology will be the key point of contact for the implementation of this activity.

c. Single Window for Land/Property Transactions

This activity will support the development of a one-stop-shop for land and property transactions. This includes the following key activities –

- i. Development and implementation of an Integrated Geospatial Information Framework (IGIF) and national action plan covering areas such as governance, institutions, policy, legal, financial, data, innovation, standards, partnership, capacity, education, communication and engagement.
- ii. Implementation and maintenance of a National Multipurpose Cadaster including cartography development and cadastral surveying.
- iii. Recovery of paper deeds (when applicable), digitalization and indexation.
- iv. Design and implementation of a parcel-based Land Information System with a standardized parcel-based data architecture (as recommended in the interoperability framework developed under subcomponent 2.1) that enables inter-operability of Cadaster and Land Registry information with other key datasets such as disaster risk management, building permits and other planning information.
- v. Standardization and streamlining of the land transactions workflow and business processes, based on a citizen-centered, service-oriented approach (“One-stop-shop”) to reduce transaction time and costs of land transactions.

The Ministry of Transport, Works, Lands and Physical Planning through the Lands and Surveys Department and the Civil Registry will play a lead role in executing the aforementioned tasks. To successfully complete this activity, a review and update of policies, legislation, and regulations governing the development and implementation of an Integrated Geospatial Information Framework (IGIF) is required. In this regard, a review of the Final Report and draft Registered Land Bill of the Eastern Caribbean Central Bank Electronic Conveyancing project would be critical. The Consultant is expected to advise on the incorporation of this work in the standardization and streamlining of land and property transactions.

d. Tax System Development

The activity will finance the implementation of a new Tax Information Management System (TIMS) and includes business process reengineering and associated training for civil servants and ITSD staff for operating and maintaining the system.

The Inland Revenue Department in the Ministry of Finance, Economic Planning and Information Technology will play the lead role in the execution of these tasks. To support the implementation of the TIMS, the Consultant will be required to review, update and/or amend the policies, legislation and regulations governing tax administration.

e. Electronic Single Window for Trade Facilitation

The project will establish an Electronic Single Window for Trade (eSWiFT) to facilitate the single submission of data required for trade-related transactions such as imports, exports, and transit movements of cargo. The eSWiFT) is expected to improve interoperability between trade-related border control agencies, terminal operators, and traders in order to provide greater efficiencies in the decision-making process of the relevant regulatory agencies. The regulatory agencies include:

1. Custom and Excise Department
2. Ministry of Foreign Affairs and Foreign Trade
3. Ministry of Health and the Environment
4. Treasury Department
5. Ministry of Agriculture: Phytosanitary, Vet Livestock, Forestry and Fisheries
6. Inland Revenue Department (IRD)
7. Commerce and intellectual property Office (CIPO)
8. St. Vincent and the Grenadines Police Force
9. St. Vincent and the Grenadines Port Authority
10. Bureau of Standards
11. National Telecommunication Regulation Commission (NTRC)
12. Ministry of Finance (Concession management)
13. Prime Minister's Office (Concession management)
14. Legal Affairs (court matters, approve the release of seizure, etc.)
15. Ministry of Tourism (License)
16. Energy Unit (Quota management)

The implementation of the (eSWiFT) will enhance the:

- i. efficiency, transparency, and consistency of the regulatory environment,
- ii. efficiency, effectiveness, and accuracy of revenue collection,
- iii. compliance levels of all stakeholders, both commercial and regulatory,
- iv. Accuracy of economic trade data.

The project's immediate objectives are as follows:

- a. Establish the (eSWiFT) technical requirements to support the development and rollout of the new integrated system in SVG.
- b. Establishing an enabling legal framework and operational architecture to support and facilitate the development and implementation of (eSWiFT).

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- c. Implement the (eSWiFT) based on a model that enables end-to-end paperless processes, facilitating trade through the introduction of a modern integrated computerized system, consistent with the Single Window concept.
 - d. Build capacity within the Government of SVG, to maintain and continue developing the (eSWiFT), and to involve more agencies to facilitate the ways of doing business.

The Customs and Excise Department in the Ministry of Finance, Economic Planning and Information Technology will be the main stakeholder for the eSWIFT activity. Under this area of support, the Consultant will be required to

IV. INSTITUTIONAL ARRANGEMENTS

The PIU will coordinate this assignment with:

1. Relevant ministries, agencies and departments (MDAs) to address issues related to gender diversity and inclusiveness in the updated legislation, policies, and regulations.
2. The RPIU to ensure that the proposed changes in the national legislation, policies and regulations are harmonized with regional legal, regulatory, and institutional frameworks, including those that govern the telecommunications sector and are planned, as part of CARDTP, for review, amendment, and implementation at the regional level simultaneously with this contract. These regional activities are expected to include the following:
 - i. review of legal frameworks covering telecommunications and digital economy and support with drafting new legislation or amending existing legislation at regional and national levels;
 - ii. support for regulatory instrument upgrading at regional and national levels - review and updating of existing and draft regulations and support for development of new regulations in line with new Electronic Communications bill;
 - iii. review of existing telecommunications and digital economy governance and institutional structure, procedures and authority at regional and national levels;
 - iv. capacity building and awareness for key stakeholders to facilitate adoption and enforcement (ECTEL, NTRC, Ministries responsible for ICT, Attorney Generals Offices, Courts, Parliamentarians, etc.);
 - v. capacity building to conduct regulatory impact assessments to ensure legislation are fully assessed before implementation;
 - vi. development of a market competition assessment methodology;
 - vii. support for carrying out market analysis and competition assessment (collaboration between the consultant and ECTEL and NTRCs' staff to facilitate knowledge transfer and capacity development).

The Consultant will report to the Project Implementation Unit (PIU) that will have final sign off on all deliverables, in consultation with the Project Steering Committee, MDAs and the Ministry of Legal Affairs, as may be necessary. The PIU is also responsible for approval of invoices.

V. OBJECTIVES

The objectives of this assignment are to:

- a. Assist the PIU in reviewing the national policies and legislation, within various MDAs for efficient and effective Digital Transformation of GoSVG services.
- b. Develop recommendations and support with drafting amendments to existing legislation and policies and developing draft policies and legislation as may be necessary to implement an Integrated ID System (OECS ID), authentication platform, electronic document management & records system, digital signature, Integrated Geospatial Information Framework (IGIF), a new Tax Information Management System and an Electronic Single Window for Trade Facilitation (eSWiFT).
- c. Develop recommendations and strengthen capacity of MDAs and other Project counterparts regarding enforcement of draft legislation and policies.

VI. SCOPE OF SERVICES

The services provided by the Consultant will include review, advice on and elaboration of the policy, legislative, regulatory and implementation arrangements for the development and implementation of the digital transformation vision, strategy, and agenda of the Government in the selected areas, and the public sector functions and capacities that would need to be established to sustain the initiatives introduced under the CARDTP.

The Consultant will work with the PIU, the Attorney General Chambers, PSC, participating MDAs, TWGs, and other agencies as necessary to perform the following tasks.

a. Inception Report.

The Consultant is required to review the Project documents such as the Financing Agreement, Project Appraisal Documents and others as may be necessary; verify the list of relevant national and regional legislation and policies (a preliminary list of legal documents for the selected areas of support is given in Annex 1); identify MDAs and other regional and national Project counterparts whose input will be required for successful project implementation; analyze other Project information; and prepare and submit to the Project Implementation Unit an Inception Report that should demonstrate that the task implementation is resourced adequately and will be carried out in a timely and cost-effective manner.

b. Interim Report. Review of legislation and policies for each selected area of support (unique ID and authentication platform, e-document & records management system, digital

signature, single window for land and property transactions, the TIMS and eSWiFT) to be presented in an Interim Report.

- c. Draft Reports. Draft reports as indicated in the Deliverables, below, that includes the draft amendments and policies and laws for the areas of support outlined above, for the adoption and implementation which will include and not limited to legislative drafting, policy papers and other associated documents.
- d. Consultation with stakeholders.

The Consultant shall consult with the PIU, Attorney General’s Chambers, PSC, MDAs, TWGs, and other stakeholders as well as Regional Project Implementation Unit (RPIU) and regional institutions, international development partners, business communities, citizens and the general public with the purpose to obtain their feedback regarding the proposed changes in relevant national legislation and policies for the selected areas.

- e. Training and Capacity-Building Plan

The consultant should develop and implement an appropriate training and capacity-building plan for key MDAs and other national stakeholders on the draft policies, amendments and legislation in the areas identified for support.

- f. Final Report.

The Final Report should include a description of the stakeholder consultations, outline achievements, deliverables provided, problems encountered and recommendations for future actions to ensure results' sustainability and include final drafts of the policies and laws.

VII. DELIVERABLES

A. List of Deliverables and Milestones

The Consultant is required to prepare:

Deliverable	Timing
Inception Report that includes information and updated documentation as defined in Subsection V (a) of the Terms of Reference	Contract Date + 4 weeks
Interim Report – including the need for any other instruments required	Contract Date + 12 weeks
Draft and Amended Legislation and Policies:	
First draft Unique Identifier and Authentication Platform	Contract Date + 24 weeks

Final draft with corresponding consultation report following group meetings and public consultation	Contract Date + 32 weeks
First draft Electronic Document Management & Records System and Digital Signature	Contract Date + 24 weeks
Final draft with corresponding consultation report following group meetings and public consultation	Contract Date + 32 weeks
First draft Electronic Single Window for Trade (ESWIFT)	Contract Date + 30 weeks
Final draft with corresponding consultation report following group meetings and public consultation	Contract Date + 36 weeks
First draft Tax Information Management System	Contract Date + 36 weeks
Final draft with corresponding consultation report following group meetings and public consultation	Contract Date + 42 weeks
First draft Integrated Geospatial Infrastructure Framework	Contract Date + 32 weeks
Final draft with corresponding consultation report following group meetings and public consultation	Contract Date + 40 weeks
Develop and Implement training and capacity-building plan	Contract Date + 42 weeks
Draft Final Report along with Consultation Reports prepared in accordance with Sub-section IV (d) and not listed in item V. A. (c) above for each selected area – within time periods specified in the agreed work plan being part of the Inception Report;	Contract Date + 46 weeks
Final Report	Contract Date + 50 weeks

B. Submission and Approval of Deliverables

The Consultant will report to the Project Implementation Unit who will be responsible for approval of the deliverables and invoices.

All reports and deliverables should be in English.

All draft and final reports should be submitted electronically in MS Office (Word, Excel, PowerPoint, MS Project or similar format(s) to be agreed by the Consultant and the Authorized Representative.

All deliverables will be submitted by the PIU to the World Bank (the Bank) for the necessary no objections.

Within twenty-one (21) calendar days from the date of the reports and deliverables receipt, the Project Implementation shall review in consultation with PSC, relevant MDAs, the Attorney General's Chambers and other stakeholders as may be necessary and:

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- a. approve the reports and deliverables; or
 - b. notify the Consultant of any respects in which the PIU considers that the reports and deliverables do not comply with the contract provisions. The reports and deliverables shall be revised and submitted to the PIU by the Consultant within two (2) weeks following the receipt of PIU's comments unless otherwise agreed by the parties.

VIII. TEAM COMPOSITION AND QUALIFICATION REQUIREMENTS

A. Qualification Requirements to the Consultant as a Firm

The Consultant shall be a firm that shall demonstrate that the personnel assigned to this task have relevant experience in:

- a. advising on and drafting policies and laws relating to the development of the digital economy consistent with international best practice, including a successful track record of completing assignments with similar scope/context, including in a development country setting;
- b. implementing similar assignments in developing countries; such experience in the Caribbean region or small-island states would be desirable.

B. Team Composition

The Consultant's team of legal experts shall comprise, at minimum, a Team Leader/Lead Legal Specialist, two Legal Specialists inclusive of a Local Legal Specialist (with complementary legal expertise – i.e., focusing on various thematic areas of support of the assignment, while ensuring all areas of support are covered), a Policy Specialist, alongside any additional staff deemed appropriate to successfully completing the assignment. All team members must be fluent in English.

The team should demonstrate:

- a. a demonstrably successful track record in one or more similar assignments in their respective roles.
- b. experience to work with key stakeholders in public and private sectors and to communicate results of assessments and analysis at various levels of leadership; and
- c. strong interpersonal skills and ability to work effectively with internal and external partners.
- d. high proficiency in MS Office (Word, Excel, PowerPoint, MS Project etc.), video conferencing and meeting facilities and excellent web navigation skills.

The Consultant may, with due consideration of possible restrictions caused by the COVID-19 pandemic, propose a combination of in-country and remote support for the key experts provided that:

- i. It ensures the quality and timely Project implementation; and
- ii. The Consultant’s team spend sufficient time undertaking stakeholder meetings and public consultations

C. Qualification Requirements for the Key Experts

The list of key expert positions whose CV and experience will be evaluated include the following positions:

No. Staff	Key Expert Position	Area of specific expertise required	Minimum qualification
a.	Senior Legal Specialist (Team Leader)	<ol style="list-style-type: none"> a. At least twelve years of relevant experience of practicing law: and b. Comprehensive and in-depth legal knowledge of and experience in project and or contract management, advising and drafting laws in the areas of support which are the subject matter of these ToRs (such as data protection, cyber security and combatting cybercrime, access to information, e-commerce and e-transactions, and digital identification and authentication), including global and regional legal standards and best practice, including emerging legal issues, in related fields. 	Law degree from an accredited university and be qualified to practice law in his/her home jurisdiction (bar membership or equivalent)
b.	Legal Specialist	<ol style="list-style-type: none"> a. At least 10 years of relevant experience of practicing law; and b. Relevant experience in advising and drafting laws which are the subject matter of the areas of support of these ToRs (such as data protection, cyber security and combatting cybercrime, access to information, e-commerce and e-transaction, and digital identification and authentication) global and regional legal standards and best practice, including emerging legal issues, in related fields. 	Law degree from an accredited university and be qualified to practice law in his/her home jurisdiction (bar membership or equivalent)
c.	Legal Specialist (Local)	Qualified to practice law in St. Vincent and the Grenadines, have a firm understanding of the St. Vincent and the Grenadines legal context with at least 8 years of relevant experience of	Law degree from an accredited university and be qualified to practice law in his/her home jurisdiction (bar membership or equivalent)

No. Staff	Key Expert Position	Area of specific expertise required	Minimum qualification
		practicing law in St. Vincent and the Grenadines with an emphasis on advising and/or drafting of laws and/or regulations in St. Vincent and the Grenadines. Demonstrable experience in the areas of support would be an asset.	
c.	Policy Specialist	a. At least 5 years of relevant experience in policy formulation b. Working knowledge of the legal aspects affecting policies including demonstrable experience in the areas of support. c. Good working knowledge of information and computer technology, including working knowledge of MS Office products d. Have a good understanding of e-commerce, digital identification and authentication, e-transaction and e-filing e. Good writing and communication skills f. Good interpersonal skills	Master's Degree in Public Administration, Political Science, Law or Public Policy or equivalent.

IX. CONTRACT DURATION AND ESTIMATED TIME INPUT

The duration of the contract is envisaged to be for fourteen (14) months.

The time input of the Key Experts is estimated at 35 person-months.

X. CLIENT'S CONTRIBUTION

The PIU will provide the Consultant with the documents listed in Annex 1.

The PIU will facilitate the Consultant and make available Project-related reports and data relevant to successful completion of the contract, and will act as liaison between the Consultant, the World Bank, the MDAs, the PSC, the Chambers of the Attorney General and other Project stakeholders.

Additionally, the MDAs will provide suitably qualified and experienced staff for each area with which the contract is concerned to work with the Consultant's team as well as identify staff the Consultant shall train in enforcement of draft legislation.

Annexure 1. Preliminary List of Legislation, Policies and Regulations for the Selected Areas

A. Cross-cutting Acts and Bills that are relevant to Digital Identifier, Authentication Platform and Electronic Document Digital Signature

No.	Document Description	Laws of St. Vincent and the Grenadines Reference No.
1.	Electronic Filing Act	Act No. 5 of 2015
2.	Electronic Funds Act	Act No. 16 of 2014
3.	Electronic Transactions Act	Act No. 6 of 2015
4.	Cybercrime Act	Act No. 20/2016
5.	Payment Systems Act	Cap. 103
6.	Data Protection and Privacy Bill	

B. Civil Registry, Immigration and Passport, Electoral Office

No.	Document Description	Laws of St. Vincent and the Grenadines Reference No.
1.	Immigration (Restriction) Act	Cap. 114
2.	Passport Act	Cap. 115
3.	Registration of Births and Deaths Act	Cap. 242
4.	Marriage Act	Cap. 236
5.	Maintenance Act	Cap. 234
6.	Family Court Act	Cap. 25
7.	Registrars Act	Cap. 279
8.	Representation of the People Act	Cap. 9

C. Integrated Geospatial Infrastructure Framework (Any applicable policies, laws and regulations related to land management, titling, property or pertaining to any sector addressing geospatial information)

No.	Document Description	Laws of St. Vincent and the Grenadines Reference No.
1.	Registration of Documents	Cap. 132
2.	Land Tax Act	Cap. 438
3.	Town and Country Planning Act	Cap. 334
4.	Administration of Estates Act	Cap. 486
5.	Land Surveyors Act	Cap. 370
6.	Draft Registered Land Bill	(ECCU Electronic Conveyance Project)

D. Tax Systems Development

No.	Document Description	Laws of St. Vincent and the Grenadines Reference No.
1.	Income Tax Act	Cap. 435
2.	Value Added Tax Act	Cap. 445
3.	Tax Administration Act	Act No. 30/2019
4.	Liquor Licence Act	Cap. 473
5.	Insurance Business Tax Act	Cap. 436
6.	Valuations and Ratings Act	Act No. 18/2012
7.	Motor Vehicle and Road Traffic Act	Cap. 483
8.	Yachts License Act	Cap. 365

E. Electronic Single Window for Trade Facilitation

The list of legislation and regulations that govern the Customs and Excise Department can be found at the following link: <http://asycudaw.svgcustoms.net/customs-legislation.php>

F. Other pieces of relevant legislation which may be cross-cutting, address revenue collection and affected by the implementation of the new Electronic Payment System.

No.	Document Description	Laws of St. Vincent and the Grenadines Reference No.
1.	Customs (Control & Management) Act	Cap. 422
2.	Post Office Act	Cap. 293
3.	Stamp Act	Cap. 440
4.	Companies Act	Cap. 143
5.	Registration of Business Names Act	Cap. 157
6.	Small Debts Act	
7.	Shipping Act	Cap. 363
8.	Civil Aviation Act	Cap. 27
9.	Finance Administration Act	Cap. 252

The consultants shall recommend and review additional documents including the Laws of St. Vincent and the Grenadines that they deem necessary to give effect to these Terms of Reference and the Project in general.