# Title: Selection of National Digital Identification (NDID) Policy Development Advisor

## Background

The Government of Samoa has successfully enacted the National Digital Identification (NDID) Act 2024, marking Samoa as one of the few nations to legalise a national digital identification and its services for the benefit of its citizens and residents residing in country. The development continuation of the National Digital Identification System (NDIDS) for Samoa is funded as a sub-component of the five-years Samoa Finance Sector Resilience and Development Project (SFSRDP) 2025-2029 (World Bank Financed Project P181456).

To develop and utilise a unique identifier, the ‘Samoa Digital Identification Number’ (SDIN), for all eligible persons, identified under the Act and its regulations, to be registered under the National Digital Identification System (NDIDS). The proposed system involves interoperable communication amongst: [i]an improved version of the existing Civil Registry System (i.e. electronic database of the Register of Births, Marriages and Deaths of Samoa), [ii]the proposed Identity Database (control database & SDIN/token generator), [iii] a compatible proposed Biometric Database and [iv] a programmed Authentication Module (control of authentication services); which are and will be administrated by the ‘Samoa Bureau of Statistics’ [1].

Section 26 of the Act states the NDIDS is to also enable interoperable communication with the Passport System established under the Samoa Immigration Act 2020, administered by the Ministry of the Prime Minister and Cabinet (MPMC). However, the interoperable functionality with the Passport System is restricted to specific use of biographical and biometric data, registered in the NDIDS, for complete and accurate registration for passports, initial or renewal, and integral management of the passports database. Thus, the administered ministry (i.e. MPMC) may be categorised as a ‘relying party’ [2].

Section 14 of the Act instructs the establishment of a national plan for the adoption and use of the SDIN and NDIDS authentication services by relying parties (ministries, public entities, civil society and private sector entities) to improve their services; for instances services for, passport, driving licenses, voter registration, taxing, admissions to health facilities, education enrolments, opening bank account, etc. Special measures are to be identified and implemented to accommodate services for people with disabilities, under the age of 18 years, senior citizen with disability, etc. The Bureau is to consult each relying party and address accordingly to the characteristics of their services. The Bureau is to develop and document standard protocols and measures, subject to security, integrity and confidentiality restrictions defined under the act and regulations, into a practical public document to be nationally implemented upon Cabinet approval.

Under the NDID Act, ‘data processors’ [3] of the NDIDS involve official notifiers of births and deaths for registration. These can be viewed as the NDIDS primary data sources. Births notifications are officially acceptable from the: (i)Civil Registration System, (ii)Director General of Health for births in health care facilities and (iii) appointed community person(s) such as Sui-Tamaitai o le Nuu, Sui o le Nuu and Minister of Religion. In contrast, notification of deaths follows protocols of the Civil Registration System which involves relative(s) of deceased personally notifies and registers at a service centre. The Bureau is to identify, negotiate, document and implement the best practice of protocols for such data sources to be proactive.

## National Policy and Plan for Implementation for the National Digital Identification Services

The Policy is a public document which will direct multi-branched and multi-stakeholder [4] standard protocols for the adoption and use of the SDIN of registered persons and the NDIDS authentication services. The document will incorporate various relevant elements relative to relying parties and data processors (i.e. stakeholders)of the NDIDS identified under the principal act and regulations. The Policy is to guide legal agreements to be made for actioning of the Policy. As the policy’s custodian, the Bureau is responsible for the development of the document based on consultations and negotiations with all affected stakeholders, coordinate the processing and facilitate the implementation upon Cabinet approval.

## Goal & Objectives

The Policy will identify, implement, coordinate and manage the best practice for protocols and standards, in line with the Act and regulations, of the adoption and use of the NDIDS authentication services by respective relying parties. The Policy will also incorporate preferred best practice to manage data processed into the NDIDS from the respective data sources or data processors. The public document will identify and comply with relevant legal identity verification requirements: (i)to facilitate the use and access of the NDIDS under identified secure and confidential measures; and (ii)meet existing requirements standards applicable for verifying persons nationally; and acceptable abroad. The public document will guide legal agreements relative to the Policy. The Policy will serve as the key guide for the facilitation of the NDIDS authentication services across government, civil society and private stakeholders for service quality management. The Policy will highlight a Plan of Implementation that associate with the existing strategy(s) for implementation.

The Policy’s main objectives intend:

* To analyse and address/reflect policy gaps in progression of work from the principal act, to regulations, to strategic implementation and operations;
* To identify, implement, coordinate and manage best practice of standards and protocols, that meet adequate national and international compliance measures, for all stakeholders (data processors/sources and relying parties);
* To determine and contextualise relevant international standards [5] for certified quality service deliverance of NDIDS to all affected under the Policy;
* To highlight a sustainable plan of action associated with existing strategy(s) and the Policy, with a practical monitoring and evaluation framework to measure Policy’s success;
* To determine one or various validity period/s beyond implementing period or commence date for relevant review.

## Scope of Work

The Bureau is seeking a consultant with expertise in national policy design, development and processing, to draft a comprehensive and sustainable national policy and plan for the NDIDS authentication services in Samoa, in line with the principal act, regulations and strategy. The consultant will be responsible for, but not limited to:

1. Inception:
	1. Inception Report - The consultant will produce an inception report, at a minimum, involving a detailed work plan (including timelines and outputs), working arrangements, (including mechanisms for coordinating with other consultants and cadence for meetings), stakeholder mapping, adequate verification compliance framework, and relative works to address gaps for the ease development of the Policy.
	2. Requirements Gathering - The consultant will conduct desktop research and consultation with relevant persons of the current contents, stages and ongoing and proposed works;
2. Consultation & Needs Analysis - The consultant will conduct one-on-one consultations with stakeholders to identify needs and negotiate acceptable terms, that comply to identified verification compliances, to adopt and use NDIDS authentication services. The consultant will detail a suitable practical compliance framework best for stakeholders including best practice for monitoring and relevant reportexchanges [6].

The consultant will document meeting minutes and feedback received and advise best action to significant issues to be reviewed and determined by the National ID Steering Committee (NIDSC) and compile outcomes in reports to the Finance Sector Advisory Committee (FSAC). Upon consideration with the Bureau, the report(s) shall be shared to consulted stakeholders.

1. Policy Advisor Support and Capacity Building – The consultant is to advise, where relevant, legal and policy suggestions to the Bureau and prepare relevant documentations (such as presentations, etc) for the ease of drafting process discussions and consultations. Whether relevant, the consultant is to train respective staff in the implementation of the Policy based on the chosen monitoring and evaluating framework. If necessary and relevant, the consultant is to assist the Bureau for community engagements. If applicable within the working consultancy period, the consultant it to assist the implementation of the Policy.
2. **National Policy and Plan for Implementation for the NDIDS in Samoa –** The consultant is to draft a public document, as per section 2, to incorporate multi-faceted elements to achieve the set goal and objectives in section 3, and if of major significance, advise more and incorporate upon consideration of the Bureau and stakeholders. In compliance to the act and regulations on the use of SDIN and authentication services, the Policy should also comply with international standards and best practices in identity access management for the use of the NDIDS authentication services. The consultant, with the Bureau, shall process the Policy for Cabinet approval, to be published in a ‘publishing-format’ and disseminated to stakeholders and relevant platforms for public viewing.
3. Final Report – The consultant will write-up a final report that, at a minimum, advise further works and operational policies that are vital for the implementation of the national Policy.

## Deliverables

The consultant will be expected to produce the following deliverables:

* 1. Inception Report
	2. Consultation & Needs Analysis Report
	3. 1st Draft - National Policy and Plan for Implementation for the NDIDS
	4. Final Draft – National Policy and Plan for Implementation for the NDIDS
	5. Final Report

The consultant will report to the Government Statistician or Chief Executive Officer of the Samoa Bureau of Statistics. The consultant will correspond with the Assistant Government Statistician, managing the National ID Division and the division staff for guidance, oversight, direction and all progress throughout the consultancy. Together with the Bureau, the consultant shall correspond with the World Bank advisor and other related persons (other consultants and implementing agencies and procurement personnel) for the SFSRDP.

## Timeframe and Payment Schedule

The tentative schedule for deliverables and weight distribution of total payment follows:

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|  | **Deliverable** | **Indicative Timeframe** | **Payment Weightage**  |
| 1) | Inception Report  | Within 3 weeks after contract signing  | 10% |
| 2) | Consultation & Needs Analysis Report | Within 7 weeks after contract signing  | 25% |
| 3) | 1st Draft - National Policy and Plan for Implementation for the NDIDS | Within 12 weeks after approval of deliverable 2 | 30% |
| 4) | Final Draft – National Policy and Plan for Implementation for the NDIDS | Within 8 weeks after approval of deliverable 3 | 25% |
| 5) | Final Report | Prior 2 weeks before contract end date | 10% |

## Duration and Location

The consultancy is expected to commence on 13th January 2025 and conclude by 13th October 2025, with a total expected duration of nine (9) months. The consultant may be based at the Bureau’s main headquarters at the FMFM II Government Building, Apia, with the possibility of some remote work, or an alternative arrangement best suitable for both the Bureau and consultant, to be approved by the Bureau.

## Qualifications, Experience and Competencies

The ideal candidate should possess the following qualifications and experience:

* Minimum Bachelor degree in either Policy Planning and Development, Policy Analyst, Public Policy, Social Development, Information Technology or any related technical field;
* In depth understanding for the whole ‘Government-of-Samoa’ approach, processes and functionality and significant services to the general public;
* Minimum of 5 years of experience in policy and strategic development or implementation of national projects involving the Samoan community, private and public sector and civil societies (with international affiliations are a plus);
* Minimum of 5 years of consultancy engagement in policy or strategy development, implementation, monitoring and evaluation or review or project management;
* Adequate understanding of existing Government of Samoa and international policies, relative laws and regulations, relating to personal data and identity;
* Efficient knowledge in data protection, security, integrity and confidentiality literacy;
* Adequate work experience and practice in areas of Risk and Change Management involving multiple parties;
* Knowledge of international and national standards for best practices in digital identity management, quality service management, e-commerce, digital authentication, digital access to information and related issues to digital development in Samoa;
* Knowledge in digital access and authentication technologies, cyber risks, vulnerabilities and respective security incidental handling and response;
* Strong research, analytical, negotiation, time management and team collaboration skills;
* Excellent communication and collaboration abilities, both in English and Samoan.

## Institutional & organization arrangements

The Bureau will provide the necessary resources and access to relevant information to facilitate the consultancy.