

## **TERMS OF REFERENCE**

### **RG-T4285 / Positioning Latin America and the Caribbean as a climate ambitious region at COP28**

#### **Virtual Reality to Showcase IDB Group's Support on Climate Action in Latin America and the Caribbean**

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

- 1.1. The Climate Change and Sustainable Development Sector advises Management on climate change and sustainable development and develops overall Bank policies, strategies, operational guidelines, and programs in these areas.
- 1.2. The CSD/CCS team is preparing for the 28th UN Climate Change Conference (COP28) to showcase the IDB's commitment to the Latin American and Caribbean region in its mission to further climate ambition. The objective of this project is to produce a virtual reality video to showcase the IDB Group's support on climate action in the region during COP28.

##### **2. Objectives**

- 2.1. The objective of this consultancy is to develop an immersive virtual reality (VR) intervention package that effectively promotes the IDB's climate action projects across the Latin American and Caribbean region. The VR stimuli will be meticulously designed to provide users with an engaging and educational experience showcasing tangible outcomes of climate action. Additionally, the consulting firm will play a crucial role in evaluating the impact of the VR exposure.

##### **3. Scope and Key Activities**

- 3.1. Conduct necessary preliminary research to choose the most appropriate content, scenarios, and technology for the VR experience. This includes designing and conducting focus groups with local communities.
- 3.2. Travel to country where the project is located and make all necessary arrangements to design, develop and deliver the Project VR experience.
- 3.3. Design and produce the VR experience (script, scenarios, technological execution, etc.)
- 3.4. Design a pedagogical module to put the VR exposure into context.
- 3.5. Prepare a concept note for the methodology and process for the implementation of the VR and related activities. The document will describe required and optional (i) software and hardware (ii) VR equipment and supplies and (iii) physical infrastructure required to deploy the experience in COP28. It will include an estimated timeline and required staff to guide and monitor the VR experience and production.

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

- 4.1. Expected outcomes: The product of this component is a contextualized embodied VR immersion experience designed, and the result is a package of VR design and associated instruments, activities and tools ready for implementation and its impact evaluation.

4.2. Deliverables, as per description of section 3 above:

- Concept note on the design methodology and workplan.
- Design of Embodied VR intervention package.
- Concept note on implementation.

**5. Characteristics of the Consultancy**

- 5.1. Type of consultancy: Firm
- 5.2. Duration: 100 days
- 5.3. Firm Experience: At least five (5) years of proven experience in designing and implementation of embodied VR instruments to elicit behavioral and attitudinal changes. Experience in design of VR on climate change or related.
- 5.4. Team Experience: Multidisciplinary team (i) One Multimedia Producer with a minimum of Bachelor's or above in Computer Science, Information Technology, Computer Engineering or System Engineering, Telecommunications or any other relevant disciplines and 10 years of experience in 3D Modeling, 3D game development for different platforms particularly in AR/VR.

**6. Supervision and Reporting**

- 6.1. The consultant will report to the COP28 technical cooperation (RG-T4285) Team Leader (TL) who will supervise the deliverables of this consultancy.
- 6.2. All deliverables and communications must be submitted to the COP28 TL.
- 6.3. All reports will be written in English or Spanish and submitted in Microsoft electronic format and by email.
- 6.4. The firm will be expected to meet with the TL at intervals agreed by parties to discuss the progress of the consultancy. In addition, the firm is expected to continuously engage with the project's research team and obtain their confirmation for all deliverables, with special emphasis on the design of the VR stimulus. This will ensure the delivered material best fits the project's research agenda and evaluation strategy.

**7. Schedule of Payments**

- 7.1. Payment terms will be based upon the approval of the following deliverables.

<b>Payment Schedule</b>	
<b>Deliverable</b>	<b>%</b>
Methodology and workplan	20
Embodied VR intervention package	40
Implementation methodology and VR Experience	30
Final Deliverable	10
<b>TOTAL</b>	<b>100%</b>

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#### **CSD/CCS Project Management Consultant**

**Location:** consultant 's place of residence. Two trips from Washington DC to Dubai.

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve 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:**

CSD/CCS is looking for a professional to provide technical and project management support to the IDB VPS presence throughout COP28 by ensuring the proper implementation of an event's strategy and the proper functioning of the IDB Group COP28 pavilion and office spaces at the COP Campus.

We are looking for a Project Management and Event Planning Consultant. As a Project Management and Event Planning Consultant, you will be responsible to support the IDB Group event's efforts and implementation during COP28.

You will work for the Climate Change Division ("CSD/CCS"), which is part of the Climate Change and Sustainability Sector ("CSD"). This team is responsible for advising IDB management and developing policies, strategies, operational guidelines, and programs on issues relevant to the sector, as well as related areas. In addition, CSD carries out relevant sector research, analytical work, sector practices and case studies on climate change and sustainability. As a division of CSD, CSD/CCS provides support: (i) in the mainstreaming of climate change in the actions and operations of the IDB group and (ii) in the mainstreaming of climate change in the regional countries of the IDB group through support to the ministries of environment, planning, and economy and finance of the region. Both axes share the objective of strengthening climate policy at the subnational, national, and regional levels.

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

- Coordinate with all relevant sectors, and particularly KIC for the design and construction of an IDB Group Pavilion that reflects IDB Group messages for COP28;
- Assist in liaising with the UNFCCC Secretariat, Spain authorities, and other relevant international companies and delegations regarding daily matters pertaining to IDB Group delegation presence at COP28;
- Ensure proper functioning of the IDB Group pavilion including the daily coordination of all related services pertaining to its operationalization, such as: daily translation services, catering services; functioning of the virtual reality exhibits, coordination with IT services, managing reception and loading of PowerPoint presentations for events; and other relevant services to ensure the Pavilion is clean, presentable and orderly at all times
- Support IDB Group's sectors by facilitating the participation of expert panelists to all IDB Group Pavilion events;
- Receive and provide orientation and relevant sector-driven information on operation and knowledge products to pavilion visitors throughout COP, specifically when sector

specialists are not available, with the objective of ensuring an effective presence throughout COP.

- Prepare a detailed written report of daily activities organized at the *Pavilion of the Americas*

#### **Deliverables and Payments Timeline:**

<b><u>Deliverable #</u></b>	<b><u>Payments</u></b>	<b><u>Planned Date to Submit</u></b>
Finalized IDB Group pavilion layout proposal for construction	<b><u>20%</u></b>	<b><u>August 2023</u></b>
A report of logistical support activities provided including: (i) the elaboration and delivery of signed and ready to disburse of up to one hundred (100) letters of agreement, in coordination with all VPS sector focal points to facilitate the participation of expert panelists; (ii) design and delivery of up to thirty five (35) catering services with a maximum of up to three (3) services per day, during key IDB events;	<b><u>50%</u></b>	<b><u>November 2023</u></b>
A detailed master IDB Group's agenda for each delegate during the two weeks of COP.	<b><u>20%</u></b>	<b><u>November 2023</u></b>
A report on IDB Group pavilion presence at COP28 including (i) a summary of all carried out activities and (ii) a series of recommendations for the IDB Group's presence at the next COP.	<b><u>10%</u></b>	<b><u>December 2023</u></b>

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

- Education: A master's degree in political science, Communications, Public/Social Policy, Media, Journalism, International Relations and Strategic Communications.
- Experience: minimum of 5 years of relevant professional experience, Experience working in Diplomacy or international Affairs is needed.
- Languages: Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

#### **Key skills:**

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

#### **Requirements:**

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

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

**COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

**Type of contract and duration:**

- Type of contract: Products and External Services Consultant (PEC), Lump Sum.
- Length of contract: 2 months

**What we offer**

- The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:
- A competitive compensation package.
- A flexible way of working. You will be evaluated by deliverable.

**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 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](mailto:diversity@iadb.org) to request reasonable accommodation to complete this application.

**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.

## **TERMS OF REFERENCE**

### **Production of a Podcast Series “Si se puede/Yes we can” to Showcase IDB's Support on Climate Action in Latin America and the Caribbean**

#### **RG-T4285 / Positioning Latin America and the Caribbean as a climate ambitious region at COP28**

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

- 1.1. The Climate Change and Sustainable Development Sector advises Management on climate change and sustainable development and develops overall Bank policies, strategies, operational guidelines, and programs in these areas.
- 1.2. The CSD/CCS team is preparing for the 28th UN Climate Change Conference (COP28) to showcase the IDB's commitment to the Latin American and Caribbean region in its mission to further climate ambition. The objective of this project is to produce a podcast series of eight (8) episodes to showcase the IDB's support on climate action in the region.

#### **2. Objectives**

The following objectives will guide the production of the podcast series:

- 2.1. To produce a podcast series of eight (8) episodes that will focus on specific and strategic topics where the IDB has been working along with the region. The podcast will count with the participation of experts and regional clients that will showcase their experience working together with the IDB.
- 2.2. To position the IDB as the strategic partner of choice for the following actors that have a very important role in climate change issues: governments, private sector, civil society.
- 2.3. To show the support the IDB provides in critical climate change areas and the work, and the results obtained in the development of carbon-free and resilient economies, while ensuring a just transition.
- 2.4. To promote climate policy, financing and technical assistance to help drive transformations towards net-zero emissions and climate-resilient economies.

#### **3. Key activities**

The following key activities will be carried out during the creation of the podcast series:

- 3.1. Identification of relevant actors from the public and private sectors as well as from the scientific community, civil society and citizenry in general to participate in the series.
- 3.2. Identification of strategic topics related to IDB's work on climate change in the region.
- 3.3. Coordination and logistics of the production of the series. Including script development, inviting participants, confirming questions, recording of the podcast, producing of the podcast, and uploading the podcast on social media channels.

#### **4. Expected Outcomes, Deliverables**

- 4.1. Eight (8) episodes of Sí se puede podcast
- 4.2. Organic social media campaign to promote the podcast.
- 4.3. Eight (8) blogs to be published on IDB's website to promote de podcast.

## 5. Project Schedules and Milestones

EPISODES	TOPICS	DATE OF PUBLICATION
Sí, se puede avanzar hacia una transición justa en América Latina y el Caribe // Yes, we can Support countries to advance a just transition	Just transition	June 2023
Sí, se puede preservar la biodiversidad y obtener beneficios sociales y económicos // Yes, we can assist countries to protect <b>nature</b> and integrate it into public policy decision making	Biodiversidad, soluciones basadas en la naturaleza, canjes de deuda por naturaleza, conservación	July 2023
Sí, se puede descarbonizar la economía en América Latina y el Caribe // Yes, we can facilitate countries to transition to a <b>carbon free</b> prosperity	Decarbonization	August 2023
Sí se puede movilizar financiamiento concesional para apoyar la acción climática // Yes, we can mobilize concessional resources to countries for climate action support	Concessional Finance	September 2023
Sí, se puede avanzar la acción climática en las ciudades // Yes, we can advance climate action in cities	Cities and climate change	October 2023
Sí se puede aumentar la resiliencia climática en el Caribe // Yes, we can advance climate resilience in the Caribbean	Climate Resilience and Caribbean	October 2023
Sí se puede// Yes we can	Publication Launch Sí se puede// Yes we can	November 2023
Sí se puede impulsar la acción climática en la región: un episodio post COP28	COP 28	December 2023

## 6. Reporting Requirements

6.1. The team will submit their deliverables according to the schedule established in section 4 of this Terms of Reference.

## 7. Acceptance criteria

7.1. The acceptance of deliverables must be given by the IDB when all comments received during the revision process are included in the submitted reports. Upon approval the IDB will disburse payments.

## 8. Supervision and Reporting

8.1. The IDB Climate Change and Sustainable Development Sector will have the technical responsibility of the execution of this work order as well as for the approval of the deliverables. In representation of the IDB, the technical coordination and leadership for the production of the podcasts series rests with IDB's staff members Catalina Aguiar (communications consultant) and Alejandra Paris (communications consultant), in coordination with Roberto Esmeral (sector senior specialist climate change).

## 9. Schedule of Payments

9.1. The delivery of the products and the corresponding payments will be scheduled as follows:

Deliverable	%
a) Production plan	33%
b) Podcasts production	33%
c) Final episode	33%
TOTAL	100%