

REGIONAL

COP27 Strategic Roadmap Implementation

Terms of Reference

Background of this search: The Climate Change Division of the Climate Change and Sustainability Sector is looking for a professional with background **communications** to support the division in research pertaining to the active participation of the Bank in COP27.

The team's mission: 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. It is also responsible for conducting relevant sector research, analytical work, sector best practices and case studies on climate change and sustainability and provides specialized technical sector support to climate change and sustainability-related operations and activities.

What you 'll do:

The objective of this consultancy is to support CSD/CCS in the preparation of all the communications and outreach activities needed in our road to COP27, during the preparation, during, and post related activities of COP27 event.

Specifically, the consultant will:

- support the participation of the IDB Group in the sessions panels to showcase the institution's work and facilitate the work with key stakeholders from government, private sector, civil society, LAC climate partners etc.
- collaborate in all activities to ensure the successful outreach of the COP27 events, especially in the internal coordination for all sessions to take place.
- Support the development of the COP27 Publication, including editing and proofreading.

Deliverables and Payments timeline:

- **Product 1:** report on logistics and milestones of the COP27 event.
- **Product 2:** Edited and proofread COP27 Publication

The consultant is expected to liaise and coordinate in order to submit the expected deliverables. To complete each deliverable, the Bank will review and submit to the consultant and then the consultant will incorporate the comments.

Product # Deadline Payment %

- **Product 1:** 5 days after signing the contract - 50%
- **Product 2:** One month after signing the contract - 50%

What you 'll need:

Citizenship: You must be 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 and a minimum of 8 years of relevant

Professional experience or the equivalent combination of education and experience in civil and environmental, disaster risk management, climate change adaptation, risk modeling, information systems engineering, or a related discipline.

Experience: At least ten years of experience in event planning, communications, international development. Experience working with the Latin American region is required. Work experience in multilateral organizations is an advantage.

Languages: Fluent in English and Spanish. Knowledge of Portuguese or French is a plus.

Core and Technical Competencies:

Areas of Expertise: Experience in climate adaptation, resilience, disaster risk management, data systems management, multi-hazard risk assessments, engineering and infrastructure projects and relevant work experience with projects in multilateral or bilateral cooperation institutions.

Skills: Advanced level in data management and experience understanding risk modelling.

Competencies: i) Planning and Organizational Skills: Demonstrated organizational capability and ability to carry out multiple and detailed tasks and demonstrated capacity to operate with minimal supervision; ii) teamwork: Ability to take initiative and lead others, share knowledge and information, express disagreements tactfully and ability to lead interdisciplinary and a multicultural team; c) communication: Ability to present concise, clear and precise analysis and recommendations. The post requires the ability to communicate effectively with multiple stakeholders.

Opportunity Summary:

- Type of contract and modality: Products and External Services (PEC) Consultant.
- Length of contract: 6 months.
- Starting date: September 14th, 2022.
- Location: Consultant's place of work/ residence.
- Responsible person: Climate Change Specialist (CSD/CCS).

- 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 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.

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TERMS OF REFERENCE
Communications Campaign for One Region, One Commitment event and COP27**

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the main source of multilateral financing for economic, social and institutional development in Latin America and The Caribbean (LAC). It provides loans, grants, guarantees, policy advice, technical assistance to the public and private sectors of its borrowing member countries.
- 1.2. The IDB's Climate Change & Sustainability Division (CSD/CCS) demand for support in private, public-sector projects have grown steadily in recent years, particularly related to the operational and investment needs of the IDB Group (IDB, IDB Lab, IDB Invest) on mitigation and adaptation projects.
- 1.3. The current project portfolio of CSD/CCS is financed with the IDB's internal and external resources. As an executing agency of the Climate Investment Funds (CIF), the IDB is in responsible through its CSD/CCS Division for several programs in the region: (i) Investment Programs for Chile, Colombia and Mexico in the context of the Clean Technology Fund (CTF); (ii) the Pilot Project for Climate Resilience (PPCR) with a regional program in the Caribbean and a national program in Bolivia; (iii) the Honduras based Scale-up Renewable Energy Program (SREP) for low-income countries. CSD/CCS also leads operations throughout the region, some of which are financed with Funds from the ordinary capital of the IDB and other with resources from Multi-donor Trust Funds.
- 1.4. The IDB also executes projects with resources from external funds, like those from the Global Environment Facility (GEF), the Nordic Development Fund (NDF), the Green Climate Fund (GCF) which aim at strengthening the climate agenda, as well as facilitating the development of adaptation, mitigation projects in the LAC region.
- 1.5. The IDB as one of the International Non-Governmental Organization (INGO), in charge of managing external Trust Funds, has the goal of doubling the volume of its climate related financing. To increase investments in adaptation, particularly for countries within the region, that are most vulnerable to the impacts of climate change, the IDB also committed to screen all relevant projects for climate risks and resilience starting in 2018.
- 1.6. The CSD/CCS is preparing the road to the 27th UN Climate Change Conference (COP27) to help showcase the IDB's commitment to the Latin American and Caribbean region in its mission to further climate ambition. The IDB wishes to showcase the region's achievements and present the cases, projects, and initiatives to a wide variety of audiences in a one-day event and during COP27. To amplify the impacts of these events, CSD/CCS seeks to hire a services for the development of a communication campaign for both "One Region, One Commitment" and IDB's participation in COP27.

2. Objectives

1. Position the IDB Group as the strategic partner of the LAC region. Specifically for the following actors that have a very important role in climate change issues: governments, private sector, civil society

2. Show the investment made by the IDB Group in the area of climate change, the work and the results obtained in the development of carbon-free economies, resilient to climate change through a just transition.
3. Promote climate policy, financing and technical assistance to help drive transformations towards net-zero emissions and climate-resilient economies.
4. Strengthen the positioning of the IDB Group Vision 2025 and the Action Plan on Climate Change.

3. Scope of Services

- a. Create a successful communications campaign pre and post events, for both One Region One Commitment and COP27 IDB events in several social media platforms such as LinkedIn, Twitter, Facebook, etc.

5. Expected Outcome and Deliverables

- a. Comprehensive communications campaign

6. Acceptance Criteria

- a. The CF will send the deliverables in the required format for each deliverable.

7. Supervision and Reporting

- a. The CF will be reporting to the IDB team in charge of the COP27 organization and One Region, One Commitment.
- b. The CF will send a detailed work plan including the delivery dates of each product.

8. Schedule of Payments

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

PAYMENT SCHEDULE	
Deliverables	Percentage
1. Pre One Region One Commitment	25%
2. Post One Region One Commitment	25%
3. Pre COP27	25%
4. Post COP27	25%
TOTAL	100%

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Background of this search: The Climate Change Division of the Climate Change and Sustainability Sector is looking for graphic designer to support the division in two reports: an internal report/tool that protocolizes IDB's participation in COPS, and a summary COP27 report.

The team's mission: 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. It is also responsible for conducting relevant sector research, analytical work, sector best practices and case studies on climate change and sustainability and provides specialized technical sector support to climate change and sustainability-related operations and activities.

What you 'll do:

The objective of this consultancy is to design two CSD/CCS reports: an internal report/tool that protocolizes IDB's participation in COPS, and a summary COP27 report.

Deliverables and Payments timeline:

- **Product 1:** Internal report designed
- **Product 2:** COP27 Publication

The consultant is expected to liaise and coordinate in order to submit the expected deliverables. To complete each deliverable, the Bank will review and submit to the consultant and then the consultant will incorporate the comments.

Product # Deadline Payment %

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What you 'll need:

Citizenship: You must be 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 and a minimum of 8 years of relevant professional experience or the equivalent combination of education and experience graphic design

Experience: At least ten years of experience in graphic design of publications. Knowledge of IDB publication processes is a plus.

Languages: Fluent in English and Spanish. Knowledge of Portuguese or French is a plus.

Core and Technical Competencies:

Areas of Expertise: Design of Publications.

Skills: Advanced level in Adobe Illustrator, Canva and Photoshop

Competencies: i) Planning and Organizational Skills: Demonstrated organizational capability and ability to carry out multiple and detailed tasks, and demonstrated capacity to operate with minimal supervision; communication: Ability to present concise, clear and precise analysis and recommendations. The post requires the ability to communicate effectively with multiple stakeholders.

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