

TERMS OF REFERENCE I: FIRM

1. Background and Justification

- 1.1. The Environmental and Social Risk Management Unit (ESR) within the Office of Risk Management (RMG) is responsible for: (i) providing environmental and social risk oversight of IDB-financed portfolio; (ii) providing quality assurance services for the environmental and social risk management solutions of IDB-financed operations throughout the project cycle, with special attention to high and substantial risk operations; (iii) managing and reporting information on the environmental and social risk of IDB portfolio in the Operational Risk Management Committee; and (iv) transferring lessons learned to other departments, and contributing to the development of training, accreditation and guidance of environmental and social risk topics.
- 1.2. In this context, the Environmental and Social Risk Management Unit within the Office of Risk Management (RMG/ESR) and the Caribbean Country Department (CCB) are leading efforts to improve the processes to quality of information generated regarding risks that impact the identification and management of risks impacting the portfolio of projects (at sector and operations levels)¹; and (d) the identification and management of residual risks from the use of environmental and social safeguards, including climate risks and disaster management risks. These enhancements to the framework provide key input that will be critical to the success of the TC.

2. Objectives

- 2.1. This consultancy will contribute to the development of a methodology and a tool towards the identification of emerging climate, environmental, social and governance risks with the objective of providing knowledge in the identification and analysis of these emerging risks. The objective of the consultancy includes support to the pilot exercise to test the tool to encourage replication across the region.

3. Scope of Services

- 3.1. The FIRM will assign a team of consultants to provide support for the development of the methodology for the monitoring, allocation and tracking of emerging risk from Bank member countries.

4. Key Activities

The consultancy support will involve the following activities:

¹ Portfolio Management [[OA-300](#)]

- 4.1. Participate and, as necessary, lead in the participatory assessment to determine and prioritize needs and users in the identification, assessment and monitoring of emerging climate, environmental, social and governance risks. The firm will participate in the identification of a solution considering demand (potential users and processes/outputs where the tool will provide added value contributions) and offer (relevance and consistency of reliable information), for a smooth and efficient coordination while fostering ownership.
- (i) Based on the results of the user centered design methodology, as developed in point 3.1, design a robust methodology, develop a prototype tool and provide the technical expertise that will be necessary to implement it. The tool will be used to aggregate and sort information that will enable analysis and identification of emerging risk areas and their speed to impact. This output will inform policy and operational processes and products, including country strategies, programming activities, portfolio reviews, etc.
 - (ii) Participate and support a pilot program for the tool in two countries in the Caribbean region. The results of the pilots will provide feedback towards improvement of the tool as necessary, to be integrated as relevant.
 - (iii) Participate and support in dissemination activities to socialize the tool and findings of the pilots technical cooperation and identify potential and adoption interest throughout the region.

5. Expected Outcome and Deliverables

The Firm will develop a robust methodology, and subsequently a tool that will allow the Bank to identify, assess and monitor emerging climate, environmental, social and governance risks. The FIRM will also submit monthly status reports on activities and deliverables performed by the consultant(s).

- 5.1. Gap assessment report on needs and users for the E&S risk review process
- 5.2. Environmental & Social Emerging Risks Methodology and Tool
- 5.3. Report on the E&SR emerging risks Pilots
- 5.4. Monthly status reports on the progress
- 5.5. Final Report on process including recommendations and application for Scaling-Up

6. Project Schedule and Milestones

- 6.1. This project will have a duration of 12 months starting February 2022. Milestones includes monthly deliverables and reports.

Deliverable	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1. Gap assessment report on needs and users for the E&S risk review process				
2. Environmental & Social Emerging Risks Methodology and Tool				
3. Report on the E&SR emerging risks Pilots				

4. Final Report on process including recommendations and application for Scaling-Up				
5. Monthly Status Reports				

7. Reporting Requirements

7.1. The FIRM will deliver monthly reports of activities and present them to the supervisor of this consultancy work.

8. Acceptance Criteria

8.1. Supervisor's approval of invoice and any products/deliverables documents, delivered in the billing period.

9. Other Requirements

9.1. None

10. Payment Schedule

10.1. Payments upon the receipt of corresponding invoice and Key Milestone Deliverables. The FIRM will present invoices for the approved deliverables. Each invoice should be submitted once an approval message is received from the Supervisor in a pdf format and include: a summary of the products delivered in the billing period, the supervisor approval email, and any products/deliverables documents (if applicable).

11. Supervision

11.1. The consultancy work will be supervised by the Chief of the Environmental and Social Risk Management Unit in coordination with Caribbean Country Department (CCB).

TERMS OF REFERENCE II: Emerging Environmental and Social Risks Analyst

Background of this search: The Environmental and Social Risk Management Unit within the Office of Risk Management (RMG/ESR) and the Caribbean Country Department (CCB) is searching for a highly motivated environmental, disaster and/or climate risk management contractual to join our group of professionals that conduct quality and risk review of Bank-financed operations and monitor E&S risks at the portfolio level.

The team's mission: RMG/ESR is responsible for: (i) providing climate, disaster, environmental and social risk oversight of IDB-financed portfolio; (ii) providing quality assurance services for the environmental and social risk management solutions of IDB-financed operations throughout the project cycle, with special attention to high and substantial risk operations; (iii) managing and reporting information on the environmental and social risk of IDB portfolio; and (iv) transferring lessons learned to relevant departments, and contributing to the development of training, accreditation and guidance of environmental and social risk topics. Gender equality and diversity, climate change and environmental sustainability, and institutional capacity and the rule of law are cross-cutting thematic areas of the IDB's Institutional Strategy, indicating its strong commitment in achieving sustainable development.

The IDB is currently mandating the implementation of its project risk management framework to improve the quality of information generated at the project level within countries². In the context of a technical cooperation, the Bank is leading an initiative for the identification and analysis of emerging climate, environmental, social and governance risks. The objective is to develop a robust methodology, and subsequently a tool to identify and monitor emerging climate, environmental, social and governance risks considering the varying sources for highlighting these risks. This methodology will increase the Bank's capacity to anticipate risks and become more responsive in unstable and volatile scenarios. A more forward-looking approach to risk monitoring activities will contribute to better understanding of the critical factors limiting economic growth, as well as a more informed and dynamic support by the IDB group towards policy strategies at the country level.

What you'll do: The objective of the consultancy is to support RMG/ESR and the Caribbean Country Department (CCB) in the following key activities:

- Serve as subject-matter expert on methodologies and tools for the identification of emerging climate, Environmental, Social and Governance Risk.
- Participate and lead, as relevant, in the consultation phase aimed at mapping users and defining priorities to develop a solution considering demand (potential users and processes/outputs where the tool will provide added value contributions) and offer (relevance and consistency of reliable information). In this phase, the consultant will act as a source of live insight regarding best practice in the identification and management of emerging risks.
- Support and advise throughout the development of the methodology and digital tool to be developed to ensure relevance and added value.

² Risk Management Framework for Sovereign-Guaranteed Projects Financed by the IDB. ([OP-1519-5](#))

- Participate and support, as needed, in the piloting and dissemination activities of the outputs, as well as the feedback and improving

Deliverables and Payments timeline:

- Support and participation in consultation phase. Coordination of relevant sessions related to emerging environmental and social risks and provision of advisory services (40% in up to 2 payments)
- Support/Provide advisory services in the development of the methodology and tool (25% in up to 2 payments)
- Support and participation in the piloting and dissemination activities, including support for the integration of feedback as relevant (45% in up to 2 payments)

What you'll need:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- **Education:** Master's degree or equivalent in a subject relevant to the outlined activities: disaster risk management, climate change, environmental policy, environmental science, environmental management, sustainable development, economics, business finance, or other related discipline.
- **Experience:** At least 7 years of relevant experience in analysing and reporting on emerging environmental and social risks, working with multilateral institutions on projects for both the public and private sector is desirable. Understanding of environmental and social sustainability, preferably in Latin America and the Caribbean.
- **Languages:** Proficiency in at least two of the Bank's Official languages (English, Spanish, French or Portuguese).

Core and Technical Competencies:

- **Collaboration, Teamwork, and Inclusion:** Works cooperatively with others independent of background (e.g., gender, ethnic origin, religion, disability, sexual orientation, background, perspective) or organizational role, and takes a team-based and inclusive approach to projects and decision making.
- **Innovation and Creativity:** Develops innovative ideas and solutions through creativity, experimentation, and critical thinking.
- **Demonstrated excellence in analytical, oral, and written communication skills.**

Opportunity Summary:

- **Type of contract and modality:** PEC Contract
- **Length of contract:** 6 months
- **Starting date:** February 2022
- **Location:** The consultancy work can be carried out at Headquarters in Washington DC or in any of the IDB member countries where the residence of the selected candidate is located.

- Supervisor: RMG/ESR Unit Chief
- Requirements: You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

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

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people 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.