

CSD/HUD Internal Consultant to support the design and implementation of capacity-building activities, mentoring programs, conferences, and knowledge exchange activities – Component 1

Background of this search: The Housing and Urban Development Division is looking for a professional for the implementation of the IDB Innovation platform activities with sustainable development background.

The team's mission:

The IDB established in 2017 the Cities LAB and the Cities Network as part of the Housing and Urban Development Division (CSD/HUD). During 2020-2021, the Cities Lab and the Cities Network have consolidated into a single service platform (the platform) for our urban counterparts, sharing a single vision and a collaborative work structure. To date, the Cities Network has generated opportunities for dialogue between cities, IDB's divisions, and other relevant actors, by promoting knowledge transfer, capacity building, and dissemination activities. The Network has over 200 member cities of all sizes, having grown initially from 60 member cities.

The Cities Network helps LAC cities address urbanization challenges by providing mayors and local officials with tools and knowledge to be effective decision-makers. In order to do so, the Network promotes capacity building and facilitates the exchange of knowledge and solutions leveraging internal and external resources. Specifically, the Network supports both its member cities and the IDB group with dialogues among cities and helps HUD specialists in the day-to-day conversations with city officials; it offers a platform that collects and easily disseminates knowledge produced within HUD and the IDB group; and it connects cities that otherwise would not have other chances to interact, in terms of actors and topics discussed. Furthermore, the Network promotes and facilitates the exchange of practical experiences and knowledge among cities and serves to strengthen the role of the IDB at the subnational level by providing knowledge and cooperation in search of more equitable, sustainable, and innovative public policies, and territorial development.

Latin America and the Caribbean (LAC) has exhibited remarkable urban growth for several decades now. With more than half of its population living in cities, the region has been ranked as the second most urbanized on the planet. This situation has led cities to be the protagonists of the development of their countries, becoming spaces that offer opportunities (i.e., human capital, greater investments, employment, etc.), but also face great challenges (i.e., inequality, security, health, spatial segregation, housing deficit, proliferation of informal settlements, pollution, etc.). The pace at which cities grow has exceeded the response capacity of local authorities, affecting urban competitiveness, sustainability, and quality of life.

The establishment of the New Urban Agenda (NUA), the Paris Agreement and the Sustainable Development Goals (SDGs) recognize the growing leading role of cities in the competitive development of countries, the reduction of poverty and inequality. This new development agenda is of a universal nature and should be implemented in an integrated manner, which will require cooperation and collaboration at different levels. However, the effective implementation of these objectives depends on the success with which they can land locally. It is in this context that the

challenge of aligning the efforts to achieve sustainable development with the concurrence of diverse actors who can learn together on issues of relevance for the achievement of the objectives set in the framework of the global agenda emerges. Consequently, we must go beyond learning and cooperation, seeking to develop and implement action-oriented collaboration schemes that encourage local intervention, generating transformative initiatives.

What you'll do:

The general objective of the consultancy is to provide operational and technical support and expertise to the IDB Cities Network in urban development with the design, implementation, evaluation, and dissemination of technical assistance and knowledge projects. Specifically, the consultant will:

1. Participate in the structuring, development, and implementation of in-person and virtual capacity-building programs and other events of the IDB Cities Network by contributing to the preparation and development of event materials and knowledge products.
2. Contribute to the identification, preparation, and assessment of the activities of the IDB Cities Network Strategic Agenda and its update in order to include new topics, such as climate change, economic reactivation, and productivity.
3. Provide technical and operational support for the integration of the initiatives of the IDB Cities Network with the Housing and Urban Development Division and other Sectors of the IDB.
4. Provide technical and operational support in the execution and management of Technical Cooperation (TC) projects of the IDB Cities Network, advice, review, and validate deliverables to ensure the quality of TCs products, contribute to project evaluation and impact assessments
5. Participate in the conceptualization, structuring and execution of cooperation agreements with networks, sub-networks, and other organizations interested in carrying out strategic alliances with the IDB Cities Network and in supporting the development and implementation of training programs for Network cities.
6. Develop and execute activities to promote the establishment and maintenance of internal and external alliances with stakeholders and external partners of the IDB Cities Network in particular with the Cities Lab.
7. Participate in the implementation and dissemination of the strategy for the systematization of good practices of the cities of the IDB Cities Network

What you'll need:

Citizenship: You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

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 in international development, administration, international relations, urban development or related areas.

Experience: Minimum 5 years of professional experience in project management and administration in LAC and in applying theoretical and practical knowledge in urban development and activities related to the ToR. Previous experience with international organizations, public sector and / or think tanks.

Languages: Be fluent in English and Spanish, with a working knowledge of a third official language of the Bank (French or Portuguese).

Core and Technical Competencies:

Project Management Experience, planning and event coordination and logistics. Experience managing teams and budgets. A proven ability to take initiative and work independently, and to work in a dynamic fast-paced work environment. Attention to detail without losing quality. Ability to work under short deadlines. A high degree of integrity and commitment to achieving results through teamwork; a strong willingness and a proven ability to work across sectors; and an ability to earn the trust of peers. Proven ability to work effectively in complex, multi-disciplinary and multi-cultural teams; superior inter-personal skills, client-orientation, diplomatic skills, and mature judgment as well as sensitivity to social and cultural issues.

Opportunity Summary:

Type of contract: Full time Consultant, CNS

Length of contract: 12 months

Starting date: TBD

Location: IDB Headquarters, Washington, D.C.

Responsible person: Coordinator of the IDB Cities Network, CSD/HUD

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, the LGBTQ+ community, 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 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.

Job Title: External Consultant to support the development of knowledge products for international workshops and/or conferences – Component 1

Background of this search:

The Housing and Urban Development Division is looking for a professional with experience in knowledge development in Latin America and the Caribbean for the implementation of the activities of the Cities Network.

The team's mission: As part of the Bank's Department of Climate Change and Sustainable Development (CSD), the Housing and Urban Development Division (HUD) was created in 2016, which incorporated the IDB's technical capacity and experience working on urban issues and the efforts made previously for the Emerging and Sustainable Cities Program (ESC). As part of the commitments acquired and the lines of action established in the HUD Sector Framework, the Cities Network and Cities Lab have consolidated, as institutional platforms with the objective of providing decision makers in LAC cities with a space that facilitates the exchange of knowledge and solutions, and a space to promote civic innovation and urban experimentation, aiming to address the main urban challenges in the region.

Currently, the Cities Network incorporates more than 150 cities of different sizes and has as lines of work the dissemination and transfer of knowledge, the generation of spaces for the identification and development of solutions, and the relationship and joint work with other interested institutions in the promotion of sustainable urban development. The Cities Lab's lines of work are focused on identifying urban innovation trends, connecting cities to share innovation experiences and lessons learned and experimenting with an iterative process.

What you'll do: The objective of this consultancy is to support the Innovation platform in the development of knowledge products for international workshops, conferences and capacity-building programs related to urban innovation.

- **Product 1- Pre-production: research, asset identification, outlining** - In this phase, the consultant will research about the topics of the forums and workshops identifying the main trends and the key actors. Based on research, the consultant will elaborate concept notes that outline the design of the forums and workshops specifying the main aspects, such as: the objective, audience, key panelists, participants, topics to highlight, agenda, and knowledge products associated.
- **Product 2- Production** - After agreeing on the concept notes, the consultant will develop all the logistics coordination (in close collaboration with IADB) of the events, including, preparing and sending the invitations, contacting the panelists and participants, preparing keynotes per panelists, conduct meetings with participants, if necessary, etc.
- **Product 3- Postproduction** - For each workshop or forum, prepare systematization reports, which will include key results, lessons learned, and recommendations for future activities.

Deliverables and Payments timeline:

30% on submission and approval of product 1.

40% on submission and approval of product 2.

30% on submission and approval of product 3.

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: Postgraduate degree, at least at master's level, in international development, management, urban development, public administration, or similar.

Experience: More than 5 years of experience in the design and implementation of development projects, conceptualization and implementation of capacity building programs, and knowledge of urban development and innovation.

Languages: Excellent written and speaking skills in English or Spanish.

Core and Technical Competencies:

Opportunity Summary:

- Type of contract and modality: Individual Products and External Services consultant, Lump Sum
- Length of contract: 12 months
- Starting date: TBD
- Location: Individual's place of residence.
- Responsible person: CSD/HUD
- 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.

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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 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.

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TERMS OF REFERENCE**Consultancy to Design, Implement and Evaluate Pilot Projects in a LAC city - Component 2**

Regional

*[[Project Number]**RG-T4140**[Web link to approved document]**Leveraging Urban Innovation in LAC***1. Background and Justification**

- 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 (LAC). It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.
- 1.2. The complex urbanization processes in LAC increasingly require platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines involved with cities and urban issues. Considering that most of the cities in the region have low institutional capacity, experiences that can strengthen the institutions involved in urban management, improve productivity, and innovate public management are valuable. The cities of the region also face great challenges due to the inadequate planning and the radical recent changes in our environment. But there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge and these innovative experiences and respond to a growing demand from the Bank's client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established in 2017 the Cities LAB to develop, disseminate, collaborate on, and experiment with, innovative models and practices of urban development and urban management with the cities of the region; and the Cities Network to provide mayors and other decision makers in LAC with a unique space that facilitates the exchange of knowledge and solutions aimed at addressing the main urbanization challenges present in the region.
- 1.3. After five years of the Cities Lab and Cities Network' execution, HUD approved a new technical cooperation (TC) project that aims to support local and national urban counterparts in the Latin American and the Caribbean (LAC) region by building capacities to address urban challenges and create more resilient cities. Specifically, the objectives of the TC are objectives are to: (i) provide capacity building opportunities and cutting-edge knowledge around urban innovation; (ii) identify urban innovation trends; (iii) connect practitioners, solutions, and best practices; (iv) support cities to develop experimentation processes; and (iv) strengthen links between public counterparts and the

private sector to foster urban resilience.

- 1.4. One of the components of the TC aims to promote a mindset of experimentation and tolerance to failure, supporting cities to develop pilot projects to experiment, test and try innovative solutions that, if successful, can be scaled up or replicated. Parallel to that, this component also pursues the incorporation of innovative approaches in the HUD's projects portfolio. In this context, the objective of this consultancy is to support the Cities Lab to design, implement and evaluate sustainability, replicability and scalability of a pilot project using innovative methodologies and tools.

2. Objectives

- 2.1. The objective of this consultancy is to design, operationalize and evaluate a pilot project in a LAC selected city, in order to help mainstream innovation and design thinking into urban planning and development. The results of this pilot project should be evaluated to inform a broader local strategy through recommendations in terms of sustainability, replicability and scalability.

3. Key Activities

The selected consulting firm will:

- 3.1. Conduct research and data collection for the city and selected site, to include stakeholder interviews and site visits, to identify challenges and gaps and potentials for intervention.
- 3.2. Design and implement methodologies to identify the main problem to solve.
- 3.3. Elaborate design of prototypes or pilot projects. Pilot project designs should include an interactive / participative process to ensure the feasibility and buy-in of the project by the respective stakeholders and community.
- 3.4. Elaborate implementation plan of pilot project(s) including timing, partners, options for scaling-up and financing mechanisms.
- 3.5. Test and implement the prototype.
- 3.6. Develop and implement an evaluation methodology to measure the impact of the intervention, including a baseline analysis and a post analysis and a roadmap for sustainability, replicability and scalability of the pilot.
- 3.7. Capacity building activities to support the capacity of local and national officials to understand, make use of, and replicate activities under this consultancy.

4. Expected Outcome and Deliverables

- 4.1. The consultancy will provide the following deliverables:
 - a) Product 1: General work plan and specification of the methodology for each phase (problem identification, pilot project design, testing, evaluation, and capacity building programs).
 - b) Product 2: Pilot project proposal that includes the problem to solve, the diagnostic that supports the problem identified, and the design of the pilot project.
 - c) Product 3: Draft report with the results of the pilot project testing, and the baseline data collected and analyzed.
 - d) Product 4: Final report that includes: methodology for each phase, diagnostic and problem, pilot project design and testing, evaluation results that measure the impact of the intervention (baseline data and post-intervention data), plan for sustainability,

replication, and scalation, and systematization of the capacity building activities. The final report should include as an annex a compact summary for decision takers and policymakers of the local government.

5. Project Schedule and Milestones

Deliverable	Description	Schedule
Product 1	General workplan, including methodology for each phase and project timeline.	Two weeks after signing a contract
Product 2	Pilot project proposal	One month after submitting the workplan
Product 3	Draft report with the results of the pilot project testing, and the baseline data collected and analyzed.	Three months after submitting product 2
Product 4	Final report	One month after submitting product 3

6. Acceptance Criteria

6.1. The written deliverables should be clearly written (precise, concise and evidence-driven), in English and Spanish with excellent quality pictures and diagrams, and with a clear structure for future practical implementations.

7. Supervision and Reporting

- 7.1. The consulting firm will report to the supervisor, the team Leader Carolina Piedrafitá, Senior Specialist in the Housing and Urban Development Division (CSD/HUD)
- 7.2. It is the Firm's responsibility to ensure that the necessary meetings are conducted and that the reports are submitted to the Bank on time.

8. Schedule of Payments

- 8.1. 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. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 8.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
1. Product 1: Workplan	20%
2. Product 2: Pilot project proposal	30%
3. Product 3: Draft report	30%
4. Product 4: Final report	20%
TOTAL	100%

Job Title: External Consultant to support the design, implementation and evaluation of pilot projects, and the development of experimentation tools – Component 2**Background of this search:**

The Housing and Urban Development Division is looking for an urban development professional with a background in urban planning, urban innovation, and sustainable cities.

The team's mission: As part of the Bank's Department of Climate Change and Sustainable Development (CSD), the Housing and Urban Development Division (HUD) was created in 2016, which incorporated the IDB's technical capacity and experience working on urban issues and the efforts made previously for the Emerging and Sustainable Cities Program (ESC). To be able to transmit dynamic knowledge and innovative experiences, and respond to a growing demand from the Bank's client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established in 2017 the Cities LAB to develop, disseminate, collaborate on, and experiment with, innovative models and practices of urban development and urban management with the cities of the region; and the Cities Network to provide mayors and other decision makers in LAC with a unique space that facilitates the exchange of knowledge and solutions aimed at addressing the main urbanization challenges present in the region.

Currently, the Cities Network incorporates more than 250 cities of different sizes and has as lines of work the dissemination and transfer of knowledge, the generation of spaces for the identification and development of solutions, and the relationship and joint work with other interested institutions in the promotion of sustainable urban development. The Cities Lab's lines of work are focused on identifying urban innovation trends, connecting cities to share innovation experiences and lessons learned, and experimenting to foster replicability and scalability of lessons learned.

After six years of the Cities Lab and Cities Network' execution, HUD approved a new technical cooperation (TC) project that aims to support local and national urban counterparts in the Latin American and the Caribbean (LAC) region by building capacities to address urban challenges and create more resilient cities. Specifically, the objectives of the TC are objectives are to: (i) provide capacity building opportunities and cutting-edge knowledge around urban innovation; (ii) identify urban innovation trends; (iii) connect practitioners, solutions, and best practices; (iv) support cities to develop experimentation processes; and (iv) strengthen links between public counterparts and the private sector to foster urban resilience.

One of the components of the TC aims to promote a mindset of experimentation and tolerance to failure, supporting cities to develop pilot projects to experiment, test and try innovative solutions that, if successful, can be scaled up or replicated.

HRD Terms of Reference For PEC consultancies

What you'll do: The objective of this consultancy is to support the design, implementation and evaluation of pilot projects, providing technical support and facilitating the communication between the Cities LAB and local stakeholders.

The selected candidate will:

- **Product 1:** support on the conceptualization and implementation of at least two pilot projects.
- **Product 2:** identify, analyze and systematize innovation initiatives for housing, biodiversity, connectivity, informal neighborhoods and other issues considered relevant to this TC.
- **Product 3:** support the Cities LAB's objective of incorporation of innovative approaches in the HUD's project portfolio.
- **Product 4:** Production of materials to disseminate the knowledge and initiatives carried out by the Cities LAB (blogs, reports, articles, publications)
- **Product 5:** Conceptualize and coordinate a knowledge and experience share event with HUD or similar event.

Deliverables and Payments timeline:

- **Product 1:** Pilot projects reports.
- **Product 2:** Report of the innovation initiatives findings.
- **Product 3:** Report of the activities related to incorporation of innovation approaches within HUD's portfolio projects.
- **Product 4:** Systematization of the products of dissemination generated by the Cities LAB.
- **Product 5:** Report of the knowledge and experience exchange event organized within HUD.

Deliverable	Payment
Product 1	20%
Product 2	20%
Product 3	20%
Product 4	20%
Product 5	20%
Total	100%

What you'll need:

- **Citizenship:** You are a citizen of one of our 48 member countries.
- **Consanguinity:** You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

HRD Terms of Reference For PEC consultancies

- **Education:** Professional with a master's degree in urban development, urban and/or regional planning, law, environmental policy, public policy, territorial management, sustainable development, or related areas.
- **Experience:** Minimum five years of relevant experience in urban development, sustainable cities, project coordination, among other related areas.
- **Languages:** Spanish and English

Opportunity Summary:

- Type of contract and modality: Individual Products and External Services consultant, Lump Sum
- Length of contract: 12 months
- Starting date: TBD
- Location: Regional (consultant's country of residence)
- Responsible person: Carolina Piedrafita (CSD/HUD)
- 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.

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Our team in Human Resources carefully reviews all applications.

CSD/HUD Internal consultant to support the design and implementation of experimentation processes, including pilot projects, capacity building activities, and experimentation tools – Component 2**Background:**

The Housing and Urban Development Division is looking for an urban development professional with a background in urban planning, housing policy and urban economics.

The complex urbanization processes in LAC require more and more platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines involved with the city and urban issues. Considering that most of the cities in the region have low institutional capacity, experiences that can strengthen the institutions involved in urban management, improve productivity, and innovate public management are valuable. The cities of the region also face great challenges due to the inadequate planning and the radical recent changes in our environment. But there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge and these innovative experiences and respond to a growing demand from the Bank's client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established the Cities LAB in 2017 to develop, disseminate and collaborate on and experiment with innovative models and practices of urban development and urban management with the cities of the region.

The main objective of the Cities LAB is to promote civic innovation and urban experimentation in LAC cities through the iterative work and the implementation of pilots to achieve a more sustainable, inclusive, equitable urban development in the Region. The Cities LAB activities will contribute to the generation of new and disruptive practices and processes around urban planning and development in LAC. The LAB will work directly with the client cities of the Bank, as well as with the operational divisions within the IDB Group to support multisectoral operations and to improve effectiveness in the delivery of development assistance to the countries of the region.

The team's mission:

The Cities LAB works in an integrated way with the design and execution of operations so that the solutions offered within the projects are innovative, scalable and serve as a replicable case study for similar problems in other countries. It also seeks to generate interdisciplinary collaboration platforms among academics, professionals and specialists who are leading discussions and innovation processes globally in urban design, planning, governance, environment, among others. The process used in the Cities LAB is iterative in character, with a constant cycle of exploration, experimentation, evaluation, scaling-up, and dissemination, in order to best meet the needs and demands of the clients with targeted and feasible solutions.

In order to broaden the scope of the IDB to address the urban challenges of Latin America and the Caribbean, in May 2016 the Bank established the new Division of Housing and Urban Development (HUD) within the newly created Investment Sector. Climate Change and Sustainable Development. Through institutional reform, in 2016 the Emerging and Sustainable Cities Initiative (ESCI) was incorporated as part of HUD together with the different operations and initiatives of work at the urban level. The sectoral framework of HUD, approved in 2016, proposes to work on four main lines of action (institutions, urban public services, housing and habitat),

HRD Terms of Reference Consultants

taking as a transversal axis the sustainable development (environmental, social and economic). The Bank's main goal in the Sector is to extend the full benefits of sustainable and productive urbanization to all residents of the cities of the region. To do this, it is necessary to integrate policies that seek equity with those that promote sustainability and productivity in the urban sphere, in coordination with the different levels of government, as well as with local communities and the private sector. To strengthen this work within the framework of urban operations, three complementary areas of support have been coordinated in HUD, such as the Cities Network, the Knowledge and Research Team and the Cities LAB.

What you'll do:

The consultant will provide technical assistance to the Cities LAB and will lead the design, implementation and evaluation of pilot projects especially in areas related to urban planning, urban economics and housing policy.

The selected candidate will:

- Provide technical support to the Cities LAB regarding the implementation of pilot projects especially in the areas urban planning, urban economics and housing policy including the design, implementation and evaluation of pilot projects.
- Prepare documents of design and evaluation of pilot projects by providing the technical knowledge and advice associated with the areas of expertise.
- Accompany the technical dialogue with local authorities and the consulting firm(s) to ensure an adequate development of the products related to the pilot project(s)
- Participate in missions and workshops related to the pilot project(s) of the Cities LAB, making technical contributions to the scope of the agreed commitments during them.
- Promote the internal sharing of good practices and lessons learned in the development of the Cities LAB, through the organization of workshops, relevant documentation, and the development of knowledge products related to urban innovation, housing policies and urban economics.
- Participate in the conceptualization, structuring and execution of cooperation agreements with networks, sub-networks, and other organizations interested in carrying out strategic alliances with the IDB Cities Network.
- Support the development of new and foster existing strategic alliances and partnerships to expand the outreach of the Cities LAB and the Cities Network, and to provide resources to cities. This includes designing proposals and implementing activities with external partners.
- Participate in the structuring, development and implementation of capacity building programs of the Cities Lab and the Cities Network.
- Liaise and support coordination with team members/specialists across Bank departments to identify potential areas of cross-sectorial work.
- Deliver a knowledge systematization report to illustrate good practices and identify opportunities for replication and scaling of pilot projects in the areas of expertise.
- Other tasks that have to do with the fulfillment of the Cities LAB operational plan.

What you'll need:

- **Citizenship:** You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents

HRD Terms of Reference Consultants

- **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, a minimum of five (5) years of relevant professional experience, or the equivalent combination of education and experience, in Urban and Regional Planning, Business Administration, Urban Design, Architecture (with urban focus), International Relations, project management, or other related disciplines.
- **Languages:** Fluent in Spanish and English, and Portuguese is a plus
- **Core and Technical Competencies:** Working experience in applying theoretical and practical knowledge in housing and urban development and activities related to the ToR, particularly knowledge, research and analysis, and project preparation and business plans.

Opportunity Summary:

Type of contract: Full time Consultant, CNS.

Length of contract: 18 months

Location: Washington, DC - Headquarters

Responsible person: Carolina Piedrafita, Senior Specialist in the Housing and Urban Development Division (CSD/HUD)

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.

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CSD/HUD- Internal consultant to support the implementation of the Cities Lab and the Cities Network joint communication strategy - Component 3**Background of this search:**

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.

To align the work of the Bank operations with the new sustainable development goals, the Department of Climate Change and Sustainable Development was created on May 1st, 2016. As part of this Department, a new Housing and Urban Development (HUD) Division was created. The Division merges the Urban Cluster of the Bank with the Emerging and Sustainable Cities Program (ESC Program) to consolidate in one single sector the work with Cities in the areas of Urban Development, Planning and Housing.

The new Division (HUD) is designed to work under a multisector approach with the different operating Divisions of the Bank, to promote a transversal and integral model for urban development and planning and provide technical assistance and loan operations instruments to support to clients across the Region. Since 2018, the division count with: The Cities LAB for experimentation and the Cities Network for exchange. This process of contracting a Communications Strategy & Coordination is needed to strengthen the operational and dissemination efforts of the Division, particularly related to the Lab and Network.

The Cities LAB is a Technical Assistance Program, which through a platform of innovation, co-design, experimentation, and lessons learned proposes to transform sustainable urban development in LAC. The LAB integrates knowledge on new themes of the sustainable urban agenda; conducts prototyping of innovative urban interventions that arise from a co-design process with Bank staff and stakeholders; evaluates new experiences; and offers experimentation services to the Bank’s urban-related divisions triggering interdisciplinary collaboration platforms among academics, professionals and specialists. It is a space to produce actionable solutions, in a quick and responsive manner, that are replicable for similar problems in other countries throughout the region. The process used in the Cities LAB is iterative in character, with a constant cycle of exploration, experimentation, evaluation, scaling-up, and dissemination, to best meet the needs and demands of the different clients and cities.

The Cities Network was created as part of the new Climate Change and Sustainable Development Sector within the Housing and Urban Development Division to share knowledge, lessons learned and good practices in environmental, economic and social sustainability. Currently, the Network incorporates more than 150 cities with a population of 160 million inhabitants, being mostly intermediate cities with a high growth rate. The Network provides support through meetings that promote innovation, good practices and exchange of knowledge with cities to continue to address the region’s most pressing sustainable growth issues, HUD has formalized the IDB Cities Network, as part of its strategy to expand to cities of all sizes in the region. The vision of this

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knowledge-based network is to build cities where everyone wants to live. The Network proactively supports HUD and the Bank in their relationship with LAC cities, generating opportunities for mayors and other decision-makers to interact and exchange knowledge and practices.

The team's mission:

The objective of the consultancy is to support HUD's work on social media platforms in English and Spanish editing and planning all the content that is published based on a new Communication Strategy that positions the Division, particularly in the figures of the Cities LAB and Network, as the leader in urban development within the bank and in the region. The communication goal is to convey to internal and external audiences on the Divisions strategic lines of action, operations and knowledge products. The Consultant's work will require coordination and interaction with the Bank's Knowledge Innovation and Communication Department (KIC) and will also support and collaborate in the Division's operational activities. The consultant will also help manage communities on the social media platforms, including monitoring conversations and responding to queries.

What you'll do:

- Strategic Communications:
 - Edit content in English and Spanish provided for social media channels.
 - Help research tools and social media tactics to boost engagement and conversions on existing platforms. This includes the identification of key internal and external audiences for specific communication purposes, focusing on the Cities Network and LAB products and the preparation and implementation of a media outreach plan.
 - Monitor social media conversations involving the Cities Network and the Cities Lab.
 - Implement and evaluate a communications strategy with short, medium and long-term goals and design an action plan to achieve them including the definition of a brand for HUD, the Cities LAB and Network.
- Social Media & Marketing:
 - Manage a content calendar and edit content related to online marketing campaigns and advertisements derived from the Division's projects and priorities. This may involve covering local and regional events, as well as coordinating the proper documentation of projects and events and providing innovating communication guidelines and trainings to improve the speaker's performance.
 - Coordinate social media content coming out of the Division's events, seminars, workshops and other activities, specially between the project portfolio of the Cities LAB and Network.
 - Assist in production and editorial oversight of social media products and provide training as needed to the division personnel on the use of tools and platforms involved in the communication strategy
 - Oversee and assist in the production and publication of the Cities LAB and Network's knowledge products, print and digital.

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- Support for the development, production and maintenance of the division's webpage (specially about the Cities LAB and Network), social media, Division's newsletter and Digital Marketing Campaigns.

What you'll need:

Citizenship: You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

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 Bachelor's degree in journalism, marketing, communications, business, or other related field. Master's degree preferable.

Experience: At least 5 years of relevant experience.

Languages: Strong written and oral communication skills in both English and Spanish.

Core and Technical Competencies:

Areas of Expertise: Excellent writing/editing, for digital use. Online Community management experience and knowledge about industry best practices. Solid understanding of current industry standards and techniques for digital content creation and communications plans required In-depth understanding of public policy issues in Latin America and the Caribbean. Reporting, writing, editing, and translation skills. Superior attention to detail.

Skills: Ability to think critically and creatively, and express ideas effectively both orally and in writing. Strong teamwork orientation and effective communication skills. Breadth of awareness.

Opportunity Summary:

Type of contract: Full time Consultant, CNS.

Length of contract: 12 months

Location: IDB Headquarters in Washington, DC.

Responsible person: Team Leader (CSD/HUD) and LAB Coordinator (CSD/HUD)

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

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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 diversity based on 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.

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.