

HRD Terms of Reference

20. IDB – Environmental and Social Solutions Grievance Protocol Intern

IDB- 2024 Summer Internship Program

Graduate Intern

Location: Washington, D.C. United States

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve their lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

The IDB Group is looking for an active graduate student to be hired as an intern under the Consultant modality.

The 2024 Summer Internship Program is a competitive paid opportunity, based in Headquarters, for university students from member countries to learn about development work and corporate management of the Bank, and to acquire work experience at the professional level through on-the-job learning.

The Environmental and Social Solutions Unit (VPS/ESG) of the Inter-American Development Bank (IDB) is responsible for ensuring that IDB financed projects and other activities are environmentally and socially sustainable and comply with the Bank's environmental and social policies. Specialists in VPS/ESG provide the Bank and its borrowers with guidance on environmental and social safeguard issues and participate in project teams, providing technical input on social and environmental issues during project preparation/due-diligence and supervision.

The IDB's Environmental and Social Policy Framework (ESPF) came into effect in November 2021. The ESPF includes specific requirements related to grievance; more specifically it presents three channels to submit complaints related to environmental and social aspects of a project: (i) a project-level grievance mechanism implemented by the Borrower; (ii) appropriate local grievance mechanisms; and (iii) directly to the IDB. The Bank has developed its internal Grievance Protocol to provide a channel for stakeholders to contact the IDB directly when interested in filing a complaint about the environmental and social performance of IDB projects. The Grievance Protocol's coordination has been transferred since February 2024 to VPS/ESG.

VPS/ESG is seeking an active graduate student with expertise in socio-environmental conflicts management, transformation and resolution, management of social and environmental issues and human rights broadly.

What you will do:

- Assist in the qualitative and quantitative analysis and systematization of processes of documents related to active and closed grievances to help the team identify patterns, best practices and lessons learned.
- Contribute to the update of the platform for registering and managing grievances, including identifying improvements.
- Identify and implement new means to improve and present data (for quarterly dashboards and the annual report).
- Support the team with dissemination activities and development of training material related to IDB's Grievance Protocol.

What you'll need

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- **Education:** An active graduate in law, economics, social or political science, or related. The graduation date should be after the Internship period.
- **Languages:** Be proficient in Spanish and English and preferably with a working knowledge of Portuguese.
- **Soft Skills:** Result-driven, collaborative, innovative, client-oriented, strong communicator, self-motivated, eager to learn, and excellent time management event.
- **Technical skills:** MS Office (Word, Excel, Access, PowerPoint).

Requirements

- **Citizenship:** Be a national of an [IDB member country](#). IDB Invest has no nationality restrictions)
- **Age:** Be between 21 and 27 years of age for undergraduates or up to 33 years old for graduates as of the starting date of the internship.
- **Consanguinity:** Not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB or IDB Invest.
- **First job at the IDB Group:** Be a first-time participant in an Internship Program held by the Bank or Inter-American Investment Corporation ("Corporation" also known as "IDB Invest"). In addition, you have not been a former staff member, Complementary Workforce ("CW"), contractor for the Bank or the Corporation, or have previously provided services to the Bank or the Corporation through a contractor or under any other contractual modality.

Notes:

- Select up to three (3) internship options in the application.
- Submit your resume, cover letter, academic transcripts (official or unofficial), and university letter certifying your student status when applying.
- Academic transcripts and university letters should be issued within the last three months. **For undergraduate students, these documents must reflect the second-year approved minimum, and for graduate students a minimum of 50% of coursework completed.**
- **Applications without the requested documentation will be disqualified.**
- Save each file in a PDF format with your name and subject.
- Please **DO NOT** send copies of your degree certificates or other courses.
- You must be able to work 40 hours weekly during the predetermined and fixed dates: June 16th to August 15th, 2024.
 - If you are an international student in the U.S.A., your work authorization is through CPT. Consult your school advisor before applying. You must be able to work 40 hours per week, many international students are limited to working part-time, depending on their academic standing.

Type of contract and duration:

- **Type of contract:** Consultant / Intern
- **Length of contract:** Two (2) months
- **Dates of the contract:** June 16th to August 15th, 2024
- **Location:** Washington, D.C.

Our culture

At the IDB Group, we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions. Diversity, Equity, Inclusion, and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to

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apply. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request a reasonable accommodation to complete this application.

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Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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