



Government of Saint Vincent and the Grenadines

Caribbean Regional Communications Infrastructure Program

TERMS OF REFERENCE

FOR CONSULTING SERVICES

For the

Completion of the National Broadband Plan

2016-2020

SVGCARCIP - C - IC- 8

BACKGROUND

The Government of St.Vincent and the Grenadines represented by the Ministry of Economic Planning, Sustainable Development, Industry, Telecommunication, Information and Labour acknowledges that universal access to affordable high-speed broadband services is critical to the country's economic growth and development in this digital age. In addition, the SVG National Economic and Social Development plan 2013-2025 recognizes that advances in information communication technology (ICT) continue to transform business and society. In goal one of the Plan: Re-engineering economic growth- objective 7 is to develop the infrastructure and telecommunication services sector through the following strategies:

1. To increase access and use of ICT in all aspects of life.
2. To build competitiveness through the use of ICT and
3. Develop a robust, competitiveness and sustainable niche ICT sector driven by SMEs.

While, in the St.Vincent and the Grenadines National ICT Strategy and Action Plan 2010-2015, two of its objectives are to introduce broadband services at the community level in each of the major communities and increase broadband infrastructure to households.

The implementation of a national broadband plan will contribute to the fulfilment of those objectives and strategies while creating job opportunities, building human capacity and supporting entrepreneurship and business growth through ICT. Therefore, the design of the national broadband plan will be fully aligned with the government's goals and objectives.

To support this effort, the Government of Saint Vincent and the Grenadines has sought assistance from the World Bank for the preparation and financing of a project which would form part of a wider Caribbean initiative under the Caribbean Regional Communications Infrastructure Program (CARCIP). CARCIP is supporting improvements to the broadband access in Saint Vincent and the Grenadines, and expects to leverage the infrastructure for growth of the Information Technology (IT) Industry and improvement of delivery of public services. In so doing the Government will be able to leverage ICT as a pillar of its national development strategy; this sector having been prioritized by the government in order to create new avenues for economic diversification, employment, growth competitiveness and social inclusion.

The project is being implemented by the Ministry of Economic Planning, Sustainable Development, Industry, Telecommunication, Information and Labour. One of the activities under component one of this project is to complete a national broadband plan. To this end, the CPD seeks to engage a suitably qualified individual to finalize the draft national broadband Plan to provide direction and guidance for promoting widespread access to high-speed broadband services throughout the country as a significant driver for poverty alleviation, economic growth and job creation.

OBJECTIVES

The consultancy will finalize the draft national broadband Plan to provide direction and guidance for promoting widespread access to high-speed broadband services throughout the country as a significant driver for poverty alleviation, economic growth and job creation. Furthermore, the Plan will serve as a critical input to the Government's broader national objective of building a knowledge-based economy and develop the telecommunication services sector.

SCOPE OF SERVICES

The tasks will consist of the following activities and deliverables:

Deliverable 1.A: A revised draft National Broadband Plan. The bulk of this component will entail the redrafting of the broadband Plan and outline action plan, which will include:

- i. Define policy objectives for broadband development, strategic initiatives, key performance indicators and targets including a roadmap with estimated timeframes, resource requirements (with roles and responsibilities of stakeholders clearly defined), a budget and a monitoring and evaluation framework.
- ii. Conduct a comprehensive review of recent recommendations made by ECTEL to update the telecommunications Act and various regulations (regulatory framework) to identify possible bottlenecks and recommend the necessary steps to improve the frameworks for broadband development within the objectives of the proposed national broadband plan. The review will include an assessment of legal and regulatory documents, and propose options for amendments.
- iii. Conduct a comprehensive review of the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis, done by ECTEL, of relevant market and sector structures. Based on the SWOT analysis, identify options for transforming and improving broadband development taking into consideration local market context and international trends, legal, regulatory, financial, and operational aspects.
- iv. Assess key issues with respect to broadband demand and uptake including assessing demand for broadband services (current and forecasted demand). Demand estimation methodologies may include or combine comparative benchmarks, affordability, and adoption/attractiveness, among others.

- v. Identify key issues with respect to broadband services absorption and content and services development. Evaluate and propose new models and approaches to broadband absorption and content development.
- vi. Identify key problems with implementation of universal service and the evaluation of international best practices and trends, proposing alternative approaches and operating models to be an effective tool and mechanism for meeting the Government's broadband and social objectives.
- vii. Evaluate the potential use of broadband service to facilitate the shift to a knowledge-based economy (e.g., eCommerce, eGovernment, job creation in the IT and service industries).

Deliverable 1.B: Stakeholder Consultations and Workshops

- i. The consultant will conduct a series of public and private consultations to encourage open collaboration and input with key stakeholders;
- ii. Public consultations will be in the form of 5 town hall meetings. The town hall meetings should include presentations by key experts on the potential benefits of a national broadband plan along with appropriate arrangements to engage feedback from relevant public stakeholders. Four (4) of these meetings should be in rural areas with 2 of the 4 being in the Grenadines. These events should cater for attendance by approximately 50 persons. The final town hall meeting should be held in Kingstown and cater for approximately 200 persons. The Kingstown meeting should be video streamed live on the internet as well as carried live on at least two radio stations. Systems should be put in place to cater for feedback from persons who will be following via the video and radio streams.
- iii. The first redraft of the national broadband plan will be submitted for review;
- iv. Following the review of the first draft, a workshop will be conducted with all relevant stakeholders, utilising powerpoint presentations.

Deliverable 1.C: Final Broadband Plan and Action Plan

- i. In parallel with the Government's decision process, the consultant will complete the draft Plan based on feedback received from stakeholders and will finalize the detailed action plan for implementation of the Plan.

DURATION

The assignment is expected to be undertaken over a four-month period. If the consultant engaged resides outside of St.Vincent and the Grenadines he/she will be required to spend a minimum of 21 calendar days on the ground in St.Vincent and the Grenadines.

Qualifications and experience of the Consultant

- Possesses at least a Master degree in Management/Business Administration;
- At least ten (10) years' experience in the field of ICT's or Telecommunications, specifically in the field of Regulatory, strategy drafting and ICT Policies;
- At least five (5) years experience working with the private sector;
- Experience in projects and services of the same complexity in the Caribbean region.

REPORTING

The Consultant shall prepare and submit four (4) printed copies and a pdf copy of the following:

Report 1: Inception Report

Within 2 weeks of contract signing, the Consultant shall submit an Inception report which will include a workplan and list of activities for review and comments.

Report 2: First redraft of National Broadband Plan

With 8 weeks of contract signing, the Consultant shall submit the first redraft of the National broadband Plan.

Report 3: Presentation and submission of Complete National Broadband Plan

- Within 12 weeks of Contract signing, the Consultant shall present to the Government the findings of the consultations and workshops and submit a report.
- Within 16 weeks of Contract signing the Consultant will submit the final draft of the plan which includes the action plan, roadmap and budget.

RESPONSIBILITIES OF THE CONSULTANT

All information, data and reports obtained from the Government in the execution of the services shall be properly reviewed and analyzed by the consultant. All such information, data and reports shall be treated as confidential. The consultant shall be responsible for arranging necessary office and living accommodations, transportation, and secretarial services and all other input required for the purpose of the assignment. The consultant shall make his own arrangements for document reproduction, printing and reproduction of all reports during the course of the assignment.

RESPONSIBILITIES OF THE CLIENT

- The Government shall ensure the involvement of all concerned institutions and shall provide material support to ensure the successful organization of the planned activities.
- The Government shall designate a point-person knowledgeable of the ICT to liaise with the consultant. This point-person will also coordinate the various participants and stakeholder relationship and inputs.
- The Government will provide oversight and strategic guidance during project implementation.
- The Government shall facilitate all relevant information
- To review reports submitted within two weeks of reports submission.

Expressions of Interests

Applications must be accompanied by detailed curriculum vitae and should be addressed to:

Mrs Laura Anthony-Browne

Director of Economic Planning

Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour

P.O. Box 608

Kingstown, St. Vincent and the Grenadines

