



**ORGANISATION OF EASTERN CARIBBEAN STATES**

**INVITATION FOR EXPRESSIONS OF INTEREST**

**CONSULTANCY FOR THE REVIEW AND IMPLEMENTATION OF THE  
MULTI-PURPOSE IDENTIFICATION CARD (MPID) PROJECT IN THE  
OECS PROTOCOL MEMBER STATES**

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible consultants to submit Expressions of Interest for the provision of consultancy services for the review and implementation of the multi-purpose identification card (MPID) Project in the OECS Protocol Member States.

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below.

## **1.0.BACKGROUND**

The Multi-Purpose Identification Card (MPID) Project was a component of the the Electronic Government for Regional Integration Project (EGRIP) which was initially implemented in four (4) Member States of the Organisation of Eastern Caribbean States (OECS). The Four (4) beneficiary Member States were Grenada, the Commonwealth of Dominica, Saint Lucia and St. Vincent and the Grenadines. The EGRIP was expected to enhance the provision of public services, reducing cost of operating such services and improving the overall delivery of these services. The MPID which was a critical element of the EGRIP was expected to provide for the issuance of a single identifier to every citizen of the participating OECS countries. Thus, reducing the need for several forms of identification cards for these citizens. Such a card was also expected to be equipped with the necessary security features, enhancing its use for the conduct of multiple transactions.

Following the ratification of the Revised Treaty of Basseterre (RTB) which established the Eastern Caribbean Economic Union (ECEU) or the OECS Economic Union, in January 2011, Protocol Member States following a decision of the OECS Authority in 2011 began accepting picture identification cards issued by a Protocol Member State as a legitimate document for entry and departure within the OECS Economic Union Area. The complete implementation of the MPID in the OECS Protocol Member States would allow for the provision of a harmonious and more secure identification card which will be used by citizens of Protocol Member States for entry and departure at the official ports of entry within the OECS Economic Union.

Further, the use of the MPID goes beyond its use at the official borders within the OECS Economic Union. The MPID will strengthen the implementation of the OECS Policy on Rights Contingent to Free Movement of Persons by ensuring that such citizens and their dependents are better identified and thus, not denied access to essential public services while moving within the OECS Economic Union. In this regard, the implementation of the MPID is essential to regional efforts associated with the improvement of public services such as health services throughout the OECS.

## **2.0. PURPOSE OF THE CONSULTANCY**

The core objective of this assignment is to develop an action plan for the complete implementation of the Multi-Purpose Identification (MPID) Project for OECS Protocol Member States.

To achieve the core objective, the consultant will have to take into consideration the existing bodies of work or initiatives or projects at both the national and regional levels related to the development/implementation of an identification System, modernization of registries and the integration of such systems with other government based public systems such as health information and immigration systems. Further, the consultant should have a thorough understanding of the deliverables of the original EGRIP/MPID and pay close attention to the approach to implementation of the MPID among the four (4) original Protocol Member States.

### **3.0. SCOPE OF SERVICES AND DELIVERABLES**

The components of the assignment are:

- (i) To assess the current state of key government registries and the conceptual design of the national ID systems;
- (ii) To review the current state of implementation of the MPID in OECS Protocol Member States;
- (iii) To review and revised where necessary the detailed design for a Multi-Purpose Identification System as a core piece of the overall interoperability framework as it relates to OECS Protocol Member States; and
- (iv) To conduct a risk assessment of the programme and suitable mitigation measures and design an action plan for successful implementation of the Identification Systems.

The assignment will take into account the requirement for harmonization across the OECS Protocol Member States.

The scope of work for the Consultant will be guided by the objective and components highlighted above.

#### ***Specific Responsibilities and Tasks***

3.1. In particular, the Consultant shall perform and be responsible for all the services described below. The Services shall include, but not be limited to the following:

- (i) The assessment of the current state of key Government registries and conceptual design of the national ID systems;
- (ii) Conduct a comparative analysis of unique identifiers utilized in other regions namely; the USA, French Territories, Nordic regions, Indian Sub-Continent etc., that is assigned from birth and is used throughout the life of the individual, and is used for multiple identification purposes, including but not limited to tax payments, social security benefits, health insurance, immigration, elections, studies, business registries, banking, etc. and assess their relative applicability to the OECS region;
- (iii) Perform a Gap analysis of the current national ID systems and needs assessment. The activities include:
  - Analyse the strategies, policies, legislations, process flows, internal and external constraints among others of key government registries;
  - Identify the desired or necessary conditions for the creation of a harmonised identification system integrated and/or interoperable with other key information

systems at the national and regional levels. The use of the identification system as part of a Service Oriented Architecture for delivery of public and private services must be considered;

- Identify the priority areas for use of the national ID system; and
- Analyze key business processes that support and integrate the national ID system with back office systems and databases; including civil and business registries, health information systems, immigration systems and election systems.

3.2 Conduct a risk assessment of the programme and suitable mitigation measures and design an action plan for successful implementation of the Identification Systems:

- (i) Conduct a risk assessment of the use and implementation of the Multi-purpose interoperable ID System, including suitable mitigation measures for the risks identified;
- (ii) Provide alternatives in terms of business models that could be adopted for implementing the Multi-Purpose Identification Project; and
- (iii) Propose an action plan for successful implementation of the system.

#### **4.0. DURATION OF THE ASSIGNMENT**

The Assignment is expected to be undertaken within sixty (60) working days and is scheduled to be conducted from October 2018 to December 2018. Further, the Consulting Firm shall:

- (i) Take all the necessary steps to ensure that the entrusted task is executed properly and on schedule in accordance with the established Terms of Reference;
- (ii) Undertake to perform the task in accordance with the Terms of Reference and according to internationally accepted standards.

The allocation of days per activity is to be agreed.

## 5.0. DELIVERABLES

The Consulting Firm will be required to deliver the following for submission to the Project Coordinating Team at the OECS Commission:

ACTIVITIES	DELIVERABLES	# of DAYS
1.	Inception Report with Timeframe for each activity	5
2.	Situational Analysis and Needs Assessment Report	15
3.	Presentation of Situational Analysis and Needs Assessment Report	1
4.	Risk Assessment of the programme and action plan for successful implementation of the Identification Systems	28
5.	Presentation of Findings and Proposed Action Plan	1
6.	Final version of all deliverables	10

## 6.0. SELECTION REQUIREMENTS

The Consulting Firm shall have key experts who possess a range of skills and qualifications in order to successfully undertake the assignment. As such, the Consulting Firm shall have experts with the following or equivalent qualifications and experience:

### *Key Experts*

#### (1) **ICT Specialist:**

- (i) Masters Degree in ICT, Computer Science, Management Information Systems, Software Engineering or related area;
- (ii) At least seven (7) years progressive experience in Systems Analysis and Design, Systems Development or related field;
- (iii) At least five (5) years experience in similar assignments;
- (iv) Proven experience in application architecture and conceptual designs of multipurpose identification system;
- (v) Proven experience with civil registry data base systems; and
- (vi) Experience in working within the OECS and/or CARCOM.

#### (2) **Information Management Specialist:**

- (i) Masters Degree in Information Management, Public Administration, Business Administration, Management or related area;
- (ii) At least seven (7) years proven experience in the development and implementation of processes, policies and procedures;
- (iii) Proven experience in business process re-engineering or business process management and change management would be an advantage; and

- (iv) Experience in working within the OECS and/or CARCOM level.

The Consulting Firm in general:

- (i) Not less than five (5) years of overall consulting experience in the implementation of enterprise systems;
- (ii) Experience in the design and implementation of Multi-purpose Identification Systems;
- (iii) Experience with ICT including computer network architecture;
- (iv) Experience in evaluation of business registries, health information systems, immigration systems, civil registries and national ID Systems would be an advantage;
- (v) Strong expertise and knowledge of institutional change, challenges of policy reform, public sector reform and capacity building;
- (vi) Extensive government business process knowledge;
- (vii) Public Policy, interaction with government officials, regional work, obtaining consensus, mediation, knowledge of international development agency practices would be desirable;
- (viii) Experience in data protection and knowledge of General Data Protection Regulation (GDPR); and
- (ix) Experience in working within the OECS and/or CARICOM.

## **7.0. REPORTING REQUIREMENTS**

A Project Coordinating Team comprising the following Divisions/Units i.e. Regional Integration, Social Cluster, Information Technology, Legal, Procurement and Statistical Services Units will have oversight and supervise the work of the Consulting Firm. The Project Coordinating Team will provide technical guidance, advice and operational oversight in guiding the Consulting Firm towards the accomplishment of the assigned tasks.

The Project Coordinating Team, and where necessary the Focal Points, will provide office space for use by the Consulting Firm while in the respective country (OECS) undertaking the assignment.

In the conduct of work, the Consulting Firm shall cooperate fully with the relevant departments and Units of the OECS Commission, Government Ministries, Departments and Agencies.

## **GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST**

Consulting Firms are invited to indicate their interest in providing the services. Interested Firms must provide information on their capability and suitability to undertake the assignment.

Consultants interested in undertaking the prescribed Services are to email an Expression of Interest to include:

1. Information on the Consultant's qualifications to perform the services, experience and competence relevant to the assignment, including an updated Curriculum Vitae.
2. A concept note on the planned framework for undertaking the assignment and a breakdown of the number of days required for each task.

Expressions of Interests submitted should **NOT EXCEED 30 PAGES**.

The Consultant shall bear all costs associated with the preparation and submission of his/her Expression of Interest.

The OECS Commission is not bound to accept any Expression of Interest, and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

An electronic copy of the Expressions of Interest should be submitted by **September 14<sup>th</sup> 2018**, addressed to:

**Mr. Clarence Henry  
Programme Officer,  
Regional Integration**

**At the following email address:**

**procurement@oecs.int**

**copied to: clarence.henry@oecs.int**

The email submissions should include the name and address of the Consulting Firm and shall be clearly marked in the subject line as “Expression of Interest – **For the Review and Implementation of the Multi-Purpose Identification Card (MPID) Project**”

A firm will be selected in accordance with the Consultant's Qualifications (CQS) Selection Method as detailed in the procedures set out in the Procurement Manual of the OECS, dated November 2013 revised June 2017.

The criteria to evaluate the Expressions of Interest received in relation to this assignment may include:

- Technical competence in undertaking the assignment;
- Experience in undertaking similar assignments; and
- Planned framework submitted for undertaking the assignment.

Key Experts will not be evaluated at the Expression of Interest stage.

A shortlist of consulting firms will be selected and requested to submit proposals.

It is expected that the services will be conducted from October 2018, in keeping with the terms outlined in the Reporting Requirements above.