<u>**TERMS OF REFERENCE**</u>

Project Number: RG-T4186

Project Title: CaribData: Caribbean Data-Driven Resilience

Consultancy Title: Consultancy to Design a Data Handling and Data Sharing Infrastructure Tool

1. <u>Background</u>

1.1. Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice, and technical assistance to the public and private sectors of its borrowing countries.

1.2. The amount of data generated from the world around us has reached levels that were previously unimaginable. Total global data storage is projected to exceed 200 zettabytes by 2025, and COVID-19 has expanded engagement in the digital economy and further accelerated data creation. This data is enabling emerging digital technologies – such as Artificial Intelligence, Internet of Things, and blockchain-based applications. Open-data is recognized as a critical tool for social and environmental good, yet there has been insufficient efforts to design and integrate data infrastructure and open-data sharing practices to contribute to resiliency at the regional level. Furthermore, privacy concerns, infrastructure maintenance, and data handling capacity remain significant obstacles to the generation and use of quality data in the Caribbean.

1.3. The CaribData project objectives are to build a Caribbean infrastructure for regional data sharing, provide training and mentoring to increase the regional data handling capacity, and encourage the sharing of data through a communication program that includes data stories and analysis datathons.

1.4. The CaribData project will be operated by The University of the West Indies (The UWI). For over seven decades, The UWI has provided regional and international service and leadership. Starting as a university college of London in Jamaica with 33 medical students in 1948, The UWI has evolved into an internationally respected University with near 50,000 students and 5 campuses. One of only two regional universities in the world, The UWI extends from Belize in Central America to Trinidad and Tobago in the southern Caribbean.

1.5. The University of the West Indies, Cave Hill campus operates open-source software for the secure collection of research data (https://caribdata.org/redcap/). The system is hosted on a US-based HIPAA- and GDPR-compliant server with outsourced backend management (https://www.hipaavault.com/) and frontend database administration provided by a project-funded part-time UWI staff member.

1.6. The project software infrastructure will be expanded to include facilities for Data Publishing / Data Preservation and Data Sharing, with a view to improving data accessibility and encouraging data re-use. The software should be selected in close collaboration with university and project stakeholders based on pre-defined criteria and is likely to be an institutional data repository (IR) such as CKAN, DataVerse, FigShare or similar, or a Current Research Information System (CRIS) such as DSpace, Pure or similar. The chosen software could be locally managed or SaaS. Additionally, and in consultation with university and project stakeholders, the consultancy will develop a website for the CaribData project, which will use open standards to host engaging, dynamic and visually appealing analytics developed by the CaribData project team.

2. <u>Objectives</u>

2.1.   The objective of this consultancy is to (i) assess the current as-is state of the CaribData software infrastructure; (ii) expand the existing infrastructure to include software that enables data publishing and data sharing; and (iii) develop the CaribData online portal.

.

3.   Scope of the Work

2.1.   The software should be selected in close collaboration with University and project stakeholders based on pre-defined criteria, and is likely to be an institutional data repository (IR) such as CKAN, DataVerse, FigShare or similar, or a Current Research Information System (CRIS) such as DSpace, Pure or similar. The chosen software could be locally-managed or SaaS. It would be important that the solution is extensible using APIs or integration mechanisms as it pertains to future expansion of the platform. Additionally, and in consultation with University and project stakeholders, the consultancy will develop a website for the CaribData project, which will use open standards to host engaging, dynamic and visually appealing analytics developed by the CaribData project team.

2.2.   CaribData is intended to be a long-term archive for public research datasets and other digital resources produced by The University of the West Indies and other project stakeholders. For the life of the project, the consultant will be responsible for the setup then operation of the software infrastructure and associated website. This includes assuming ownership of the software stack, web apps, and cloud servers that form CaribData's data collection and data preservation infrastructure and collaborating with UWI staff on their management, maintenance, and improvement.

4.   Activities

4.1.   Perform a systems analysis of the existing data infrastructure:

•   Assess readiness of The UWI, Cave Hill campus, and NSO beneficiaries for the proposed data-sharing infrastructure expansion. This aspect of the consultancy should use a recognized assessment framework, for example RISE – the Research Infrastructure Self-Evaluation framework, or CARDIO – Collaborative Assessment of Research Data Infrastructure and Objectives. Aspects among others to include in the assessment depending on the framework: Security, Integrity, Role based access, Authentication, Authorization, Data lifecycle, policies around data governance (If applies), could be complementary in terms of current deployment.

•   This systems analysis should include discussions with key stakeholders of the existing IT infrastructure to also assess institutional readiness for expansion, operational efficiency, cost efficiency, and long-term sustainability. The process should assess and compare the software available for data Publishing and Data Sharing.

4.2.   Perform a cost-benefit analysis of alternative proposed systems

•   Assess the relative costs and benefits of at least three data repositories, focusing on the following aspects: Financial cost, long-term sustainability within the University system, data security, compatibility with open-data standards (such as ORCiD, DOI), compatibility with FAIR data standards.

4.3.   Implementation of the chosen data repository

4.4.   Implementation of a CaribData online portal as the public face of the CaribData initiative. The website will include, amongst other things:

•   Controlled access to the CaribData data collection and data sharing software,

•   A CaribData online data-sharing manual – with easy updating using (for example) the MarkDown language.

•   The online portal will host analytics developed by the CaribData project team and should be built on open standards to facilitate engaging, dynamic and

visually appealing content using a mix of text, images, and dynamic statistical graphics using static data sheets or dynamic external data sources.

4.5. **Creation of an infrastructure administrators manual and Training materials.** Provider user training for The UWI staff, NSOs and other key users

4.6. **Roadmap Strategy.** In collaboration with the CaribData team, develop a roadmap to increase investment in an expanded data infrastructure (public good) for the Caribbean. The roadmap will include the expansion of data themes and a resource mobilization strategy for generating revenue that will support ongoing hardware and software costs, a strategy for managing said equipment, training, and a human resource strategy.

4.7. **System Administration and User support.** Maintenance and support services are expected for a minimum of two years. The first year will be a warranty period**.**

- Prepare a maintenance and support plan.
- Prepare business continuity and disaster recovery plan.
- Systems administration and user support for the REDCap data collection software;
- Systems administration and user support for the chosen data repository software;
- Liaise with software infrastructure developers to fix software infrastructures problems as necessary during development and daily operation

5. Expected Outcome and Deliverables

5.1. **Deliverable 1 – Systems Analysis Report** - including work plan, methodology, timeline, an as-is assessment, and recommendation/design for expanded CaribData infrastructure;

5.2. **Deliverable 2 – Cost-benefit analysis of potential data repository systems**, with associated slide-deck for presentation to stakeholders;

5.3. **Deliverable 3 – Progress report including the delivery of an operational data repository** and the to-be Architecture, logical view, integration view data integration detail and deployment architecture.

5.4. **Deliverable 4 – Operational CaribData online portal**

5.5. **Deliverable 5– Infrastructure administration operations manual, delivery of training and submission of training material**

5.6. **Deliverable 6 – Roadmap Strategy**

6. Project Schedule and Milestones

6.1. The schedule will be defined by the firm in agreement with the UWI and IDB project team.

7. Reporting Requirement

7.1. Every report must be submitted to the Bank in an electronic file (in Word and PDF) for review and dissemination to the project steering committee. The report should include the cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

8. Acceptance Criteria

8.1. All deliverables will be reviewed by the project steering committee. Deliverables are expected to be submitted in sequential order. Comments will be provided by written email. The consulting firm is expected to provide written feedback on how comments were addressed.

8.2. Approval of quality deliverables will be provided in writing by email from the Team Leader of the project.

9. Supervision and Reporting

9.1.　　　The technical and administrative responsibilities of this consultancy will be coordinated by Kayla Grant, Team Leader (IFD/CTI).

10. Schedule of Payments

10.1.　　Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required.

10.2.　　The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

10.3.　　Payments are made upon the IDB's written acceptance of the deliverable.

Payment (% total)	Deliverables Completed
10%	Deliverable 1 and 2
35%	Deliverable 3
35%	Deliverable 4
10%	Deliverable 5
10%	Deliverable 6

11. Qualifications to Utilize in Criteria for Selection

11.1.　　Qualifications of Team Members:

- This consultancy requires the services of a consulting firm with at least 3 years' experience. The firm's portfolio must include similar projects. Experience working with the IDB or other multilaterals in emerging markets (particularly the Caribbean) would be highly desirable.
  - The Lead Consultant should possess a Master's degree in Economics, Business Law, International Development, or a related field. Ten (10) years of experience in software infrastructure development, quality assurance, including formal systems analysis. Experience in the Caribbean is highly desirable.
  - Key Expert 1 – Data Engineer/Architect - At least five (5) years' experience with broad knowledge in Data Structures, Integration and Governance. Minimum of a university degree (Master's degree or equivalent) in Computer Science, Data Science or a related field.
  - Key Expert 2 – Website Developer –At least five (5) years of experience in website development, including User Experience/Interface Designer, and with a portfolio of completed web projects. Knowledge of open standards for the creation of web-enabled analytics. Minimum of a university degree (Associates degree or equivalent) in a related field.
  - Key Expert 3 – Project Manager - At least five (5) years of experience in agile project management for software development. Minimum of a first degree in Computer Science, Project Management, or other related area.
  - Other Team Members:
    - Test Leader

11.2.　　Core Competencies:
- Expertise knowledge of all aspects of the data science lifecycle

- Previous experience in the Caribbean would be desirable.
- Experience in leading and conducting training and capacity building to data professionals
- Highly developed communication and writing skills as evidenced by presentations and publicly available reports, blogs, articles, and/or academic pieces.

TERMS OF REFERENCE

Project Number: RG-T4186

Project Title: CaribData: Caribbean Data-Driven Resilience

Consultancy Title: Data Analytics Training and Data Journalism Consultancy

1.   Background

1.1.   Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice, and technical assistance to the public and private sectors of its borrowing countries.

1.2.   The amount of data generated from the world around us has reached levels that were previously unimaginable. Total global data storage is projected to exceed 200 zettabytes by 2025, and COVID-19 has expanded engagement in the digital economy and further accelerated data creation. This data is enabling emerging digital technologies – such as Artificial Intelligence, Internet of Things, and blockchain-based applications. Open-data is recognized as a critical tool for social and environmental good, yet there has been insufficient efforts to design and integrate data infrastructure and open-data sharing practices to contribute to resiliency at the regional level. Furthermore, privacy concerns, infrastructure maintenance, and data handling capacity remain significant obstacles to the generation and use of quality data in the Caribbean.

1.3.   The CaribData project objectives are to build a Caribbean infrastructure for regional data sharing, provide training and mentoring to increase the regional data handling capacity, and encourage the sharing of data through a communication program that includes data stories and analysis datathons.

1.4.   The CaribData project will be operated by The University of the West Indies (The UWI). For over seven decades, The UWI has provided regional and international service and leadership. Starting as a university college of London in Jamaica with 33 medical students in 1948, The UWI has evolved into an internationally respected University with near 50,000 students and 5 campuses. One of only two regional universities in the world, The UWI extends from Belize in Central America to Trinidad and Tobago in the southern Caribbean.

2.   Objectives

2.1.   The objectives of this consultancy are to (i) design and deliver a data science course; (ii) design and deliver an analysis datathon covering a particular theme in climate science and health; and (iii) the development of engaging, data-driven stories about the Caribbean.

3.   Scope of the Work

3.1   The data science course must train at least 8 persons from institutions that support regional data development and data sharing. The course should include topics such as data wrangling, data analysis, data curation, data sharing, and data communication. The course must meet UWI guidelines for course content creation.

3.2   It is expected that the datathon will encourage data-driven solutions to Caribbean health and climate challenges, using innovative data methodologies as necessary. The datathon will promote regional data re-use, cross-discipline collaboratives, and data innovation. Similar to hackathons, a datathon is an event where participants gather to solve practical problems through the application of data science tools and techniques, by working together in teams to generate insights and potential

solutions. Datathons can encourage teamwork, foster collaboration and network development, and promote innovation.

3.3   The datathon should include (for example) events to drive up engagement from a learning and networking perspective. Communication should be maintained throughout the event.

3.4   The consulting firm will have direct responsibility for identifying and curating regional data resources relevant to the project beneficiary countries (Belize, Guyana, Jamaica, Trinidad & Tobago). In collaboration with project stakeholders, data resources will be used to develop and disseminate engaging stories relevant to the Caribbean, using analytics, statistical graphics and infographics, and will help to maintain these stories on the CaribData website.

4.   Activities

4.1.   **Understanding the Data Landscape.** Utilizing input from the data audits and curation exercise completed under Component 3 of the project, develop a database of research papers, publications, legislation and/or regulations, and other such data related to the consultancy.

4.2.   **Stakeholder Interviews and Gap Analysis.** It is expected that the firm will assess stakeholder skills, needs and capacity gaps and make recommendations for bridging capacity gaps.

4.3.   **Data Science Course.** Based on the institutional data skills gap analysis, the consulting firm will design and deploy a data science course. The firm is expected to develop a methodology for selecting participants based on criteria such as location, gender, and expertise. The designed courses will eventually become part of a wider UWI certification in Data Science, and so must meet University standards for course creation.

4.4.   **CaribDatathon.** In collaboration with stakeholders, co-design a datathon tackling Caribbean grand challenges in the fields of health and the environment. The datathon should be designed as an annual event and requires the co-creation of the grand challenge(s). The consulting firm is expected to:

- •   Identify and ensure access to any data available for the datathon
- •   Develop a project plan and budget for operating each event
- •   Develop and implement a marketing plan for the datathon (including logo)
- •   Include a datathon participant communication and training plan
- •   Work with stakeholders at The University of the West Indies, the IDB and others to lead the operationalization of the datathon
- •   Include, as a minimum, opening and closing events, training resources to aid datathon teams, and active communication process with datathon teams including an advisory service as necessary.

4.5.   **Data Stories.** A key outcome of the datathon will be a series of data stories on priority issues in climate change and health, created in collaboration with UWI data scientists for a lay audience, underpinned by the methods of data journalism. As such, the consulting firm is expected to conduct the following:

- •   **Peer Review Workshops.** Co-facilitate peer review workshops for improving the quality of the data stories developed. Facilitate the receipt, rationalization, and integration of feedback from stakeholders and peer reviewers.
- •   **Publication of Data Stories.** Lead the publishing and dissemination of the data stories created under the consultancy.

5.   Expected Outcome and Deliverables

5.1.   **Deliverable 1: Inception report** - including work plan, methodology, draft Data Science Course Material, proposed design for the datathon, timeline, assessment framework, literature review, and results of interviews with stakeholders.

5.2.   **Deliverable 2:** Delivery of the Data Science Course and a report assessing its implementation.

5.3.   **Deliverable 3:** Data Science Course Material

5.4. **Deliverable 4**: Implementation of the Datathon and Draft Data Stories

5.5. **Deliverable 5:** Final Data Stories and evaluation report of the consultancy

6. Project Schedule and Milestones

6.1. The schedule will be defined by the firm in agreement with the UWI and IDB project team.

7. Reporting Requirement

7.1. Every report must be submitted to the Bank in an electronic file (in Word and PDF) for review and dissemination to the project steering committee. The report should include the cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

8. Acceptance Criteria

8.3. All deliverables will be reviewed by the project steering committee. Deliverables are expected to be submitted in sequential order. Comments will be provided by written email. The consulting firm is expected to provide written feedback on how comments were addressed.

8.4. Approval of quality deliverables will be provided in writing by email from the Team Leader of the project.

9. Supervision and Reporting

9.1. The technical and administrative responsibilities of this consultancy will be coordinated by Kayla Grant, Team Leader (IFD/CTI).

10. Schedule of Payments

10.4. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

10.5. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

10.6. Payments are made upon the IDB's written acceptance of the deliverable.

Payment (% total)	Deliverables Completed
15%	Deliverable 1 - Inception report
25%	Deliverable 2
15%	Deliverable 3
25%	Deliverable 4
20%	Deliverable 5

11. Qualifications to Utilize in Criteria for Selection

11.1.   Qualifications of Team Members:
This consultancy requires the services of a consulting firm with extensive experience. The firm's portfolio must include similar projects. Experience working with the IDB or other multilaterals in emerging markets (particularly the Caribbean) would be highly desirable.

- The Lead Consultant should possess a Master's degree in Economics, Business Law, International Development, or a related field. Ten (10) years of experience in designing and managing data related projects. Experience in the Caribbean is highly desirable.
- Key Expert 1 – Data Scientist - At least five (5) years of experience in designing and delivering data science courses. Minimum of a university degree (Master's degree or equivalent) in Data Science or a related field.
- Key Expert 2 – Data Journalist / Data Storyteller. At least five (5) years of experience in developing compelling stories and publications using quantitative data. Minimum of a university degree (Master's degree or equivalent) in Journalism, Communication, or other relevant area.
- Key Expert 3 – Project Management: At least five (5) years of experience in project management, including the design and implementation of events such as hackathons, datathons, and other such similar challenges which require competitively selecting participants and coordinating teams to reach key milestones (such as the development of prototypes, stories, etc.). Minimum of a BA degree in Communications, Project Management, or other relevant area.
- Key Expert 4 – Scientist (Advisory role in the area Climate Change and/or Health). At least three (3) years' experience in conducting scientific research in the areas of climate change and/or health. Minimum of a PhD in related area.

11.2.   Core Competencies:

- Expertise knowledge of all aspects of the data science lifecycle
- Previous experience in the Caribbean would be desirable.
- Experience in leading and conducting training and capacity building to data managers
- Highly developed communication and writing skills as evidenced by presentations and publicly available reports, blogs, articles, and/or academic pieces.

Project Number: RG-T4186

Project Title: CaribData: Caribbean Data-Driven Resilience

Job Title: Data Policy Review and Design Consultant

Background: The amount of data generated from the world around us has reached levels that were previously unimaginable. Total global data storage is projected to exceed 200 zettabytes by 2025, and COVID-19 has expanded engagement in the digital economy and further accelerated data creation. This data is enabling emerging digital technologies – such as Artificial Intelligence, Internet of Things, and blockchain-based applications. Open-data is recognized as a critical tool for social and environmental good, yet there has been insufficient efforts to design and integrate data infrastructure and open-data sharing practices to contribute to resiliency at the regional level. Furthermore, privacy concerns, infrastructure maintenance, and data handling capacity remain significant obstacles to the generation and use of quality data in the Caribbean.

The CaribData project objectives are to build a Caribbean infrastructure for regional data sharing, provide training and mentoring to increase the regional data handling capacity, and encourage the sharing of data through a communication program that includes data stories and analysis datathons.

The objective of the consultancy is to develop data guidelines and policies for project beneficiary countries.

The Team:
The Consultant will be working closely with the UWI, NSOs in beneficiary countries and an IDB team in executing the deliverables for this project.

The CaribData project will be operated by The University of the West Indies (The UWI). For over seven decades, The UWI has provided regional and international service and leadership. Starting as a university college of London in Jamaica with 33 medical students in 1948, The UWI has evolved into an internationally respected University with near 50,000 students and 5 campuses. One of only two regional universities in the world, The UWI extends from Belize in Central America to Trinidad and Tobago in the southern Caribbean.

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

What you'll do:
- Conduct a desk review of the data governance landscape in the four beneficiary countries
- Conduct a gap analysis of data handling, data sharing, data privacy, data security, and open data policies of the project's beneficiary countries
- In collaboration with Government stakeholders and guided by the results of the data policy review, co-create potential additional national data governance products (such as the design policies and guidelines in the areas of open data, data privacy and data sharing) for selected beneficiary countries.

Deliverables:

The expected outcomes and products under this assignment are the following:
- **Deliverable 1:** Inception Report. Following the inception meeting, the Consultant will prepare an inception report presenting the results of the desk review including (i) an elaboration of the evaluation methodology, data collection and analysis approaches, (ii) a preliminary list of persons to be consulted, (iv) timelines for consultancy deliverables; and (v) draft questionnaires and interview guides.
- **Deliverable 2:** Gap analysis report.
- **Deliverable 3.** Draft data governance products.
- **Deliverable 4:** A final report compiling the results of the gap analysis and proposed recommendations for data governance products.

Note: The schedule of deliverables will be defined by the firm in agreement with the IDB. Every report must be submitted to the Bank in an electronic file for review and dissemination to the UWI and IDB. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations. All deliverables must be in English. Comments will be provided by written email. The consulting firm is expected to provide written feedback on how comments were addressed. Approval of quality deliverables will be provided in writing by email from the Team Leader of the project.

Payment Timeline:
The Bank makes payment upon written acceptance of deliverables submitted. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required.

Payment Schedule	
Deliverable	**%**
Deliverable 1	10%
Deliverable 2	20%
Deliverable 3	30%
Deliverable 4	40%
TOTAL	100%

Skills you'll need:

Education:
- PhD or equivalent in a quantitative discipline

Experience:
- At least two (2) years' research experience in quantitative data collection and data handling experience regionally and internationally.

Languages:

- Fluency in oral and written English.

Core and Technical Competencies:
- Experience in employing sound methodological research work as evidenced by presentations and publicly available reports, blogs, articles, and/or academic output.
- Ability to contribute to academic publications (evidenced by articles in journals)
- Strong inter-personal relations skills. Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- Ability to manage client expectations, manage project execution challenges, and identify possible solutions.
- The ability to work independently and manage multiple tasks effectively.

Opportunity Summary:
- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Twelve (12) months, 130 working days. (Do Note: This is a part-time consulting position)
- **Starting date:** TBD
- **Location:** Barbados
- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Kayla Grant, Team Leader, of the IDB (IFD/CTI). The selected consultant is expected to directly report to UWI and the TTIPO.
- **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: Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

About us: At the Inter-American Development Bank, we're devoted 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.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. The Bank, pursuant to applicable policies, may contribute toward travel and moving expenses. In addition, candidates must be citizens of an IDB member country.

 Visa and Work Permit: The Bank, pursuant to applicable policies, may submit a visa request to the applicable immigration authorities; however, the granting of the visa is at the discretion of the immigration authorities. Notwithstanding, it is the responsibility of the candidate to obtain the necessary visa or work permits required by the authorities of the country(ies) in which the services will be rendered to the Bank. If a candidate cannot obtain a visa or work permit to render services to the Bank the contractual offer will be rescinded

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of 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.

Project Number: RG-T4186

Project Title: CaribData: Caribbean Data-Driven Resilience

Job Title: Data Processing and Data Audit Consultant

Background: The amount of data generated from the world around us has reached levels that were previously unimaginable. Total global data storage is projected to exceed 200 zettabytes by 2025, and COVID-19 has expanded engagement in the digital economy and further accelerated data creation. This data is enabling emerging digital technologies – such as Artificial Intelligence, Internet of Things, and blockchain-based applications. Open-data is recognized as a critical tool for social and environmental good, yet there has been insufficient efforts to design and integrate data infrastructure and open-data sharing practices to contribute to resiliency at the regional level. Furthermore, privacy concerns, infrastructure maintenance, and data handling capacity remain significant obstacles to the generation and use of quality data in the Caribbean.

The CaribData project objectives are to build a Caribbean infrastructure for regional data sharing, provide training and mentoring to increase the regional data handling capacity, and encourage the sharing of data through a communication program that includes data stories and analysis datathons.

The objective of the consultancy is to manage the data handling activities of the project, to proactively manage internal and external stakeholders, and monitor progress and reporting of the technical and financial aspects of the Project. Data handling activities include identification of data resources and assessment of data quality as part of a structured data curation process and support to the development and delivery of data handling training programs and mentoring.

The Team:

The Consultant will be working closely with the UWI, NSOs in beneficiary countries and an IDB team in executing the deliverables for this project.

The CaribData project will be operated by The University of the West Indies (The UWI). For over seven decades, The UWI has provided regional and international service and leadership. Starting as a university college of London in Jamaica with 33 medical students in 1948, The UWI has evolved into an internationally respected University with near 50,000 students and 5 campuses. One of only two regional universities in the world, The UWI extends from Belize in Central America to Trinidad and Tobago in the southern Caribbean.

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

What you'll do:

- ▪ **Develop and Lead Regional Data Audits and Data Curation**
  - ○ Develop and lead the implementation of data audits to identify data resources from the University of the West Indies, from beneficiary organizations, and elsewhere as necessary.

- Following international best-practices, curate data resources as needed in preparation for sharing
- **Data Collection Monitoring**
  - Design a data collection strategy that aligns with the project plan for the collection of qualitative and quantitative data. Ensure gender disaggregation in data collection and gender sensitive survey instruments.
  - Develop and maintain a process for monitoring project outputs and performance indicators.
  - Facilitate access to all the information and documentation needed to assess project progress including those related to the performance indicators established in the Results Framework
  - Contribute to the analysis of outputs and outcomes achieved under the project, including identifying lessons learned
  - Liaise with University staff to manage financial aspects of the Project. Ensure Project operations meet the funder's financial requirements.
- **Stakeholder Coordination and Management:**
  - Serve as Focal Point for the project
  - Develop a Stakeholder Engagement Plan which will include stakeholder mapping and assess appropriate communication channels and develop strategies for each stakeholder category.
  - Coordinate and build consensus across public sector institutions and key project stakeholders, particularly relevant ministries and identified users that will be impacted by the project.
  - Maintain a good communication flow among all entities involved in the execution of the project. This includes communicating project status report updates, notifications of trainings, workshops, and other relevant information to be communicated to external audiences.
  - Establish a project steering committee and organize a quarterly coordination meeting with the project steering committee.
  - Other relevant tasks for the implementation of the project as they become necessary and are prioritized.
- **Technical Advisory:**
  - Provide oversight of all consultancies carried out during project implementation to ensure expectations are met and potential risks are mitigated.
  - Ensure the timely submission of deliverables
  - Provide technical inputs and review to ensure quality submissions from consultancies. Seek expert advice when necessary to provide timely, and high-quality feedback.
  - Identify and develop strategies for mitigating risks, especially those related to execution (i.e. receptivity towards data sharing by stakeholders).
  - Immediately address, and negotiate around project execution challenges by identifying, and where necessary, acting on possible solutions.
  - Work Plan at the start of the consultancy indicating tasks and timeframes for completion of tasks.
  - Monthly reports detailing activities undertaken with reference to the work plan.
  - Lead the development of annual project work plans to be presented to the Bank within 30 days of the beginning of the calendar year. The plans will be specific in that they will clearly identify the project's outputs, including all the tasks necessary to produce them, and the project's outcomes.
  - Semi-annual Progress reports on June 1 and December 1 of each year of execution, containing: (i) information on the activities completed to date, indicating both achievements and problems encountered, and proposed solutions; (ii) the execution of the budget by category and source of financing; (iii) an assessment of progress achieved with regard to expected project outputs and outcomes; and (iv) a work plan and estimated resource requirements for the next six months of execution. It should document challenges, successes, stories on the ground, and lessons learned. The template of this report will be provided to the selected candidate.

o Development of periodic information releases to be disseminated to the project stakeholders
o A final evaluation report, within 30 days prior to the execution deadline, summarizing and evaluating all activities carried out under the project and detailing the use of funds contributed by the Bank and counterpart resources. The report should describe how the project's outputs have contributed to achieving the objectives and expected outcomes listed in the Results Matrix. It should document challenges, successes, stories on the ground, and lessons learned.

Deliverables:

The expected outcomes and products under this assignment are the following:

i. Monthly reports* detailing activities undertaken. Report format will be provided to the selected consultant.

*Every report must be submitted to the Bank in an electronic file. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

Payment timeline:

Payments will be made on a monthly basis on the submission and approval of a report outlining the activities of the month. Payment terms will be based on the Bank's acceptance of project deliverables submitted.

Skills you'll need:
Education:
- PhD or equivalent in a quantitative discipline
- Teaching / training qualification, such as a postgraduate certificate in education

Experience:
- At least ten (10) years' quantitative data collection and data handling experience regionally and internationally.
- At least ten (10) years' experience in Project Management, preferably including work with development agencies and with academic institutions.
- At least five (5) years' experience in implementing multi-stakeholder / multi-country projects.
- At least five (5) years' graduate teaching experience and/or experience in developing and delivering training courses.
- Experience with postgraduate research student supervision is beneficial.

Languages:
- Fluency in oral and written English.

Core and Technical Competencies:
- An expert understanding of best practice guidelines and procedures associated with data handling and data sharing.
- Track record of developing and delivering training courses
- Highly developed communication and writing skills as evidenced by presentations and publicly available reports, blogs, articles, and/or academic output.

- Ability to contribute to academic publications (evidenced by articles in journals)
- Proven track record of obtaining funding
- Strong inter-personal relations skills. Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- Ability to manage client expectations, manage project execution challenges, and identify possible solutions.
- Track record of work with multidisciplinary regional projects.
- The ability to work independently and manage multiple tasks effectively.
- Previous project management experience with The UWI is required.

Opportunity Summary:
- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Twelve (12) months, 130 working days. (Do Note: This is a part-time consulting position)
- **Starting date:** TBD
- **Location:** Barbados
- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Kayla Grant, Team Leader, of the IDB (IFD/CTI). The selected consultant is expected to directly report to UWI and the TTIPO.
- **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: Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

About us: At the Inter-American Development Bank, we're devoted 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.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. The Bank, pursuant to applicable policies, may contribute toward travel and moving expenses. In addition, candidates must be citizens of an IDB member country.

Visa and Work Permit: The Bank, pursuant to applicable policies, may submit a visa request to the applicable immigration authorities; however, the granting of the visa is at the discretion of the immigration authorities. Notwithstanding, it is the responsibility of the candidate to obtain the necessary visa or work permits required by the authorities of the country(ies) in which the services will be rendered to the Bank. If a candidate cannot obtain a visa or work permit to render services to the Bank the contractual offer will be rescinded

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of 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.

Project Number: RG-T4186

Project Title: CaribData: Caribbean Data-Driven Resilience

Job Title: Project Assistant Consultant

Background: The amount of data generated from the world around us has reached levels that were previously unimaginable. Total global data storage is projected to exceed 200 zettabytes by 2025, and COVID-19 has expanded engagement in the digital economy and further accelerated data creation. This data is enabling emerging digital technologies – such as Artificial Intelligence, Internet of Things, and blockchain-based applications. Open-data is recognized as a critical tool for social and environmental good, yet there has been insufficient efforts to design and integrate data infrastructure and open-data sharing practices to contribute to resiliency at the regional level. Furthermore, privacy concerns, infrastructure maintenance, and data handling capacity remain significant obstacles to the generation and use of quality data in the Caribbean.

The CaribData project objectives are to build a Caribbean infrastructure for regional data sharing, provide training and mentoring to increase the regional data handling capacity, and encourage the sharing of data through a communication program that includes data stories and analysis datathons.

The Team:

The Consultant will be working closely with the UWI, NSOs in beneficiary countries and an IDB team in executing the deliverables for this project.

The CaribData project will be operated by The University of the West Indies (The UWI). For over seven decades, The UWI has provided regional and international service and leadership. Starting as a university college of London in Jamaica with 33 medical students in 1948, The UWI has evolved into an internationally respected University with near 50,000 students and 5 campuses. One of only two regional universities in the world, The UWI extends from Belize in Central America to Trinidad and Tobago in the southern Caribbean.

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

What you'll do:

- Support the project team in stakeholder coordination and management
    - Maintain calendar and schedule of supervisors, with ability to filter relevant issues for immediate action. Coordinate meetings when required.
    - Prepare minutes for project meetings (i.e. project steering committee meeting, stakeholder meetings, etc.)
- Provide support in event management (logistics, confirming participants, disseminating information, etc.)
    - Arrange travel, missions, ensuring that all necessary documentation is prepared in a timely manner. Timely processing of statements of expenditure in the week the staff returns from the mission.
    - Design presentations, edit documents and prepare materials for the project
    - Prepare technical presentations of financial management.

- o Maintain web pages for the project
- ▪ Support the project team with procurement management:
  - o Provide technical input (international accounting standards, auditing, etc.) for decision-making.
  - o Prepare and process contracts for internal and external consultants, including additional processes necessary for the purposes of recruitment.
- ▪ Support Project Monitoring and Data Collection for the project
  - o Prepare and maintain a project management plan that lists project activities, proposed timelines and deadlines, responsibilities, and budget.
  - o Design a data collection strategy for collecting qualitative and quantitative data as input to Monitoring and project progress reports. Ensure gender disaggregation in data collection and gender sensitive survey instruments.
  - o Design survey instruments as necessary in order to support the collection of results monitoring data
  - o Develop and maintain a database for monitoring project outputs and performance indicators.
  - o Facilitate access to all the information and documentation needed to assess project progress including those related to the performance indicators established in the Results Framework
  - o Contribute to the analysis of outputs and outcomes achieved under the project, including identifying lessons learned
- ▪ Support the preparation and timely submission of the following reports to the Bank:
  - o Work Plan at the start of the consultancy indicating tasks and timeframes for completion of tasks.
  - o Monthly reports detailing activities undertaken with reference to the work plan.
  - o Annual project work plans to be presented to the Bank within 30 days of the beginning of the calendar year. The plans will be specific in that they will clearly identify the project's outputs, including all the tasks necessary to produce them, and the project's outcomes.
  - o Semi-annual Progress reports on June 1 and December 1 of each year of execution, containing: (i) information on the activities completed to date, indicating both achievements and problems encountered, and proposed solutions; (ii) the execution of the budget by category and source of financing; (iii) an assessment of progress achieved with regard to expected project outputs and outcomes; and (iv) a work plan and estimated resource requirements for the next six months of execution. It should document challenges, successes, stories on the ground, and lessons learned. The template of this report will be provided to the selected candidate.
- ▪ Other project support and relevant tasks as necessary for the implementation of the project

Deliverables:

The expected outcomes and products under this assignment are the following:

ii. Monthly reports* detailing activities undertaken. Report format will be provided to the selected consultant.

*Every report must be submitted to the Bank in an electronic file. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations.

Payment timeline:

Payments will be made on a monthly basis on the submission and approval of a report outlining the activities of the month. Payment terms will be based on the Bank's acceptance of project deliverables submitted.

Skills you'll need:
Education:
- Minimum of an Associate's Degree or equivalent

Experience:
- At least two years of experience in project support with similar activities to those described in these terms of reference. Previous experience with the IDB or other international donor agency would be a plus.

Languages:
- Fluency in oral and written English.

Core and Technical Competencies:
- Experience in employing appropriate project life cycle management tools for high quality outputs. Evidence of successfully deployed technological solutions.
- Ability to manage client expectations, negotiate around project execution challenges, and identify possible solutions.
- A working understanding of guidelines and procedures typically used by development banks
- The ability to work independently and manage multiple tasks effectively.
- Excellent written and oral communication skills are required, including the ability to synthesize key issues and draw lessons learned.

Opportunity Summary:
- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Twelve (12) months, 130 working days. (Do Note: This is a part-time consulting position)
- **Starting date:** TBD
- **Location:** Barbados
- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Kayla Grant, Team Leader, of the IDB (IFD/CTI). The selected consultant is expected to directly report to UWI and the TTIPO.
- **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: Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

About us: At the Inter-American Development Bank, we're devoted 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.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. The Bank, pursuant to applicable policies, may contribute toward travel and moving expenses. In addition, candidates must be citizens of an IDB member country.

Visa and Work Permit: The Bank, pursuant to applicable policies, may submit a visa request to the applicable immigration authorities; however, the granting of the visa is at the discretion of the immigration authorities. Notwithstanding, it is the responsibility of the candidate to obtain the necessary visa or work permits required by the authorities of the country(ies) in which the services will be rendered to the Bank. If a candidate cannot obtain a visa or work permit to render services to the Bank the contractual offer will be rescinded

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB, IDB Invest, or MIF as staff members or Complementary Workforce contractuals, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of 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.

RG-T4186

Public Link : TBD

CaribData: Caribbean Data-Driven Resilience

Background: The amount of data generated from the world around us has reached levels that were previously unimaginable. Total global data storage is projected to exceed 200 zettabytes by 2025, and COVID-19 has expanded engagement in the digital economy and further accelerated data creation. This data is enabling emerging digital technologies – such as Artificial Intelligence, Internet of Things, and blockchain-based applications. Open-data is recognized as a critical tool for social and environmental good, yet there has been insufficient efforts to design and integrate data infrastructure and open-data sharing practices to contribute to resiliency at the regional level. Furthermore, privacy concerns, infrastructure maintenance, and data handling capacity remain significant obstacles to the generation and use of quality data in the Caribbean.

The CaribData project objectives are to build a Caribbean infrastructure for regional data sharing, provide training and mentoring to increase the regional data handling capacity, and encourage the sharing of data through a communication program that includes data stories and analysis datathons.

The theory of change proposes that if data producers coordinate to share data and data storage infrastructure, that if data producers (NSOs) are equipped with data handling and data analytics expertise, and if data producers communicate new stories and findings from climate related data; then the following benefits will accrue: (i) an improved data governance ecosystem and increased commitment to investment in data infrastructure; (ii) increased regional capacity for data handling, data analytics, and data sharing as well as increased availability of quality data; (iii) increased demand for quality data and national/regional level data sharing policies. The aforementioned will support open innovation, collaborative research, more effective intervention and policy designs, more accurate measuring and reporting on international climate commitments, and improved technology related business models that address climate related challenges.

The final evaluation will assess the program's relevance, effectiveness, efficiency levels, and sustainability, and identify lessons learned and opportunities for improvement. The evaluation will inform mechanisms for improving the incentives for coordinating action around creating, managing, and sharing quality data. Both quantitative and qualitative data will be collected throughout the project to feed into the evaluation. Baseline data will be collected for key project indicators. Ethical standards will be set and maintained for data collection, analysis, management, and communication, with ethical review by regional ethics committees. The evaluation will follow the RE-AIM framework, with systematic assessment of the project's Reach, Effectiveness, Adoption, Implementation, and Maintenance .

The objective of the consultancy is to conduct an end of project evaluation that assesses the project's relevance, effectiveness, efficiency, sustainability, and lessons learned. The consultancy must: (i) Identify the project's Theory of Change and contrast it to the conditions in which the project was actually implemented; (ii) Determine the extent to which the project has fulfilled or is expected to fulfill its outputs and outcomes; (iv) Assess the extent to which the project efficiently met its performance targets and results as established in the project's results framework; and (v) Identify any unintended results and lessons learned that could be applied to future efforts.

The Team:

The consultant will be working closely with the UWI, NSOs in beneficiary countries and an IDB team in executing the deliverables for this project.

The CaribData project will be operated by The University of the West Indies (The UWI). For over seven decades, The UWI has provided regional and international service and leadership. Starting as a university college of London in Jamaica with 33 medical students in 1948, The UWI has evolved into an internationally respected University with near 50,000 students and 5 campuses. One of only two regional universities in the world, The UWI extends from Belize in Central America to Trinidad and Tobago in the southern Caribbean

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

What you'll do:

- Conduct a comprehensive review and analysis of all activities executed under the project. The consultant shall review all project documents, including but not limited to deliverables submitted by consultants, reports and minutes of Steering Committee meetings.
- Conduct interviews. The consultant will carry out in depth interviews with the Project Team (which consists of the Executing Agency and the Project Team at the IDB) involved in program design and execution. The interviews should feed into answering the proposed evaluation questions.
- Consult with the Project Steering Committee Members, the project team and key project partners to review activities implemented and elicit feedback on gaps in the project execution and recommendations for the way forward.
- Consult with a random representative sample of beneficiaries, under components one, two and three of the project, to elicit feedback on the beneficiary's perception of the project and recommendations on the way forward.
- The Consultant will propose other stakeholder consultations as deemed appropriate.
- Quantitative Data Collection. At minimum, the consultant will review survey data collected by the project to inform the evaluation questions posed. The consultant will supplement with other relevant data as appropriate.
- The Consultant may propose additional or alternate methods of conducting the evaluation and elaborate these in the work plan or evaluation recommendations.
- Present the evaluation report and sustainability plan to the Steering Committee Members, project team and other stakeholders as may be required.
- The consulting team is expected to meet with the project team every two weeks to provide project status updates.

Deliverables

- **Deliverable 1:** Work Plan and Methodology. Following the inception meeting, the Consultant will prepare a draft work plan to conduct the end of project evaluation. The work plan will include (i) an elaboration of the evaluation methodology, data collection and analysis approaches, (ii) a

preliminary list of persons to be consulted, (iv) timelines for site visits and interviews and all other evaluation activities, (v) draft questionnaires and interview guides; and (vi) deadlines for submission of draft and final reports.
- **Deliverable 2:** A draft evaluation report.
- **Deliverable 3:** A final evaluation report.

Note: The schedule of deliverables will be defined by the firm in agreement with the IDB. Every report must be submitted to the Bank in an electronic file for review and dissemination to the UWI and IDB. The report should include cover, main document, and all annexes. Zip files will not be accepted as final reports, due to Records Management Section regulations. All deliverables must be in English. Comments will be provided by written email. The consulting firm is expected to provide written feedback on how comments were addressed. Approval of quality deliverables will be provided in writing by email from the Team Leader of the project.

Payment Timeline:

- The Bank makes payment upon written acceptance of deliverables submitted. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required.

Payment Schedule	
Deliverable	*%*
Deliverable 1	15%
Deliverable 2	35%
Deliverable 3	50%
TOTAL	100%

Skills 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:
- Advanced degree with specialization in Economics, International Development, Data Analytics or related area

Experience:
- At least five (5) years' experience in the monitoring and evaluation of projects financed by international financing institutions or bilateral agencies. Demonstrated knowledge of current evaluation theory and practice.

Languages:
- Fluency in oral and written English.

Core and Technical Competencies:
- Experience in employing appropriate evaluation methodological tools for high quality evaluation reports demonstrated by the use of varied methodological tools to conduct evaluations. Proven evidence of successfully completed, comprehensive evaluation assignments.
- Previous evaluation experience in the Caribbean would be desirable. Developing country experience is required.
- Highly developed communication and writing skills as evidenced by presentations and publicly available reports, blogs, articles, and/or academic pieces.
- Strong inter-personal relations skills. Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- Ability to manage client expectations, negotiate around project execution challenges, and identify possible solutions.
- A working understanding of guidelines and procedures typically used by development banks. Ideally, track record of drafting operating manuals in the context of projects financed by such institutions, actual work experience in the execution of multilateral projects.
- The ability to work independently and manage multiple tasks effectively. Excellent written and oral communication skills are required, including the ability to synthesize key issues and draw lessons learned.

Opportunity Summary:
- **Type of contract and modality:** Products and External Services Contractual, Lump Sum
- **Length of contract:** Three (3) months
- **Starting date:** TBD
- **Location:** Consultant's Place of Work.
- **Responsible person:** The technical and administrative responsibilities of this consultancy will be coordinated by Kayla S Grant, Team Leader, Senior Sector Associate of the IDB (IFD/CTI).
- **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.

We encourage women, afro-descendants, people of indigenous origins, and persons with disabilities 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.