

Systematization of the information of the financial system and its regulation in the Americas

Terms of reference for the internship

(ATN/MT – 9782 – RG)

BID/FOMIN

I. Background

- 1) The Inter American Development Bank (IADB) and the Association of Supervisors of the Americas (ASBA) signed, on January 10, 2007, the Agreement for the execution of a Project to improve compliance with the Basel Core Principles by the banking regulation and supervision authorities from FOMIN's member countries that belong to the Latin America and Caribbean region.
- 2) During 2008, ASBA developed an internship (at its Mexico City offices) by which the specifications for a database that would contain information related to Associate Member's current financial supervision and regulation norms.
- 3) Subsequently, with significant Associate Member's support, the information was collected.
- 4) The next step is the depuration, systematization and loading of the collected information in a tool that supports the different study and analysis processes that take place, both at the Secretariat's and the Associate Member's offices.
- 5) Taking these elements into consideration, it was decided to pursue the internship "Systematization of the information of the financial system and its regulation in the Americas" covering, essentially, the following:
 - a) Review the material received to date at ASBA's offices in Mexico City
 - b) Debug the information according to international standards
 - c) Development of a simple database (Word, Excel, Access or similar alternative) that allows access and management of information collected.
 - d) Preparation of the information received for loading onto the database
 - e) Loading the database.
 - f) Development of reports for internal use and external dissemination.
 - g) Development of a protocol for future system's updating.

II. Aims and activities of the internship

1) Objective

The objective of the internship is to develop and deploy (generate and leave on an operational status) a database with information on the financial system and its regulation in the Americas that can be used as support for the analysis of the

region's reality and thus contribute in the process of promoting the adoption of best practices in banking supervision issues (particularly compliance with the Basel Core Principles).

2) Activities foreseen

To achieve the objective, the following activities are contemplated:

- a) Develop a proposal for the database's systematization and structuring that allows the exploitation of financial data collected for analysis and regular dissemination and comparative analysis of qualitative information, in accordance with international standards and key concepts of regulation and supervision.
- b) Debug and standardize the information received.
- c) Develop and load the proposed database.
- d) Establish the methodological basis for the database's update over time.

III. Products and schedule

1) Preparation

- a) Prepare the proposed **Work Plan**, detailing the estimated times to achieve the expected core product.
- b) The proposal must be submitted to the ASBA for appropriate review and approval.

2) Implementation

- a) Development of a proposal for a database that allows the use of quantitative and qualitative information.
- b) Development and implementation of the proposed instrument.
- c) Development of periodic reports and analytical protocols for using the database
- d) Development of standards for the database's continuous update.
- e) Final Report

3) Timeline

Below, in a cumulative schedule, are the deadlines for product delivery (or completion of the activities), counting from the intern's arrival to Mexico City.

#	Product / Activity	Time assigned (days)	Cumulative timeline ¹ (days)
i.	Work Plan	5	+5
ii.	Develop a proposal for systematization and structuring of the database		
	Review all the materials received from our Associate Members.	5	+10
iii.	Debug and standardize the information received		
	Define the standards to be applied for loading the information in the database.	3	+13
iii.	Debug and standardize the information received		
	Systematize the information received from our Associate Members.	5	+18
iv.	Build and load the proposed database		
	Remove inconsistencies and debug the information.	7	+25
iv.	Build and load the proposed database		
	Build the database (in Word, Excel, Access or similar alternative that is acceptable to the ASBA, with a view to its subsequent exploitation).	5	+30
	Upload the information received in the database.	10	+40
v.	Establish the methodological basis for the updating of the database over time		
	Review the results.	2	+42
	Generate a document that reflects the requirements to be met by the information and methodological steps for updating the database.	3	+45
	Prepare a presentation of what was achieved	2	+47
v.	Establish the methodological basis for the updating of the database over time		
	Submit the final product to ASBA's authorities	1	+48
	Contingency time margin	2	+50

This indicates that the time allocated to complete the internship is 50 working days after the arrival of the intern to ASBA's offices.

IV. Characteristics of the internship

1) Counterpart and line of authority

The intern will be supervised by ASBA's General Secretary and shall have the technical and operational counterpart of the Studies and Implementation Specialist.

2) Duration.

As noted in the tentative schedule, it is expected that the internship be completed in 50 days.

¹ All dates are counted from the intern's arrival to ASBA's Mexico City offices.



3) Internship's Lieu

The intern will undertake its work at ASBA's offices in Mexico City DF, Mexico.

4) Budget

ASBA will cover the intern's travel, stay and lodging costs for the duration of the internship. The intern's institution must undertake to cover his salary during that time and commit to re-incorporate him(her) at the end of the internship.

5) Qualifications and experience

An intern with experience in regulation and banking supervision and of the financial sector's development in Latin America and the Caribbean and building databases to support analytical work and research will be selected. The intern must meet the following qualifications:

- a) Professional experience in financial regulation and supervision (minimum of 5 years), with knowledge of the methodology for the development of indicators of financial stability and financial analysis. **30 pts**
- b) Fluency in databases' management and other applicable computer tools: Word, Excel, PowerPoint, Access, etc... **30 pts**
- c) Experience in the systematization and analysis of information generated by the financial intermediation system (minimum 3 years) **30 pts**
- d) Academic formation at the professional level, preferably with postgraduate studies or equivalent professional experience..... **10 pts**

6) Application

Those interested in applying should send a copy of their resume, highlighting the selection criteria, together with a copy of any report or personal authoring technical analysis and an application note expressing their interest and applicable skills to perform the task requested.

7) Questions:

Any questions can be solved via e-mail sent to ASBA's General Secretariat (asba@asbaweb.org) or by calling +52 55 5662-0085 or +52 55 5662-2134.