

## **RG-T3906**

### **LAC's Sustainable Recovery Partner event**

#### **Component 1 Product 1**

#### **Terms of Reference**

##### **1. Background and Justification**

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the main source of multilateral financing for economic, social, and institutional development in Latin America and The Caribbean (LAC). It provides loans, grants, guarantees, policy advice, technical assistance to the public and private sectors of its borrowing member countries.
- 1.2. The IDB's Climate Change & Sustainability Division (CSD/CCS) demand for support in private, public sector projects has grown steadily in recent years, particularly related to the operational, investment needs of the IDB Group (IDB, IDB Lab, IDB Invest) on mitigation and adaptation projects.
- 1.3. The current project portfolio of CSD/CCS is financed with the IDB's internal and external resources. As an executing agency of the Climate Investment Funds (CIF), the IDB is in responsible through its CSD/CCS Division for several programs in the region: (i) Investment Programs for Chile, Colombia, and Mexico in the context of the Clean Technology Fund (CTF); (ii) the Pilot Project for Climate Resilience (PPCR) with a regional program in the Caribbean and a national program in Bolivia; (iii) the Honduras based Scale-up Renewable Energy Program (SREP) for low-income countries. CSD/CCS also leads operations throughout the region, some of which are financed with Funds from the ordinary capital of the IDB and other with resources from Multi-donor Trust Funds.
- 1.4. The IDB also executes projects with resources from external funds, like those from the Global Environment Facility (GEF), the Nordic Development Fund (NDF), the Green Climate Fund (GCF) which aim at strengthening the climate agenda, as well as facilitating the development of adaptation, mitigation projects in the LAC region.
- 1.5. The IDB as one of the International Non-Governmental Organization (INGO), in charge of managing external Trust Funds, has the goal of doubling the volume of its climate related financing. To increase investments in adaptation, particularly for countries within the region, that are most vulnerable to the impacts of climate change, the IDB also committed to screen all relevant projects for climate risks and resilience starting in 2018.
- 1.6. The CSD/CCS is preparing the road to the 26th UN Climate Change Conference (COP26) to help showcase the IDB's commitment to the Latin American and Caribbean region in its mission to further climate ambition. The IDB wishes to showcase the region's achievements and present the cases, projects, and initiatives to a wide variety of audiences in a three-day event. That is why to implement an open dialogue within multiple audiences and IDB teams' members, CSD/CCS seeks to hire a Consultant Firm (CF) to provide facilitation, administrative support in the implementation of the LAC's Sustainable Recovery Partner, "One Region, One Commitment" event three-day event.

## **2. Objectives**

1. Offer to CSD/CCS remote facilitation services and technology software services to implement the three-day event.
2. Facilitate the workshop to all participants.
3. Provide insights to increase the value added of the event, including web production, audiovisual production and technical management, interpretation in four languages and communication pieces such as promotional video and versions for networks.

## **3. Scope of Services**

- 3.1. Design, prepare, facilitate a three-day online session workshop.
- 3.2. Prepare, suggest activities to improve the agenda, timing, design, and software arrangements.
- 3.3. Facilitate the sessions in the languages required, devise and manage remote tools.
- 3.4. Develop web for the event.

## **4. Expected Outcome and Deliverables**

- 4.1. Develop Workshop Design
- 4.2. Develop Workshop Agenda
- 4.3. Facilitate the sessions, devise, and manage remote tools in English, Spanish, and Portuguese.
- 4.4. Coordinate with translation services

## **5. Acceptance Criteria**

- 5.1. The CF will send the deliverables in PDF format.

## **6. Supervision and Reporting**

- 6.1. The CF will be reporting to the IDB team in charge of the COP26 organization.

## **7. Schedule of Payments**

- 7.1. Payment terms will be based on project milestones, deliverables. The IDB does not expect to make advance payments, under consulting contracts unless, a significant amount of travel is required.
- 7.2. The IDB wishes to receive the most competitive cost proposal, for the services described herein. The IDB Official Exchange Rate indicated in the RFP, will be applied for necessary conversions to local currency payments.

PAYMENT SCHEDULE	
Deliverables	Percentage
1. Workshop Design	20%
2. Workshop Agenda	50%
3. Develop Web	20%
4. Facilitation	10%
<b>TOTAL</b>	<b>100%</b>

## RG-T3906

### Climate Change Division Climate Finance Consultant

#### Component 1 Product 2

#### Terms of Reference

**Background of this search:** The Climate Change Division is looking for a climate finance professional with public spending and planning background.

**The team's mission:** The Climate Change and Sustainable Development Sector (CSD) advises Management on said topics and develops overall Bank policies, strategies, operational guidelines, and programs in these areas. It is also responsible for conducting relevant sector research, analytical work, best sector practices, and case studies on climate change and sustainability. The Climate Change Division (CCS) provides support to the operations of the IDB group in renewable energy and energy efficiency, biofuels, climate change mitigation and adaptation in the IDB beneficiary countries.

#### **What you'll do:**

- Facilitate the Caribbean sessions of the Finance Ministries Platform.
- Prepare a final report on the platform sessions and outcomes expected.
- Develop an Agenda and propose key speakers, along with deliverables.

#### **Deliverables and Payments timeline:**

PAYMENT SCHEDULE	
Deliverables	Percentage
1. Workshop Design	20%
2. Workshop Agenda	30%
3. Platform Report	40%
4. Facilitation	10%
<b>TOTAL</b>	<b>100%</b>

#### **What you'll need:**

**Citizenship:** You are a citizen of one of our 48-member countries.

**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** A Masters' degree or equivalent with a minimum of 7 years of relevant professional experience, or the equivalent combination of education and experience in Communications, Public/Social Policy, Media, Journalism, International Relations and Strategic Communications.

**Experience:** Advanced understanding of IDB operations and priorities. In-depth knowledge and understanding of issues related to climate change and sustainability in Latin America and the Caribbean, both in the public sector and the private sector. Extensive work experience and proven record in storytelling, communication, marketing, and communications strategy is preferred. Event coordination experience is desired.

**Languages:** Excellent command of oral and written English and Spanish required.

**Core and Technical Competencies:** Excellent communication skills, including written and oral forms; proven ability to communicate complex concepts and prepare products that are clear, concise, marketable, and meaningful. Ability to analyze complex issues and identify creative, practical approaches to communicating them. Good team-player, self-starter, ability to work under limited supervision and maintain good relationships internally and externally to the Bank.

**Opportunity Summary:**

- Type of contract and modality: Product and External Services Consultant (PEC).
- Length of contract: 3 months.
- Starting date: 09/15/2021
- Location: Consultant's place of residence.
- Responsible person: Sector Specialist (CSD/CCS)
- Requirements: You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace diversity based on gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants and persons of indigenous origins to apply.

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**

## RG-T3906

### Climate Change Division Communications and Knowledge Consultant

#### Terms of Reference

**Background of this search:** The Climate Change Division is looking for Communications and Knowledge professional with Events planning and publication development background.

**The team's mission:** The Climate Change and Sustainable Development Sector (CSD) advises Management on said topics and develops overall Bank policies, strategies, operational guidelines, and programs in these areas. It is also responsible for conducting relevant sector research, analytical work, best sector practices, and case studies on climate change and sustainability. The Climate Change Division (CCS) provides support to the operations of the IDB group in renewable energy and energy efficiency, biofuels, climate change mitigation and adaptation in the IDB beneficiary countries.

#### **What you'll do:**

- Support the One Region, One Commitment Summit and develop all material needed for its execution.
- Prepare, produce, and disseminate communication products on CCS/CSD's work on climate change. Prepare and edit high-profile speeches, talking points, op-eds, and presentations, blogs, and newsletters.
- Provide logistical support for the organization of the 2021 Regional Policy Dialogue and support for other events.

#### **Deliverables and Payments timeline:**

PAYMENT SCHEDULE	
Deliverables	Percentage
5. Platform Invitations	20%
6. Platform Logistics and support	30%
7. Paris Alignment Webinar	40%
8. Review Material	10%
<b>TOTAL</b>	<b>100%</b>

#### **What you'll need:**

**Citizenship:** You are a citizen of one of our 48-member countries.

**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** A Masters' degree or equivalent with a minimum of 7 years of relevant professional experience, or the equivalent combination of education and experience in Communications, Public/Social Policy, Media, Journalism, International Relations and Strategic Communications.

**Experience:** Advanced understanding of IDB operations and priorities. In-depth knowledge and understanding of issues related to climate change and sustainability in Latin America and the Caribbean, both in the public sector and the private sector. Extensive work experience and proven record in storytelling, communication,

marketing, and communications strategy is preferred. Event coordination experience is desired.

**Languages:** Excellent command of oral and written English and Spanish required.

**Core and Technical Competencies:** Excellent communication skills, including written and oral forms; proven ability to communicate complex concepts and prepare products that are clear, concise, marketable, and meaningful. Ability to analyze complex issues and identify creative, practical approaches to communicating them. Good team-player, self-starter, ability to work under limited supervision and maintain good relationships internally and externally to the Bank.

**Opportunity Summary:**

- Type of contract and modality: Product and External Services Consultant (PEC).
- Length of contract: 3 months.
- Starting date: 08/01/2021
- Location: Consultant's place of residence.
- Responsible person: Sector Specialist (CSD/CCS)
- Requirements: You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace diversity based on gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants and persons of indigenous origins to apply.

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**

## RG-T3906

### Climate Change Division Audiovisual Firm

#### Terms of Reference

**Background of this search:** The Climate Change Division is looking for an Audiovisual professional with Events planning and publication development background.

**The team's mission:** The Climate Change and Sustainable Development Sector (CSD) advises Management on said topics and develops overall Bank policies, strategies, operational guidelines, and programs in these areas. It is also responsible for conducting relevant sector research, analytical work, best sector practices, and case studies on climate change and sustainability. The Climate Change Division (CCS) provides support to the operations of the IDB group in renewable energy and energy efficiency, biofuels, climate change mitigation and adaptation in the IDB beneficiary countries.

#### **What you'll do:**

- The main objective of this service is to produce a 360° - 3D virtual reality (VR) film, a 6DOF interactive experience to be used at the IDB Group COP 26 Work, and other future events, and two videos highlighting the main results of the project. The firm will be in charge of ensuring all the stages needed for the realization of the film.

#### **Deliverables and Payments timeline:**

PAYMENT SCHEDULE	
Deliverables	Percentage
1. Script	20%
2. Draft Video	30%
3. Video	50%
<b>TOTAL</b>	<b>100%</b>

#### **What you'll need:**

**Citizenship:** You are a citizen of one of our 48-member countries.

**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** A Masters' degree or equivalent with a minimum of 7 years of relevant professional experience, or the equivalent combination of education and experience in Communications, Public/Social Policy, Media, Journalism, International Relations and Strategic Communications.

**Experience:** Advanced understanding of IDB operations and priorities. In-depth knowledge and understanding of issues related to climate change and sustainability in Latin America and the Caribbean, both in the public sector and the private sector. Extensive work experience and proven record in storytelling, communication, marketing, and communications strategy is preferred. Event coordination experience is desired.

**Languages:** Excellent command of oral and written English and Spanish required.

**Core and Technical Competencies:** Excellent communication skills, including written and oral forms; proven ability to communicate complex concepts and prepare products that are clear, concise, marketable, and meaningful. Ability to analyze complex issues and identify creative, practical approaches to communicating them. Good team-player, self-starter, ability to work under limited supervision and maintain good relationships internally and externally to the Bank.

**Opportunity Summary:**

- Type of contract and modality: Product and External Services Consultant (PEC).
- Length of contract: 3 months.
- Starting date: 08/01/2021
- Location: Consultant's place of residence.
- Responsible person: Sector Specialist (CSD/CCS)
- Requirements: You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace diversity based on gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants, and persons of indigenous origins to apply.

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**