**TERMS OF REFERENCE**

**Technical Management of the Special Program**

**Background**

On April 16th 2014, the Inter-American Development Bank (the “Bank”) approved the creation of the [Special Program for Institutional Development and Multidonor Fund for Institutional Development (SPID](http://www.iadb.org/spid)) (the “Program”). The objective of the Program is to support the efforts of national and subnational governments in Latin America and the Caribbean to advance the development of citizen-centric public sector institutions, while promoting the strengthening of public institutions to make them more effective, efficient, and open in all areas of public policy and, in particular, fostering results-based public management and strengthening country fiduciary and non-fiduciary systems.

The Program has two components: (i) Managing for Results and Strengthening and Use of Country Systems, which aims at increasing the capacities of national and subnational governments to promote managing for results and strengthening and use of country systems; and (ii) Institutional Development, which aims at supporting initiatives contributing to institutional development, with particular emphasis on institutional reforms and organizational reengineering processes that have a direct impact on services to citizens.

In 2014, the SPID allocated a total of US$8.00 million which provided financing for 18 technical cooperation projects (TCs). In 2015, a total of US$8.53 million were allocated to 20 TCs. This represents a historic cumulative portfolio (2014-2015) of 38 TCs (18 TCs eligible in 2014 y 20 TCs eligible in 2015) for US$16.53 million.

Dedicated technical advice has been essential to the effectiveness, impact and results of the Program. This includes supporting the identification, preparation, review, monitoring and evaluation of TC proposals, as well as the evaluation of results and the Program’s knowledge management and dissemination. It also entails supporting the work of the Eligibility and Strategic Committee (ESC). The present terms of reference detail the objective, activities and expected products for the consultant providing this technical advice.

**Consultancy’s Objective**

Enhance the technical quality of all activities financed by the SPID, by providing overall technical advice to the operations, management, evaluation and dissemination of Program activities.

**Activities and expected products**

The contractual shall perform the following activities:

* Provide overall advice to the SPID Eligibility and Strategic Committee (ESC) and to the IFD Office of the Manager on the Program’s strategy and criteria to allocate its resources and activities.
* Proactively consult with country, sector and other units within the Bank to identify, help generate, and manage demand for the Program’s financing.
* Evaluate all Technical Cooperation (TC) abstracts and provide technical and operational inputs regarding their eligibility and strategic alignment, execution structure, components, risks, expected results and dissemination strategy; and prepare all related documents for submission to the IFD Office of the Manager for review and submission to the ESC. Prepare draft minutes of all Committee meetings and decisions.
* Review all TC Documents that may be subsequently submitted to a Quality and Risk Review (QRR) to ensure that all aspects mandated by the ESC, at the time of eligibility, are properly addressed and documented.
* Proactively monitor the existing portfolio, conducting analysis and promoting actions to maximize the achievement of performance targets and development results; and promoting a dynamic disbursement schedule, minimizing projects under alert. Contribute to the monitoring progress on relevant targets of the Update to the Institutional Strategy (UIS) 2010-2020 (AB-3008) and other corporate targets as needed. Liaise with the Bank’s Grant and Co-financing Management Unit (ORP/GCM), technical teams and other units as needed.
* Participate in technical missions, in coordination with project teams, in order to gather relevant information about the activities financed by the SPID.
* Identify and document results at the project and aggregate level. Lead or support the evaluation of the Program’s results and/or undertake targeted reviews of TCs focused on a country (multi-sector) or a theme (multi-country).
* As needed, ensure coordination with other relevant Bank initiatives and cooperation with relevant Bank departments.
* Prepare and update a knowledge management and dissemination strategy and prepare all related documents. These may include, but not be limited to annual and quarterly business reviews, and technical and strategic briefs.
* Advice and work with the IFD Office of the Manager, the Bank’s Office of Outreach and Partnerships (ORP) and other Bank units in the management of donor relations.
* Ensure proper collection and reporting of results achieved by operations and activities supported by the Program, and alignment with the Program’s results matrix.

**Schedule of Payments**

Payments will be made twice a month.

**Supervision**

The consultant will work under the supervision of the SPID Technical Secretary and will report to the IFD Office of the Manager.

**Characteristics of the consultancy**

* Consultancy Category and modality: Defined Term Contract (DTC).
* Contract Duration: November 1st,2016 for a minimum of 18 months
* Places of work: Washington DC and other locations for mission purposes or as determined by the supervisor.

**Qualifications**

Academic background: International consultant with a master’s degree in Economics, Public Policy, Public Administration, Political Science, Business Administration or related fields.

Work experience: A minimum of 5 years’ experience in topics related to the Program’s objective. Experience in the public sector in a LAC country is highly desirable. Other qualifications: impeccable written and verbal communication and presentation skills; and strong interpersonal and teamwork skills.

Language skills: Fluent in English and Spanish.

**TERMS OF REFERENCE**

**Consultancy to Design and Produce Communication and Dissemination Products for the Special Program**

1. **Background**

On April 16th 2014, the Inter-American Development Bank (the “Bank”) approved the creation of the [Special Program for Institutional Development and Multidonor Fund for Institutional Development (SPID](http://www.iadb.org/spid)) (the “Program”). The objective of the Program is to support the efforts of national and subnational governments in Latin America and the Caribbean to advance the development of citizen-centric public sector institutions, while promoting the strengthening of public institutions to make them more effective, efficient, and open in all areas of public policy and, in particular, fostering results-based public management and strengthening country fiduciary and non-fiduciary systems.

The Program has two components: (i) Managing for Results and Strengthening and Use of Country Systems, which aims at increasing the capacities of national and subnational governments to promote managing for results and strengthening and use of country systems; and (ii) Institutional Development, which aims at supporting initiatives contributing to institutional development, with particular emphasis on institutional reforms and organizational reengineering processes that have a direct impact on services to citizens.

In 2014, the SPID allocated a total of US$8.00 million which provided financing for 18 technical cooperation projects (TCs). In 2015, a total of US$8.53 million were allocated to 20 TCs. This represents a historic cumulative portfolio (2014-2015) of 38 TCs (18 TCs eligible in 2014 y 20 TCs eligible in 2015) for US$16.53 million.

Dedicated technical advice has been essential to the effectiveness, impact and results of the Program. This includes supporting the identification, preparation, review, monitoring and evaluation of TC proposals, as well as the evaluation of results and the Program’s knowledge management and dissemination.

As part of the Program’s knowledge management and dissemination efforts, relevant dissemination products need to be prepared so as to reach the SPID’s different stakeholders. To achieve this objective, a consultant will be hired to design and produce different dissemination products (journalistic stories, videos, presentations, brochures, infographics, and inputs to update the web page), in English and Spanish. These products will communicate key facts about the Program and its results at the TCs and aggregated level. These terms of reference detail the objective, activities and expected products for a knowledge management and dissemination consultant.

1. **Consultancy’s Objectives**

**Objective:** The objective of this consultancy is to contribute to raise awareness on the objective and strategic areas of intervention of the SPID, and communicate results obtained at the TCs and Program level. To achieve its objective, the consultancy will focus on the design and production of a portfolio of knowledge and dissemination products (journalistic stories, videos, presentations, brochures, infographics, and inputs to update the web page), in English and Spanish.

1. **Main Activities**
2. Review relevant IDB institutional and existing promotional materials prepared for the SPID and similar trust funds and special programs.
3. Review relevant information regarding the SPID’s activities and projects (TCs) financed.
4. Design the knowledge and dissemination products (journalistic stories, videos, presentations, brochures, infographics, and inputs to update the web page).
5. Validate the design proposals with the SPID’s team.
6. Produce the knowledge and dissemination products (journalistic stories, videos, presentations, brochures, infographics, and inputs to update the web page).
7. **Consultancy’s Products**

The following are the specific products expected from this consultancy:

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| **Product** | **Specifications** |
| Journalistic stories | Focusing on iconic SPID’s projects, prepare journalistic stories about projects’ identified problems, proposed solutions, results attained, and lessons learned |
| Videos | Focusing on iconic SPID’s projects, prepare videos documenting projects’ identified problems, proposed solutions, results attained, and lessons learned. Include testimonies of ultimate beneficiaries, public institutions’ key actors, and other relevant stakeholders |
| Presentation – SPID’s within Bank stakeholders | Using relevant Program’s information and dissemination products, prepare a presentation aimed at an audience comprised by SPID’s within Bank stakeholders (Board of Directors, IFD and ICS Management, other Bank’s sectors/divisions, client countries) |
| Presentation – SPID’s outside Bank stakeholders | Using relevant Program’s information and dissemination products, prepare a presentation aimed at an audience comprised by other SPID’s stakeholders (donors, other international development organizations, private sector actors, civil society actors, ultimate beneficiaries) |
| Brochures/Infographics | Prepare brochures and/or infographics on the SPID’s objectives and results (attained and/or expected) at the TCs and Program level |
| Inputs to update the web page | Using the relevant dissemination products, prepare inputs to update the SPID’s web page |

1. **Characteristics of the consultancy**
2. **Type of Appointment**: Consultant.
3. **Qualifications**: Consultant with reputable knowledge, proven experience and a nationally or internationally recognized portfolio in communications, graphic design, corporate image design, editorial design, website design, marketing, multimedia design, production of promotional materials, and similar activities. Previous experience with IDB initiatives is preferable.
4. **Schedule of Payments**

30% of this amount is due upon signature of the contract.

30% of this amount is due upon submission of the products design.

40% of this amount is due upon submission of the products final version.

1. **Coordination**

The coordination of the activities described in these Terms of Reference will fall under the responsibility of the SPID Technical Secretary. Given the nature of this consultancy, the consultant will work in close coordination with EXR.