

Selection Process RG-T3553-P001

## TERMS OF REFERENCE

### EFFECTIVE INDUSTRY PROCUREMENT STRATEGIES TO REDUCE CARBON EMISSIONS

REGIONAL

ATN/.....

RG-T3553

### Reducing Carbon Emissions and Building Resilience through Green Procurement Practices - PROADAPT PROGRAM

#### 1. Background and justification

- 1.1. The Inter-American Development Bank (IDB) is the largest regional development bank in Latin America and the Caribbean and constitutes the main source of multilateral financing for projects of economic, social and institutional development, and those of regional trade and integration.
- 1.2. The IDB's Infrastructure and Energy Sector (INE / INE), through its Mining, Geothermal and Hydrocarbon Cluster (MGH), promotes the implementation of best practices, the generation and dissemination of sectoral knowledge and support for the best relationship of actors in the extractive sector.
- 1.3. In line with the Sustainable Development Goal 13, which focuses on climate action, and the 2015 Paris Climate Agreement, there is now broad global consensus that carbon emissions reduction and adapting to climate change are critical and urgent priorities. As the private sector – including the natural resources industry – grapples with how to meet business priorities and achieve these objectives, practical research and best practice evidence are needed on the various ways to reduce carbon emissions across the material aspects of business.
- 1.4. Yet minerals and metals are also key inputs for modern life, including for renewable energy technologies such as solar, wind, and energy storage, which are needed to combat climate change. In LAC, the sector is also an important source of fiscal resources, exports, and employment. [Add LAC data]. As the global population continues to grow and urbanize, demand for raw materials is predicted to increase. To ensure that the future development of the sector is environmentally sustainable, the extraction and consumption of natural resources need to fundamentally adapt to also be low-carbon and low-impact. Done responsibly, for example, mining can introduce new climate change adaptation strategies to host countries.
- 1.5. An important area of contribution can be through the introduction of green procurement practices to the sector. Corporations across all sectors are facing pressure to mitigate problematic practices taking place within their supply chains. Green procurement practices offer the opportunity to reduce emissions and build climate resilience through careful planning.
- 1.6. This project will support the reduction of carbon emissions from the natural resources sector in LAC and its associated value-chain as well as to give incentives for the creation and viability of small and medium enterprises in the supply chain to start producing and marketing low-emission and resilient products and services to the natural resource industry.

1.7. This project is aligned with the Second Update to the Institutional Strategy 2020-2023 (AB-3190-2) and is strategically aligned with the development challenge of productivity and innovation, by studying and promoting the implementation of innovative technologies that, amongst other benefits, will improve quality and efficiency of energy provision and therefore positively impact on the country's productivity. The TC is also consistent with the Energy Sector Framework Document (GN-2830-8) as promotion of RE is one of the principles in the energy sector and promoting initiatives to reduce carbon emissions. This operation will contribute to the Corporate Results Framework (CRF) GN-2727-8 by (i) reducing carbon emissions; and (ii) promoting power generation from RE sources. The TC is also aligned with the cross-cutting issues of climate change and environmental sustainability and with the Climate Change Sector Framework (GN-2835-8), by promoting the implementation of actions for the reduction of greenhouse gas emissions.

## **2. Objectives**

2.1. The main objective of this service es to develop empirical findings on the conditions and factors likely to facilitate emissions reductions through industry procurement.

## **3. Scope of Services**

3.1. To conduct a best practice and methodology review by identifying gaps in currently available knowledge and measurement models that calculate carbon emissions for typical mining areas in order to identify opportunities to create and/or improve existing models.

3.2. To identify goods and services typically procured in high volumes by large-scale mine sites, particularly those that have the potential to reduce emissions resulting from their production process and transportation.

3.3. Create an easy-to-use methodology that estimates potential carbon emissions reduction resulting from procurement of prioritized goods and services in the natural resources industry through modelling and enabling actions to reduce carbon emissions in the supply chain.

## **4. Key Activities**

4.1. Detailed Work Plan

4.2. To develop a research focused on the critical significance of scope 3 carbon emissions created in the production and transportation of goods and services upstream of a mining operation, including the existing tools to calculate the carbon emissions.

## **5. Expected Outcomes and Deliverables**

5.1. The firm will provide the following deliverables:

5.2. Report A with the detailed work plan

5.3. A technical note B to (i) identify gaps in currently available knowledge and measurement models that calculate carbon emissions for typical natural resource development projects and related industries in order to identify opportunities to create and/or improve existing models (ii) identify goods and services typically procured in high volumes by large-scale mine sites, particularly those that have the potential to reduce emissions resulting from their production process and transportation.

- 5.4. A technical note C to describe a methodology that will estimate and benchmark the likely carbon emissions that would be associated with production of the selected goods and services if they were produced closer to the mine sites, highlight assessment methodologies employed by industry, and opportunities for improvement.

## 6. Payments Schedule

- 6.1. The contract amount will be paid according to the following specifications:

| Deliverables     | Payment |
|------------------|---------|
| Report A         | 35%     |
| Technical note B | 30%     |
| Technical note C | 35%     |

## 7. Characteristic of the consultancy

- 7.1. Consultancy category and modality: Firm hired through a competitive process  
7.2. Contract duration: TBD months  
7.3. Place(s) of work: TBD.

Informe A

- 7.4. An initial list of goods and services identified will be submitted, along with an explanation of the research and data gathering process, challenges faced, and next steps
- 7.5. A report will be submitted at the halfway point of the time period allotted for the completion of Phase II. This report will detail the chosen goods and services and rationale associated with the final list, outline progress in the tools development, challenges faced, and next steps
- 7.6. The draft carbon calculation tool will be submitted for review
- 7.7. Results of the beta testing with companies will be compiled and explained in a report, including changes made using the feedback received.
- 7.8. The draft guidance document will be submitted for review
- 7.9. An action plan for dissemination and promotion of the carbon calculation tool and guidance will be submitted
- 7.10. A report detailing the execution of the dissemination and promotional events will be submitted, which should include the reaction and feedback of recipients

## 8. Acceptance criteria

- 8.1. The reports should be in Word format, with any graphs, tables, and related data in Excel format. All methodologies, assumptions, and data sources used should be clearly outlined

## **9. Supervision and reports**

- 9.1.** The supervision of this contract, including approval for payments, will be the responsibility of Martin Walter (martinw@iadb.org). All the reports should go to Martin Walter (martinw@iadb.org) with copy to Estefanía Marchan (emarchan@iadb.org) and Jose-Carlos de Piérola (josedep@iadb.org).
- 9.2.** Payments and Conditions: Compensation will be determined in accordance with Bank policies and procedures. In addition, applicants must be citizens of an IDB member country.
- 9.3.** Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouses) working for the Bank as staff members or Complementary Workforce contractuels are not eligible to provide services for the Bank.
- 9.4.** 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, race, disability, sexual orientation, religion and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origin to apply.
- 9.5.** The official exchange rate in the IDB defined in SDP Will apply to required conversions for payments in local currency.

Selection Process RG-T3553-P002

## TERMS OF REFERENCE

### SERVICE TO PROVIDE GUIDANCE TO INDUSTRY AND GOVERNMENTS ON THE TYPES OF PROCUREMENT POLICIES THAT CAN SUPPORT REDUCTIONS IN CARBON EMISSIONS AND IMPROVE ENVIRONMENTAL RESILIENCE

REGIONAL

ATN/.....

RG-T3553

### Reducing Carbon Emissions and Building Resilience through Green Procurement Practices - PROADAPT PROGRAM

#### 1. Background and justification

- 1.1. The Inter-American Development Bank (IDB) is the largest regional development bank in Latin America and the Caribbean and constitutes the main source of multilateral financing for projects of economic, social and institutional development, and those of regional trade and integration.
- 1.2. The IDB's Infrastructure and Energy Sector (INE / INE), through its Mining, Geothermal and Hydrocarbon Cluster (MGH), promotes the implementation of best practices, the generation and dissemination of sectoral knowledge and support for the best relationship of actors in the extractive sector.
- 1.3. In line with the Sustainable Development Goal 13, which focuses on climate action, and the 2015 Paris Climate Agreement, there is now broad global consensus that carbon emissions reduction and adapting to climate change are critical and urgent priorities. As the private sector – including the natural resources industry – grapples with how to meet business priorities and achieve these objectives, practical research and best practice evidence are needed on the various ways to reduce carbon emissions across the material aspects of business.
- 1.4. Yet minerals and metals are also key inputs for modern life, including for renewable energy technologies such as solar, wind, and energy storage, which are needed to combat climate change. In LAC, the sector is also an important source of fiscal resources, exports, and employment. [Add LAC data]. As the global population continues to grow and urbanize, demand for raw materials is predicted to increase. To ensure that the future development of the sector is environmentally sustainable, the extraction and consumption of natural resources need to fundamentally adapt to also be low-carbon and low-impact. Done responsibly, for example, mining can introduce new climate change adaptation strategies to host countries.
- 1.5. An important area of contribution can be through the introduction of green procurement practices to the sector. Corporations across all sectors are facing pressure to mitigate problematic practices taking place within their supply chains. Green procurement practices offer the opportunity to reduce emissions and build climate resilience through careful planning.
- 1.6. This project will support the reduction of carbon emissions from the natural resources sector in LAC and its associated value-chain as well as to give incentives for the creation and viability of

small and medium enterprises in the supply chain to start producing and marketing low-emission and resilient products and services to the natural resource industry.

- 1.7. This project is aligned with the Second Update to the Institutional Strategy 2020-2023 (AB-3190-2) and is strategically aligned with the development challenge of productivity and innovation, by studying and promoting the implementation of innovative technologies that, amongst other benefits, will improve quality and efficiency of energy provision and therefore positively impact on the country's productivity. The TC is also consistent with the Energy Sector Framework Document (GN-2830-8) as promotion of RE is one of the principles in the energy sector and promoting initiatives to reduce carbon emissions. This operation will contribute to the Corporate Results Framework (CRF) GN-2727-8 by (i) reducing carbon emissions; and (ii) promoting power generation from RE sources. The TC is also aligned with the cross-cutting issues of climate change and environmental sustainability and with the Climate Change Sector Framework (GN-2835-8), by promoting the implementation of actions for the reduction of greenhouse gas emissions.

## **2. Objectives**

- 2.1. To provide stakeholder capacity building to companies and government. Guidance to develop online platform for sharing information and promote innovative solutions and pilot strategies for implementation.

## **3. Scope of Services**

- 3.1. To develop capacity-building activities will reach an estimated 500 stakeholders in LAC. Series of virtual/in-person seminars, workshops and regularly scheduled webinars for interested stakeholders.
- 3.2. To develop an online data management platform to disseminate findings and monitor best practices and methodological lessons learned as well as implement capacity building efforts to support adoption of innovative green procurement policies at the regional level.

## **4. Key Activities**

- 4.1. Detailed Work Plan
- 4.2. To establish the best strategy to promote the tool among different stakeholders in LAC (500) looking forward ensuring capacity building activities effectiveness.
- 4.3. To define the scope of the online data management platform and the potential partners to ensure data updating and sustainable operation.

## **5. Expected Outcomes and Deliverables**

- 5.1. The firm will provide the following deliverables:
- 5.2. Detailed work plan in the report A
- 5.3. Plan B with detailed summary of reports that will indicate specific actions and efforts to be taken up by stakeholders, grounded on in-depth assessments of the most promising supply chains. Recommendations will reflect stakeholder engagement activities that will be used to validate opportunities and challenges for decisive action from government and industry.

- 5.4. Plan C with proposed scheduled of series of capacity building virtual/in-person seminars, workshops and regularly scheduled webinars for interested stakeholders.
- 5.5. Report D with the detailed development plan of an online data management platform. The platform will help disseminate findings and monitor best practices and methodological lessons learned, will also make available knowledge resources, information about capacity building and other relevant sector data.

## 6. Payments Schedule

- 6.1. The contract amount will be paid according to the following specifications:

| Deliverables    | Payment |
|-----------------|---------|
| Report A        | 30%     |
| Detailed plan B | 20%     |
| Detailed plan C | 20%     |
| Report D        | 30%     |

## 7. Characteristic of the consultancy

- 7.1. Consultancy category and modality: Firm hired through a competitive process
- 7.2. Contract duration: TBD months
- 7.3. Place(s) of work: TBD.

## 8. Acceptance criteria

- 8.1. The reports should be in Word format, with any graphs, tables, and related data in Excel format. All methodologies, assumptions, and data sources used should be clearly outlined

## 9. Supervision and reports

- 9.1. The supervision of this contract, including approval for payments, will be the responsibility of Martin Walter ([martinw@iadb.org](mailto:martinw@iadb.org)). All the reports should go to Martin Walter ([martinw@iadb.org](mailto:martinw@iadb.org)) with copy to Estefanía Marchan ([emarchan@iadb.org](mailto:emarchan@iadb.org)) and Jose-Carlos de Piérولا ([josedep@iadb.org](mailto:josedep@iadb.org)).
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- 9.4. 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, race, disability, sexual orientation, religion and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origin to apply.
- 9.5. The official exchange rate in the IDB defined in SDP Will apply to required conversions for payments in local currency.

Selection Process RG-T3553-P003

## **TERMS OF REFERENCE**

### **SERVICE TO PROVIDE GUIDANCE TO INDUSTRY AND GOVERNMENTS ON THE TYPES OF PROCUREMENT POLICIES THAT CAN SUPPORT REDUCTIONS IN CARBON EMISSIONS AND IMPROVE ENVIRONMENTAL RESILIENCE**

#### **REGIONAL**

**ATN/.....**

**RG-T3553**

### **Reducing Carbon Emissions and Building Resilience through Green Procurement Practices - PROADAPT PROGRAM**

#### **1. Background and justification**

- 1.1.** The Inter-American Development Bank (IDB) is the largest regional development bank in Latin America and the Caribbean and constitutes the main source of multilateral financing for projects of economic, social and institutional development, and those of regional trade and integration.
- 1.2.** The IDB's Infrastructure and Energy Sector (INE / INE), through its Mining, Geothermal and Hydrocarbon Cluster (MGH), promotes the implementation of best practices, the generation and dissemination of sectoral knowledge and support for the best relationship of actors in the extractive sector.
- 1.3.** In line with the Sustainable Development Goal 13, which focuses on climate action, and the 2015 Paris Climate Agreement, there is now broad global consensus that carbon emissions reduction and adapting to climate change are critical and urgent priorities. As the private sector – including the natural resources industry – grapples with how to meet business priorities and achieve these objectives, practical research and best practice evidence are needed on the various ways to reduce carbon emissions across the material aspects of business.
- 1.4.** Yet minerals and metals are also key inputs for modern life, including for renewable energy technologies such as solar, wind, and energy storage, which are needed to combat climate change. In LAC, the sector is also an important source of fiscal resources, exports, and employment. [Add LAC data]. As the global population continues to grow and urbanize, demand for raw materials is predicted to increase. To ensure that the future development of the sector is environmentally sustainable, the extraction and consumption of natural resources need to fundamentally adapt to also be low-carbon and low-impact. Done responsibly, for example, mining can introduce new climate change adaptation strategies to host countries.
- 1.5.** An important area of contribution can be through the introduction of green procurement practices to the sector. Corporations across all sectors are facing pressure to mitigate problematic practices taking place within their supply chains. Green procurement practices offer the opportunity to reduce emissions and build climate resilience through careful planning.



- 1.6. This project will support the reduction of carbon emissions from the natural resources sector in LAC and its associated value-chain as well as to give incentives for the creation and viability of small and medium enterprises in the supply chain to start producing and marketing low-emission and resilient products and services to the natural resource industry.
- 1.7. This project is aligned with the Second Update to the Institutional Strategy 2020-2023 (AB-3190-2) and is strategically aligned with the development challenge of productivity and innovation, by studying and promoting the implementation of innovative technologies that, amongst other benefits, will improve quality and efficiency of energy provision and therefore positively impact on the country's productivity. The TC is also consistent with the Energy Sector Framework Document (GN-2830-8) as promotion of RE is one of the principles in the energy sector and promoting initiatives to reduce carbon emissions. This operation will contribute to the Corporate Results Framework (CRF) GN-2727-8 by (i) reducing carbon emissions; and (ii) promoting power generation from RE sources. The TC is also aligned with the cross-cutting issues of climate change and environmental sustainability and with the Climate Change Sector Framework (GN-2835-8), by promoting the implementation of actions for the reduction of greenhouse gas emissions.

## **2. Objectives**

- 2.1. To provide tailored recommendations for developing and/or enhancing legal and regulatory frameworks, administrative and environmental guidelines, and industry action.  
Detailed workplans to support the adoption of greener procurement practices, based on empirical evidence and including commentaries on the types of goods and services that should be targeted based on local conditions.

## **3. Key Activities and deliverables**

- 3.1. Report A with a detailed Work Plan
- 3.2. Report B with a clear definition of the specific country and company involved in the study and following actions
- 3.3. Report C with a tailored action plan and capacity building strategy.

## **4. Qualifications**

- 4.1. Degree / Academic Level & Years of Professional Experience: The contractual must have a engineering or economics degree, or related areas. With at least 8 years of experience in capacity building in the extractive sector and specifies experience in Corporate Social Responsibility (CSR). Also required experience and understanding of the supply chain in the natural resources industry. It will be appreciated that the consultant has experience in projects in Latin America and the Caribbean.

## 5. Payments Schedule

5.1. The contract amount will be paid according to the following specifications:

| Deliverables    | Payment |
|-----------------|---------|
| Report A        | 30%     |
| Detailed plan B | 20%     |
| Detailed plan C | 20%     |

## 6. Characteristic of the consultancy

- 6.1. Consultancy category and modality: Individual International Consultant hired through a competitive process
- 6.2. Contract duration: TBD months
- 6.3. Place(s) of work: TBD
- 6.4. Travel: the consultancy may require the organization of missions to the region.

## 7. Acceptance criteria

- 7.1. The reports should be in Word format, with any graphs, tables, and related data in Excel format. All methodologies, assumptions, and data sources used should be clearly outlined

## 8. Supervision and reports

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- 8.4. 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, race, disability, sexual orientation, religion and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origin to apply.

The official exchange rate in the IDB defined in SDP Will apply to required conversions for payments in local currency.

Selection Process RG-T3553-P004

## **TERMS OF REFERENCE**

### **SERVICE TO PILOT THE IMPLEMENTATION OF A “CARBON CALCULATOR” TOOL FOR INDUSTRY AND GOVERNMENT**

**REGIONAL**

**ATN/.....**

**RG-T3553**

### **Reducing Carbon Emissions and Building Resilience through Green Procurement Practices - PROADAPT PROGRAM**

#### **1. Background and justification**

- 1.1.** The Inter-American Development Bank (IDB) is the largest regional development bank in Latin America and the Caribbean and constitutes the main source of multilateral financing for projects of economic, social and institutional development, and those of regional trade and integration.
- 1.2.** The IDB's Infrastructure and Energy Sector (INE / INE), through its Mining, Geothermal and Hydrocarbon Cluster (MGH), promotes the implementation of best practices, the generation and dissemination of sectoral knowledge and support for the best relationship of actors in the extractive sector.
- 1.3.** In line with the Sustainable Development Goal 13, which focuses on climate action, and the 2015 Paris Climate Agreement, there is now broad global consensus that carbon emissions reduction and adapting to climate change are critical and urgent priorities. As the private sector – including the natural resources industry – grapples with how to meet business priorities and achieve these objectives, practical research and best practice evidence are needed on the various ways to reduce carbon emissions across the material aspects of business.
- 1.4.** Yet minerals and metals are also key inputs for modern life, including for renewable energy technologies such as solar, wind, and energy storage, which are needed to combat climate change. In LAC, the sector is also an important source of fiscal resources, exports, and employment. [Add LAC data]. As the global population continues to grow and urbanize, demand for raw materials is predicted to increase. To ensure that the future development of the sector is environmentally sustainable, the extraction and consumption of natural resources need to fundamentally adapt to also be low-carbon and low-impact. Done responsibly, for example, mining can introduce new climate change adaptation strategies to host countries.
- 1.5.** An important area of contribution can be through the introduction of green procurement practices to the sector. Corporations across all sectors are facing pressure to mitigate problematic practices taking place within their supply chains. Green procurement practices offer the opportunity to reduce emissions and build climate resilience through careful planning.
- 1.6.** This project will support the reduction of carbon emissions from the natural resources sector in LAC and its associated value-chain as well as to give incentives for the creation and viability of

small and medium enterprises in the supply chain to start producing and marketing low-emission and resilient products and services to the natural resource industry.

- 1.7. This project is aligned with the Second Update to the Institutional Strategy 2020-2023 (AB-3190-2) and is strategically aligned with the development challenge of productivity and innovation, by studying and promoting the implementation of innovative technologies that, amongst other benefits, will improve quality and efficiency of energy provision and therefore positively impact on the country's productivity. The TC is also consistent with the Energy Sector Framework Document (GN-2830-8) as promotion of RE is one of the principles in the energy sector and promoting initiatives to reduce carbon emissions. This operation will contribute to the Corporate Results Framework (CRF) GN-2727-8 by (i) reducing carbon emissions; and (ii) promoting power generation from RE sources. The TC is also aligned with the cross-cutting issues of climate change and environmental sustainability and with the Climate Change Sector Framework (GN-2835-8), by promoting the implementation of actions for the reduction of greenhouse gas emissions.

## **2. Objectives**

- 2.1. Pilot the development of a "Carbon Calculator" tool for industry and government.
- 2.2. To determine a sustainable management of an online methodology and tool to monitor and improve the green procurement practices in the natural resources sector.

## **3. Scope of Services**

- 3.1. To implement a carbon calculator tool to integrate information about suppliers and their production processes, industry benchmarks, and other relevant information enabling a more detailed analysis of the impact of procurement decisions on a company's emissions and environmental sustainability.
- 3.2. Systematization and dissemination of lessons learned from the implementation of the tool and knowledge generated. To develop series of communications materials, presentations and seminars to industry associations and other relevant stakeholders.

## **4. Key Activities**

- 4.1. Report A with detailed Work Plan
- 4.2. The likely carbon emissions that would be associated with production of the selected goods and services if they were produced closer to the mine sites will be estimated; and/or improving their production at the current site of the supplier.
- 4.3. The creation of the tool will then commence, designing a system to estimate potential carbon reductions for the select set of goods and services, using the data created in steps 2 and 3 above.
- 4.4. Beta versions of the carbon calculator tool will then be tested for both accuracy of results and ease of use.
- 4.5. Produce a written guide for mining industry stakeholders, informed by the carbon calculator and corresponding research used to create it. The target stakeholders for the guidance will mainly be governments and mining companies.

**4.6.** Dissemination and promotion of the Carbon Calculating Tool and corresponding guidance document will occur by:

- Organizing a public launch event to introduce a broad community of mining sector stakeholders to the use and value of the project materials, with the main focus being on governments and mining companies
- Leading the promotion of project materials on social media and online platforms
- Organizing in-person and online training workshops, which orient participants to the project materials and communicate its applicability to their circumstances.

**5. Expected Outcomes and Deliverables**

**5.1.** Report A with detailed work plan.

**5.2.** A detailed report B on procurement policies and practices and the contribution to environmental sustainability from supply chain firms. The technical report will include quantitative and qualitative information on sustainability indicators. It will contribute to industry sustainability reporting efforts and targeted efforts to curb emissions through greener procurement. Implementation of the tool will require revision of existing procedures and policies, and eventual review/modification.

**5.3.** Report C with results from implementation of the tool will be showcased as a best practice to global practitioners, through communications materials, presentations and seminars to industry associations and other relevant stakeholders

**6. Payments Schedule**

**6.1.** The contract amount will be paid according to the following specifications:

| Deliverables | Payment |
|--------------|---------|
| Report A     | 30%     |
| Report B     | 35%     |
| Report C     | 35%     |

**7. Characteristic of the consultancy**

**7.1.** Consultancy category and modality: Firm hired through a competitive process

**7.2.** Contract duration: TBD months

**7.3.** Place(s) of work: TBD.

**8. Reporting requirements**

**8.1.** The draft carbon calculation tool will be submitted for review.

**8.2.** Results of the beta testing with companies will be compiled and explained in a report, including changes made using the feedback received.

**8.3.** The draft guidance document will be submitted for review.

**8.4.** In action plan for dissemination and promotion of the carbon calculation tool and guidance will be submitted.

**8.5.** A report detailing the execution of the dissemination and promotional events will be submitted,

which should include the reaction and feedback of recipients.

## **9. Acceptance criteria**

- 9.1.** The reports should be in Word format, with any graphs, tables, and related data in Excel format. All methodologies, assumptions, and data sources used should be clearly outlined

## **10. Supervision and reports**

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