

## TERMS OF REFERENCE

### TECHNICAL CONSULTANCY FOR COMPONENT 1 PROJECT SUPPORT CONSULTANTS AMAZON BIOECONOMY MARKETPLACE (ABM) PROJECT

The Rainforest Alliance is creating a more sustainable world by using social and market forces to protect nature and improve the lives of farmers and forest communities. To achieve our mission, we partner with diverse allies around the world to drive positive change across global supply chains and in many of our most critically important natural landscapes.

Our alliance spans 70 countries and includes farmers and forest communities, companies, governments, civil society, and millions of individuals. Together we work to protect forests and biodiversity, take action on climate, and promote the rights and improve the livelihoods of rural people.

As an international nonprofit organization with 35 years of experience in sustainability transformation, we understand that the social and economic well-being of rural communities is tightly connected to ecosystem health. This knowledge has shaped our rigorous programs to advance sustainable land-use and commodity production.

Our four main areas of work are all interconnected and have been designed to drive sustainability in the sectors and landscapes where we believe we can make the biggest difference for people and nature:

Certification program: an evolved certification program based on the principles of shared responsibility and that sustainability is a journey of continuous, data-informed improvement.

Landscape management: long-term conservation and community development programs in a number of critically important tropical landscapes where commodity production threatens ecosystem health and the well-being of rural communities.

Supply chain services: customized support to help companies define and achieve their sustainability commitments within certification and beyond.

Advocacy: advancing far-reaching policies that support rural producers who make significant investments of time, resources, and labor in sustainability transformation.

#### **Project background and justification**

Rural producer communities in the Amazon experience high rates of deforestation and resulting loss of natural capital, coupled with limited opportunities for sustainable development of their bio-businesses and access to markets, which keeps them disempowered and in conditions of poverty. Additional challenges Amazon bio-businesses face include:

- Unsustainable production of key commodities such as coffee, cocoa, and tropical fruits lead to low productivity and reduced natural capital overall.
- Low business management competencies and low level of maturity of Amazonian bio-businesses.
- Lack of access to credit and financial investments in the development of bio-businesses.
- Limited access to market opportunities for sustainable products.
- Limited leadership of women and youth in business model execution and market development.

The vastness of natural resources available in the region, however, represents and enormous potential for sustainable production, land use, and bio-business development, to incentivize Amazon communities to conserve biodiversity and protect their natural capital over the long term. In fact, a crucial strategy to achieving international climate, biodiversity, and social development goals—particularly in regions such as the Amazon—is to propel natural resource-based economies in which communities, governments, and companies who source from these regions are leading innovative market-driven solutions to restore and regenerate tropical forestland while internalizing the value of nature and people into key market dynamics.

The activities of this project will generate the conditions for more and better connections between sustainable Amazon bio-businesses and national and international markets. This will be accomplished through an integral program with a vision for a net-positive future that gets bio-businesses on the pathway toward more sustainable and profitable production systems. Activities are focused on stakeholder engagement, capacity building, improving productivity and biodiversity outcomes linked with social and environmental standards, and boosting access to markets, finance, and investment.

#### Component 1: Market Analysis.

Applying its vast market expertise and tapping into extensive networks of producers and local organizations in the region, the Rainforest Alliance will carry out a comprehensive market analysis, facilitating IDB and project partners' understanding of the business environment, supply and demand, existing stakeholders and initiatives, resources and capacities in the region, Amazon products information, potential buyers, and the business development and training needs of bio-businesses. The market analysis will serve to create an initial database of strategic information, contributing to the design of the ABM and to the program's preparatory, training, and market development activities.

#### Component 2: Identification, Verification or Certification.

Support bio-businesses to strengthen their production systems, in preparation for increased access to differentiated markets and finance opportunities. In line with recognized environmental and social sustainability standards and norms, bio-businesses will be provided with technical assistance to assess their productive and business operations and determine investments needed to improve sustainable production and productivity, land management practices, transformation and waste management processes, access inputs, among other

areas. With support from the Rainforest Alliance, bio-businesses will develop an actionable plan outlining their sustainability goals and will receive training to improve their business acumen and begin to connect with new and diverse market actors. Non-certified bio-businesses will have an opportunity to undertake certification or verification if desired and will receive preparatory support and training to do so. Though only a subset of bio-businesses may choose to advance toward certification, all will have improved understanding of the benefits of certification or verification and will have enhanced their organizational, business, and productive capacities to implement more sustainable practices.

### Component 3: Access to Finance.

Since Amazon bio-businesses will require additional and specialized support to access financing that meets their productive and business needs, the focus of activities under Component 3 should be two-fold: (1) continue to develop bio-businesses so that they become bankable or finance ready, by identifying areas of administrative, financial, and business improvement and providing technical support in accordance with individual business improvement plans, designed and monitored by the bio-businesses themselves; and (2) partner with local and/or international financial institutions to develop specialized sustainable finance products that are both accessible and attractive to Amazon bio-businesses.

### **Objective**

Develop actions defined in Components 1 of the project (see annex Results Matrix) to obtain the proposed products and results.

### **Key activities:**

#### Component 1:

- Identify local and regional stakeholders and partners and generate initial engagement on the program and its proposed Marketplace.
- Complete an assessment of the context and enabling conditions for transformative Amazon bio-business market development.
- Identify and assess Amazon bio-businesses that have potential for export and domestic sales, and potential to attract investment.
- Identify existing bioeconomy products and new products with market potential, building on and in coordination with IDB initiatives, such as the Leticia Program (supply).
- Identify domestic, regional, and international buyers to assess and secure demand.
- Deliver recommendations to advance on Components 2 and 3.

### **Expected deliverables, timeline and payments**

<b>Deliverable</b>	<b>Description</b>	<b>Deadline</b>	<b>Payment</b>
<b>Component 1</b>			
Deliverable 1	Detailed work plan and description of the timeline and methodology to be	Three (3) weeks after the date of signature of the contract.	10%

	followed to achieve the proposed deliverables.		
Deliverable 2	Report on mapping and diagnostics of stakeholders.	Second month after the date of signature of the contract.	15%
Deliverable 3	Document with assessments on context and bio products.	Fourth month after the date of signature of the contract.	15%
Deliverable 4	Two reports on classification of buyers (domestic and international), including sector, product specifications and volume, sustainability requirements, business needs, recommendations on partnerships sustainability and other relevant information.	At the middle and the end of signature of the contract.	25%
Deliverable 5	Document on market analysis and recommendations for Components 2 and 3.	Twelve (12) months after the date of signature of the contract.	35%

*\*Dates and payment percentages of Component 2 will vary from year 1 to year 2 of the project. This will be determined during the design of Deliverable 1.*

### **Skills**

Education: Bachelor's in Economics, Business Administration, Finance, or similar studies. Postgraduate and / or master's degrees in similar areas.

Experience: Proven professional experience of at least eight (8) years in the Colombian and Ecuadorian Amazon related to sustainable markets, forestry, biobusinesses.

### **Core and Technical Competencies**

- Knowledge in capacity building tools, market analysis and biobusinesses implementation and management.
- Knowledge of auditing, certification and verification systems.
- Highly developed communication skills, including the preparation of high-quality reports and the delivery of presentations.
- Ability to work under pressure, and to meet tight deadlines without compromising the quality of outputs.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Cultural awareness and sensitivity to country-specific issues.

## TERMS OF REFERENCE

### TECHNICAL CONSULTANCY FOR COMPONENT 2 PROJECT SUPPORT CONSULTANTS AMAZON BIOECONOMY MARKETPLACE (ABM) PROJECT

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- Lack of access to credit and financial investments in the development of bio-businesses.
- Limited access to market opportunities for sustainable products.
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The activities of this project will generate the conditions for more and better connections between sustainable Amazon bio-businesses and national and international markets. This will be accomplished through an integral program with a vision for a net-positive future that gets bio-businesses on the pathway toward more sustainable and profitable production systems. Activities are focused on stakeholder engagement, capacity building, improving productivity and biodiversity outcomes linked with social and environmental standards, and boosting access to markets, finance, and investment.

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#### Component 2: Identification, Verification or Certification.

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#### Component 3: Access to Finance.

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#### **Objective**

Develop actions defined in Components 2 of the project (see annex Results Matrix) to obtain the proposed products and results.

#### **Key activities:**

##### Component 2:

- Conduct scan to identify applicable verification and certification systems (in addition to RA SAS).
- Increase access to finance and markets for certified/verified bioeconomy businesses.
- Increase market access for non-certified/non-verified bio-business.
- Provide capacity building and technical assistance for implementation of good agricultural, forestry and management practices for non-certified/non-verified bio-businesses.
- Define criteria to select pilot biobusinesses and design mechanisms to deliver them funds.
- Provide technical assistance to selected pilot biobusinesses to increase access to foreign markets.
- Follow up financial support provided to selected pilot biobusinesses.

#### **Expected deliverables, timeline and payments**

Deliverable	Description	Deadline	Payment
<b>Component 2</b>			
Deliverable 1	Detailed work plan and description of the timeline and methodologies to be used.	Three (3) weeks after the date of signature of the contract.	10%
Deliverable 2	Action plan with standards selected and alliances formed.	Third month after the date of signature of the contract.	15%
Deliverable 3	Business plans designed.	Fifth month after the date of signature of the contract.	20%
Deliverable 4	Quarterly progress reports on trainings, technical assistance and implementation of business plans.	Each quarter after the trainings.	25%
Deliverable 5	Two reports on selection process for pilot biobusinesses and actions delivered under implementation plan of pilot biobusinesses.	Each six (6) months after starting the pilot biobusinesses.	30%

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### **Skills**

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### **Core and Technical Competencies**

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**Special Requirement:**

At least 1 of the consultants will be focused on these objectives:

**Objective**

Contribute to the dissemination of the project and the results obtained.

**Key activities:**

- Design informative digital bulletins every 4 months to share with our network of key actors from the public and private sectors, detailing results and/or activities according to their needs and interests.
- Collect photographic and videographic records and develop different types of graphic materials.
- Generate press releases linked to the ABM program, access to finance and commercial alliances.
- Generate and disseminate content in specialized media at zero cost.
- Generate a success story for the written press at national scope in close coordination with the RA technical teams in Colombia and Ecuador and the LATAM Communications Manager.

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### PROJECT MANAGER AMAZON BIOECONOMY MARKETPLACE (ABM) PROJECT

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#### Component 1: Market Analysis.

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### **Objective**

Ensure compliance with project's objectives, the implementation of actions proposed and the achievement of expected results.

### **Key activities**

- Coordinate the work delivered by the project's team in Colombia and Ecuador under Components 1 and 2 designing a detailed plan with specific timelines.
- Prepare and coordinate diagnostics, assessments, recommendations documents and pilot interventions with the technical team appointed to the initiative.
- Prepare different types of reports for donors and partners within the ABM program.
- Coordinate the launch event and presentation of results on Component 1.
- Have direct communication with RA and BID.
- Ensure compliance with RA and BID work criteria.
- Coordinate actions with the Communications department to ensure visibility and disseminations of the different events and activities carried out within the program.

### **Expected deliverables, deadlines and payments**

<b>Deliverable</b>	<b>Description</b>	<b>Deadline</b>	<b>Payment</b>
Deliverable 1	Design a detailed implementation plan with specific timelines and deliverables	Three (3) weeks after the date of signature of the contract	10%
Deliverable 2	Quarterly progress reports (aligned with RA M&E team) of the initiative that include the status of the	Each quarter after the date of signature of the contract	40%

	diagnostics, assessments, pilot interventions carried out as well as challenges found and actions to be taken to face them.		
Deliverable 3	Half-year reports describing results and impact of the participation at different events using a standard set of indicators.	Each six (6) months after the date of signature of the contract	30%
Deliverable 4	Final report and presentation of the main achievements and results obtained at the end of the project.	Last month of the project	20%

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### **Skills**

Education: Bachelor's in Economics, Business Administration, Finance, or similar studies. Postgraduate and / or master's degrees in similar areas.

Experience: Proven professional experience of at least ten (10) years in the Colombian and Ecuadorian Amazon related to sustainable markets, forestry, biobusinesses, project management, monitoring and evaluation, commercial management.

### **Core and Technical Competencies**

- Minimum work experience of 15 years managing projects and initiatives, troubleshooting and coordinating with technical and management teams.
- Considerable and proven experience in agricultural and forest sectors and in the management of partnerships with donors, local organizations and strategic contacts.
- Proven experience and knowledge of environmental issues, conservation of biodiversity as well as implementation and strengthening of bio businesses.
- Extensive experience working with indigenous peoples and in the implementation of initiatives that build on their knowledge, culture and wisdom.
- Proficient command of the English language, both spoken and written.
- Development of business plans.
- Knowledge on auditing, certification and verification processes.
- Highly developed communication skills, including the preparation of high-quality reports and the delivery of presentations.
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### PROJECT AUDIT AMAZON BIOECONOMY MARKETPLACE (ABM) PROJECT

**Note: Audit will be done in compliance with IDB's Guidelines (OP-273-12)**

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### **Objective**

The general objective of this consultancy is to audit the financial statements of the project, adequate internal control, corresponding to the term established in the contract and compliance with the terms of the agreement, applicable laws, and regulations.

## **1. Scope of Services**

- 1.1. The selected consulting firm will provide consulting services as established in these Terms of Reference
- 1.2. The auditors will review the figures without issuing an opinion on the financial statements of the project, which include the Statement of Cash Flows, the Statement of Accumulated Investments, and their explanatory notes. [The explanatory notes must include the reconciliation between the amounts that appear as "received by the project from the IDB" and those disbursed by the Bank, as well as a summary of the movements in the designated account of the project].
- 1.3. The auditing firm is required to review compliance with the procurement/contracting process carried out by the project during its life.
- 1.4. The auditor is required to review the transactions of the project's designated account(s). The activities to be examined will include: deposits received, payments made, interest earned and the reconciliation of balances at the end of the period.

## **2. Key Activities**

- 2.1. **Financial Statements Audit** – In complying with International Standards on Auditing, the auditor is expected to pay particular attention to the following matters:



- a) When designing and executing audit procedures, and in evaluating and communicating the results thereof, the auditor must recognize that the Entity's non-compliance with laws and regulations may materially affect the financial statements, as required by ISA 250: Consideration of Laws and Regulations in an Audit of Financial Statements.
- b) The auditor must communicate the matters of interest of the audit derived from the audit of the financial statements, to the Management of the Entity, as required by NIA 260: Communication of Audit Matters with Those Charged with Corporate Governance.

When evidencing compliance with the project's Financial Management Agreements and Requirements, the auditor is expected to perform tests to confirm that:

- a) All Contribution funds have been used in accordance with the terms of the relevant Financing Contracts/Agreements.
- b) The financed goods, works and services have been procured in accordance with the Bank's Procurement Policies and Procedures or another acceptable to the Bank ; the auditor should carry out the physical inspections that are necessary according to their risk considerations.
- c) All necessary supporting documents, records and accounts have been maintained in respect of all project activities and expenditures.

As part of its evaluation of internal control, ensure that it has checked the effectiveness of control, in the processes of acquisitions and payments of goods, works and services, during the period, based on a representative sample based on audit risks

**2.2. Procurement/contracting review:** This includes the following:

- a) Examination of procurement procedures, including the entire bidding process to determine whether they were in accordance with the Bank's Procurement Policies and Procedures and good business practices, including or not the use of competition, reasonableness of prices obtained, and the controls implemented for the quality and quantities received. Inclusion in the Procurement Plan approved by the Bank at the time of bidding, compliance with limits, publications, review of bidding documents and legality of bidders, etc.
- b) Examination of the goods and works acquired to determine if they exist or have been used for the intended purposes, in accordance with the terms of the Contract/Agreement, and if the control and safeguard procedures exist and have been properly put into operation. As part of the procedures to determine if they were used for their intended purpose, auditors should review an adequate sample of all items included in the risk assessment. These reviews may include visits to the facilities to verify their existence or their use for the intended purposes, in accordance with the terms of the Contract/Agreement. The cost of all items/goods whose existence or

proper use in accordance with the Contract/Agreement cannot be verified must be quantified and reported.

- c) In work methodology, the auditor will present attributes to be reviewed in acquisitions, which must include the points indicated in literals a) and b) described above.

- 2.3. Review of disbursements and expenses,** the auditor will review all disbursement requests submitted to the IDB in support of the periodic requests for replenishment of the project's designated account(s). Expenditures must be screened for eligibility based on the criteria defined in the terms of the financing agreement and detailed in the Project Document and Operating Regulations and IDB financial management policy. When ineligible expenses are identified as part of the disbursement or reimbursement request, they must be reported.

### **3. Expected Outcome and Deliverables**

The general result of this consultancy is to financial audit report.

The expected deliverables are the following:

Deliverable #1: Audit Report

### **4. Schedule and Milestones**

The project will have a total duration of 12 months with the following milestones:

<u>Deliverables #</u>	<u>Submission deadline</u>
<u>#1</u>	According to agreed date for delivery with the IDB

### **5. Reporting Requirements**

- 5.1.** Letter of management that includes:

- a) Comments and observations on the accounting records, systems and controls that were examined in the course of the audit;
- b) Identify specific deficiencies and areas of weakness in systems and controls, and make recommendations for their improvement;
- c) Report on cases of non-compliance with the terms of the relevant Contract/Financing Agreement;
- d) Quantify and report on the expenses that are considered ineligible and that have been paid from the designated account or claimed from the Bank;
- e) Communicate issues raised during the audit that could have a significant impact on project execution;

- 5.2.** Recommended action plan to remedy the deficiencies found, which must be agreed upon with the executing agency.

- 5.3.** Audit Report

### **6. Acceptance Criteria**

The Bank will approve each report (Microsoft Word and PowerPoint) presented in accordance with the schedule and contents described above.

## 7. Other Requirements

The auditing firm is expected to have more than 5 years of experience auditing IDB projects and to appoint at least one work team that has experience in the sector and in similar work.

## 8. Supervision and Reporting

The technical and administrative responsibilities of this consultancy will be coordinated by the Team Leader and Finance Manager

## 9. Schedule of Payments

Payment Schedule	
<i>Deliverables</i>	%
#1	100%
<b>TOTAL</b>	100%

## **TERMS OF REFERENCE**

Prepared by IDB Invest, IDB Lab and INT

**RG-T4009**

**AMAZON BIOECONOMY MARKETPLACE**

**COMPONENT III**

### **1. Background and Justification**

- 1.1. Supporting the growth of sustainable economic activities in the Amazon region and their access to foreign markets and investors will help improve the livelihoods of the people who live in the amazon region, while reducing the pressure that human economic activity exerts on the region's ecosystem.
- 1.2. The Amazon region is a vast system that covers 6,700,000 km<sup>2</sup> (that is, about 40% of the South American territory). It is also a region with high socio-economic and environmental complexity and diversity. More than 35 million people live in it, including approximately 1.5 million indigenous people and 5 million Afro descendants. The Amazon River, with over 1000 tributaries, connects large urban hubs, such as Manaus, Belem, and Iquitos, as well as countless villages and isolated settlements. The Amazon region is also home to earth's most extensive rainforest, harboring an estimated 20% of the world's known plant and animal species, and other invaluable natural assets. While it engulfs several countries and ecosystems, the Amazon forms a single ecological entity, and its many parts depend on the integrity of the whole.
- 1.3. However, the Amazon faces significant threats. On the one hand, the region remains poor relative to other regions of the countries that make up the Amazon. In Colombia, for instance, 45% of households in the Amazon are below the poverty line, while the national average is 27%. Also, the competitiveness index of the amazon departments of Colombia is only 3.32 out of 10, a dismally low figure when compared with other departments. In Ecuador, the Amazon provinces recorded the highest levels of poverty in the country in 2021. For example, the province of Morona-Santiago reported that 70% of households were below the poverty line.
- 1.4. On the other hand, deforestation has been accelerating at alarming rates in part due to the expansion of the agricultural frontier, extensive cattle ranching, mining, among other activities, some of which are illegal. In 2019, some 1.7 million hectares of Amazon Forest were lost. Also, average temperatures within the Amazon have increased by 0.5 Celsius since the 1980, and rainfall anomalies have become recurrent causing harsher natural hazards such as floods, landslides, and droughts. When we look at trade, while the Amazon region has a diversified set of exported products, 70% of these exports are concentrated in only five products. A recent study commissioned by INT found that there are 60 products with a global market of US\$159 billion that can be produced in a sustainable way in the Amazon. However, Amazon countries maintain a market share of less than 1% of this market. In a country like Colombia, exports from the Amazon aside from oil and hydrocarbons are practically non-existent.

1.5. At this juncture, the Inter-American Development Bank (IDB), at the request of eight regional member countries that compose the Amazon Biome, began preparing the Amazon Initiative which aims to promote a greater sustainable development of the Amazon region through sound environmental stewardship of its natural resources and economic alternatives that promote forest conservation and decrease deforestation. More specifically within this initiative, IDB aims to develop an online Amazon Bioeconomy Marketplace (ABM) to help the bio-business ecosystem in the Amazon region increase and diversify their exports and attract investment. The project will target two types of beneficiaries: early-stage businesses and entrepreneurs, and more mature small and medium sized businesses (SMEs) that are ready to export. Bio-business include businesses that use technology, biology, science, data and innovation to become more sustainable in terms of the sourcing of their materials, production processes and access to market. Bio-businesses may include small cooperatives, emerging enterprises, and SMEs.

1.6. To that end, the planned activities under these TORs are aimed specifically at understanding and improving access to financial services to bio-businesses in the Amazon.

## 2. Objectives

2.1 The main objective on this consultancy is to develop an improved understanding of financial services to bio-businesses in the Amazon; as well as support capacity building of relevant financial players in developing adequate financial solutions for this market segment.

2.2 The specific objectives for this consultancy are summarized in three main areas:

2.2.1 **Objective 1:** Mapping of key stakeholders and diagnostic of financial services offer and demand in the Amazon (i) identify the type of bioeconomy business, companies, producers, cooperatives, or associations that lack access to finance to scale their activities or are unbanked, (ii) map the financial players operating in or near the area of influence (including financial institutions, financial cooperatives, micro-finance companies, fintech, non-governmental organizations) to assess their existing portfolio characteristics, the challenges they are facing, narrow down financial solutions to portfolio expansion barriers, and identify incentives for their expansion into the Amazon.

2.2.2 **Objective 2:** Based on the stakeholder mapping and diagnostic report, identify jointly with the project team 2-3 relevant financial institutions to pilot the development/improvement of a financial solution targeted to bio-businesses in the Amazon region – specifically in Colombia and Ecuador.

2.2.3 **Objective 3:** Based on results from objective 1 and 2; develop and implement two in-person workshops (one in Ecuador and one in Colombia) aimed at building capacities of financial institutions in reaching the bio-business market segment in the Amazon region.

### 3. Scope of Services

- 2.3 The consultancy will provide the services described on Section #2 of this TORs. Scope of services includes data-driven research and analysis, generation of knowledge through the activation of national and international networks/contacts; the organization of interviews, and field surveys, contact with potential partners who can improve the overall project; the preparation of the deliverables. The consultancy will cover the Amazon regions of Colombia and Ecuador. The project is focused on the bio-business ecosystem as defined above.

### 4. Key Activities

#### 4.1. Table with detailed summary of Key Activities:

Objective 1	Key Activities
Mapping of key stakeholders and diagnostic of financial services offer and demand in the Amazon	<p>Necessary activities to achieve the objectives previously described, in coordination with the IDB Invest Project Team, including the following dimensions:</p> <p>Financial Services Demand and Opportunity</p> <ul style="list-style-type: none"> <li>a. Identify by type of bio-business, current sources of financing and or barriers to financing</li> <li>b. Analyze financing opportunities of bio-business in the Amazon region in Colombia and Ecuador, by type of bio-business (i.e. maturity; registration; sector, etc.)</li> <li>c. Understand the financing gap for these bio-businesses and main challenges from a demand perspective.</li> </ul> <p>Financial Services Offer</p> <ul style="list-style-type: none"> <li>a. Map financial services provided in the selected region, and or nearby by type of financial provider.</li> <li>b. Identify and analyze current market size and specific market segments being served.</li> <li>c. Analyze key barriers to financing a larger share of the market.</li> </ul> <p>Solutions</p>

	<p>a. Identify adequate and affordable financial solutions that could reach bio-businesses in the selected region.</p> <p>b. Analyze incentives that would need to be in place from a demand and offer perspective, to scale availability of financing to bio-business in the selected region.</p> <p>c. Provide practical recommendations for IDB and for financial institutions in the area to improve financial inclusion in the selected region.</p>
Objective 2: Pilots	<p>Identify Financial Institutions (FIs) to conduct these pilots.</p> <p>Clearly outline the scope of the pilot with FIs and Project Team</p> <p>Work jointly with FIs to understand current offering, and areas for improvement.</p> <p>Pilot the new solution with a meaningful sample of clients.</p> <p>Monitor and analyze results from pilots.</p> <p>Consolidate lessons and recommendations.</p>
Objective 3: Workshops	<p>Based on pilots and diagnostic report; develop content for workshop with FI in Ecuador and another one in Colombia.</p> <p>Identify and invite participants, clearly articulating profile of institution as well as of the specific participants that should attend.</p> <p>Define purpose of workshops to build capacities and foster financial services to bio-businesses.</p> <p>Prepare and deliver content in a compelling and clear format.</p> <p>Analyze and document results, lessons, and recommendations from workshops.</p>

## 5. Expected Deliverables

5.1. This consultancy has two specific deliverables:

**Deliverable 1:** Workplan

**Deliverable 2:** Stakeholder Mapping and Diagnostic Report (validated and approved by IDB Project Team); including all relevant data sets (excel); interview notes; and visual presentation

(in PowerPoint file) with the main findings.

**Deliverable 3:** Pilots Report; including all relevant data sets (excel); and visual presentation (in PowerPoint file) with key findings for each pilot; and recommendations.

**Deliverable 4:** Workshop Reports; including all content developed and delivered at the workshops; participants list; and results and recommendations from the workshops.

5.2. **Note:** no acquisition of goods is expected for this consultancy.

## **6. Project Schedule and Milestones**

6.1. Refer to Section #5 under “deadline” for each of the three deliverables.

<b>Schedule of Deliverables</b>	
<b>Deliverable</b>	<b>Deadline</b>
Deliverable1 Work plan	1 week after signing the contract
Deliverable 2	8 weeks after signing the contract
Deliverable 3	20 weeks after signing the contract
Deliverable 4	28 weeks after signing the contract

## **7. Reporting Requirements**

7.1. Deliverables should be sent at the specific dates outlined above no later than 18:00 (Washington, D.C time). These should be prepared in English or Spanish as agreed with project team and delivered in an editable format.

## **8. Acceptance Criteria**

8.1. The deliverables will be accepted given they meet the quality criteria set during the planification stages of this consultancy.

## **9. Other Requirements**

9.1. Access to IDB data, reports, internal documents, etc., or other requests such as arrangement of internal meetings withing IDB will be organized and authorized exclusively by VPS/INT.

## **10. Supervision and Reporting**

10.1. This consultancy will be under the supervision Fransico Estrazulas (VPS/INT); Sebastian Gonzalez Saldarriaga (VPS/INT); Paula Pelaez Zambran (IDB Invest- DPS/ADV) and Svante Pesson (IDB LAB – LAB/DIS).

## **11. Schedule of Payments**



- 11.1. Payment terms will be based on the Payment Schedule (below), which considers the three deliverables in addition to an initial upfront payment.
- 11.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
Description	%
Payment 1: Work Planning Presentation	10
Payment 2: Deliverable 1	20
Payment 3: Deliverable 2	20
Payment 4: Deliverable 3	50
<b>TOTAL</b>	<b>100</b>