

INDES - SCHOLARSHIP PROGRAM

(TC-95-07-30-4-RG)

EXECUTIVE SUMMARY

REQUESTER: Bank Initiative

EXECUTING AGENCY: Inter-American Institute for Social Development

BENEFICIARIES: IDB Borrowing Member Countries

FINANCING: IDB: US\$1,500,000 (JF)

TERMS: Execution period: 36 months
Disbursement period: 42 months

ENVIRONMENTAL CLASSIFICATION: The Environmental Management Committee, at its meeting of March 5, 1996, classified this as a Category II operation.

OBJECTIVES: The objective of this project is to contribute to the strengthening of the processes of social policy dialogue and consensus-building in the countries of the Region, in such a way that diverse actors of civil society and the public sectors can more effectively collaborate in the social reform processes.

DESCRIPTION: The project proposes to achieve this objective by supporting the participation of leaders and key members of various types of organizations in INDES courses and workshops designed with a specific focus on policy dialogue and communication and negotiation techniques. The project will specifically target organizations which are critical in building national consensus, required in democratic societies in order to support reforms in the social sectors.

The project will finance a total of 240 scholarships (80 per year) for participants to attend two week courses designed particularly for the needs and priorities of the project's target populations.

BENEFITS: The project will contribute to accelerating the ongoing processes of social reform in the Region by facilitating training of some of the leaders and actors who play key roles in those processes. The training will promote greater awareness as to the need for reform, provide information and lessons for

other reform experiences, exchange perspectives as to the needs and interests of key stakeholders in the reform processes, facilitate tools and techniques for better policy design, policy dialogue and consensus-building and generate greater commitment to the reform processes.

The project would constitute an important and innovative contribution to the Bank's efforts to broaden its reach to a new and important constituencies and help strengthen institutions crucial to promoting change. Strengthening the representative roles of legislative bodies, strengthening the capacities of organizations of civil society and recognizing the importance of facilitating consensus support the Bank's Eight Replenishment priorities and complement activities that the Bank is promoting in the Region.

The project provides an opportunity to diversify the profile of training programs which generally focus on public employees. The direct beneficiaries of this operation will be leaders who can act as agents of change, who are key stakeholders in the social reform processes and whose participatory roles are crucial to the success of sustainable reform in democratic societies. The indirect beneficiaries of the operation would be the much broader society who will benefit from the impact of the training initiatives on social reform and social service delivery.

RISKS:

Risks in training of this nature are typically associated with the possibility that the impact of the training will be diluted across the vast social sectors in the countries benefited.

INDES will attempt to avert this risk by strategic selection of participants, seeking professionals who are carrying out genuinely important roles in the policy dialogue and consensus-building processes. The significance and relevance of the organization to which the candidates belong and their position within that organization will be fundamental criteria for selection.

A second effort to reduce this risk is related to the design of the courses for the participants from NGOs, mass media, trade unions, legislative bodies and other organizations will be adapted to the specific priorities and roles of each of these groups in the policy process. Content will be specifically focused on the strategic elements of the organization's role in policy design, policy dialogue and opinion-making.

The content of each course will include elements designed to promote changes in the organizational behavior of the participants and motivate them to be agents and promoters of social reform.

INDES will enter into agreements with the organizations that nominate participants, setting out their commitment to support their candidates' subsequent work within those organizations and their participation in a development and discussion network. INDES will provide support for fulfillment of these commitments by setting up an active network for discussion and updating for participants, INDES staff, Bank personnel and other stakeholders in the Region.

A final risk of this initiative is specifically related to the initiatives for legislators and their staff. For this group, the concept of "training of institutions" is not as transparent as in cases in which the participants are clearly representing a collective, organizational objective. As such, the content and objectives of the courses for legislative bodies will be studied and discussed at length, and will be designed in consultation with the State and Civil Society Unit, which has developed experience in the analysis of the needs and weaknesses of the legislative bodies in the Region.

**THE BANK'S
STRATEGY:**

INDES training initiatives have been designed to support the Region's social reform efforts and to help achieve more efficient and equitable delivery of social services. As such, the activities supported through this cooperation support the mandate set out by the Bank's Eighth Capital Replenishment document. More specifically, this project constitutes an important and innovative contribution to the Bank's efforts to broaden its support of new and important constituencies and institutions crucial to social change. By strengthening the representative roles of legislative bodies, working with the informational roles of the mass media and fortifying different organizations of civil society and their roles in the consensus-building efforts, this project will complement activities that the Bank is promoting in the Region.

I. BACKGROUND

A. Frame of Reference

- 1.1 The nations of Latin America and the Caribbean have decidedly moved toward social reforms which will contribute to the consolidation of economic reform and extend the benefits of development to the social sectors and to low-income populations. The commitment to social reform calls for concrete action to overcome obstacles which have limited social and human development in the Region. Specifically, it requires a new vision of social policies, in order that they no longer be seen as mere compensations to the effects of economic policies. Reformed social policy will focus on the objectives of the creation of opportunities for all members of society and the consequent reduction of poverty.
- 1.2 Within the reform context, the processes of dialogue, consensus-building and decision-making in the formation and implementation of social policies are undergoing significant transformation. Diverse elements of civil society are assuming more active roles in the definition, management and evaluation of public policy and the achievement of social objectives. In this context, organizations of civil society, including trade unions, professional associations and community-based organizations, are becoming more crucial elements of the policy process, as are other actors which influence opinions and affect the consensus-building processes, such as the communications media.
- 1.3 In this context, traditional actors in the policy dialogue process must respond and reform, in order that they can effectively participate in dialogues with other organizations and with civil society and overcome inter-institutional conflicts within the social sectors. These actors include, among others, the legislative bodies which so significantly affect the policy decision process and the governmental and non-governmental agencies which implement social policies.
- 1.4 Accordingly, the success and sustainability of the reform efforts will depend on specific efforts to facilitate and fortify the policy dialogue and consensus-building processes. Networks and collaborative cooperation among the public sector, the NGOs and the beneficiary communities must be established. The human resources who actively participate in the policy process, influence the opinions of those who participate in the policy dialogue and/or affect the consensus-building strategies will need to effectively manage concepts and skills of social policy analysis, interpersonal and interorganizational communication and negotiation, as well as being committed to the implementation of sustainable social reform.

B. The Inter-American Institute for Social Development

- 1.5 The Inter-American Institute for Social Development (INDES) has been created by the Inter-American Development Bank, as a training institute to promote social development in Latin America and the Caribbean. The primary objective of the INDES is to improve the capabilities of a critical mass of policy makers and social leaders in Latin America and the Caribbean in the formation, management, monitoring and evaluation of social policies, projects and programs, in the context of wide and effective economic and social reform. It seeks to train policymakers, social managers and key leaders from the public sectors, NGOs and other organizations which play key roles in the formation of public opinion and consensus-building.
- 1.6 The investment in the development of human resources through INDES should contribute to greater efficiency and equity in the delivery of social services and, hence, support a process towards sustainable and equitable social development in the countries of the region. This way, INDES serves the tasks and goals set out by the IDB in its document of the Eighth Capital Replenishment, in which poverty reduction and social reform policies are characterized as complex tasks requiring, among other inputs, improvements in the institutional capacity of the countries of the region to more effectively and efficiently design and implement social policies and to incorporate civil society organizations into the public policy process.
- 1.7 INDES is working toward its objective through training courses and workshops at IDB's headquarters in Washington D.C., as well as in the countries of the Region. These courses and workshops are multisectorial, bringing together policymakers and managers from different social sectors. Through these training events, INDES seeks to generate:
 - a. greater consciousness about and commitment to the need for social reform;
 - b. a better understanding of the close relationship between economic growth and social development;
 - c. improved knowledge of concepts and effective skills to manage those tools which will facilitate better formulation and implementation of social policies designed to promote equity and social development; and
 - d. opportunities for systematic exchange of experiences with policymakers, social sector managers and other agents of social reform from all over the Region.

II. OBJECTIVES

- 2.1 The objective of this Program is to contribute to the strengthening of the processes of social policy dialogue and consensus-building in the countries of the Region, in such a way that diverse actors of civil society and the public sectors can more effectively collaborate in the social reform processes.
- 2.2 The Program proposes to achieve this objective by supporting the participation of leaders and key members of various types of organizations in INDES courses and workshops designed with a specific focus on policy analysis and dialogue and communication and negotiation techniques. The Program will specifically target organizations which are critical in building national consensus, required in democratic societies in order to support reforms in the social sectors, such as:
 - a. the press and other mass media;
 - b. trade unions and civic associations;
 - c. political parties;
 - d. members of the legislature and legislative staff; and
 - e. other NGO's associated with the social sectors (such as philanthropic organizations, associations of microentrepreneurs and environmental organizations, churches, indigenous communities, and women's and youth groups).
- 2.3 The INDES training will raise the awareness of the participants as to the need for reform in the social sectors and the magnitude of the task. It will also provide the participants with new perspectives on the need to articulate economic and social policy, a common language with which they may effectively participate in social policy dialogue and tools that will facilitate consensus-building and negotiations necessary for the design and implementation of public policy in the social sectors. It will sharpen their analytical skills, in order to enrich focused and relevant policy dialogues.

III. DESCRIPTION OF THE PROGRAM

A. Activities

- 3.1 The Program will finance a total of 240 scholarships (80 per year) for participants to attend two week courses designed particularly for the needs and priorities of the Program's target populations, to be offered by the Inter-American Institute for Social Development (Japanese Program).
- 3.2 The Program will finance participants from the 26 Regional member countries of the Bank. Each participant will receive a scholarship to cover the following costs: a economy-fare air ticket (round-trip) between the city of origin and the training location; lodging

in the accommodations which will be provided for all training participants; a modest daily stipend to cover transportation, communication, food and other costs; insurance; teaching materials and others.

- 3.3 Given the nature of the proposed initiative, and to be considered as an exception, it is proposed that the cost of a limited number of cultural activities to be held during the training periods, such as transportation, guides and meals, be included within the eligible expenses of the training events.
- 3.4 The Program would also cover the honoraria for 36 person/months of full time lecturer(s) to support teaching in the Institute at Headquarters and/or the Region and a full-time program assistant to assist INDES' participants. These consultants will have specific responsibilities for the courses designed for the target population of this Program, but will also support the general work program of INDES.
- 3.5 Drawing on the staff financed by its own administrative budget and other sources, INDES will cover the costs of the rest of the staff and consultants who will prepare and deliver the training events for this Program.

B. Course objectives and features

- 3.6 The goal of the INDES courses in the context of this Program will be to provide the participants with frameworks, tools and techniques which will make them more effective participants in the policy dialogue process and in the formation of public opinion. Specifically, the courses will provide the participants with the following:
 - a. greater awareness of the current state of social development in the Region, of the obstacles and weaknesses that have impeded more effective and efficient social policy design and implementation and a greater conviction as to the need for social reform;
 - b. a more profound understanding of the complementarity of social reform, economic reform and democratization and the consequent need to better articulate social policy and economic policy;
 - c. concepts and skills for the analysis of the economic, institutional and political environment in which policy decisions occur: political scanning and stakeholders analysis;
 - d. better understanding of the importance of more effective management of social policy and of the key roles of different social actors in this process;
 - e. negotiation skills and techniques; and

f. renewed interpersonal communications skills and techniques.

- 3.7 The courses will rely heavily on techniques found to be most effective with professional and adult groups, including simulation, case studies and discussions. INDES intends to provide ample opportunities for active exchange among the participants of views, experiences and methods or techniques related to social policy analysis and consensus-building.
- 3.8 Each course will be taught in a single language in order to facilitate learning and dialogue. INDES will seek to diversify the course offerings so as to program some events in Spanish and others in English and/or other official languages of the Bank. To follow-up and enhance the training efforts, INDES will collaborate with the State and Civil Society Unit in the identification of regional events related to the strengthening of civil society in which scholarship recipients could participate.

C. Participants

- 3.9 The participants will be selected from organizations such as those mentioned in paragraph 2.2 and will be strategically selected to include persons who are playing key roles in the promotion of social reform, who could be decisive forces in shaping the reform processes and/or who will likely play a significant part in shaping public opinion and building social consensus.
- 3.10 All courses with participants who are financed by this TC will be Regional in nature, seeking to promote the exchange of views and experiences with a multi-national groups. The participants in any given course will have similar challenges or roles in the policy dialogue process (in other words, one group of participants will be legislative analysts or advisers and another might be legislators themselves; another might be non-governmental organizations that advocate for the minority, lesser privileged or low income populations; another would be members of the mass media and so on.)

D. Selection of the participants.

- 3.11 Candidates for each course will be invited to apply for the scholarships to be financed through this cooperation, by distribution of information to key organizations and associations and to the public in general, through the representations of the Bank in the Region. Each candidate must be nominated by the organization or association which he or she will represent in the course. That organization or association must be involved in social policy dialogue or advocacy, in the formation of public opinion and/or in consensus-building strategies. Each course announcement will specify the specific criteria that the candidates should meet highlighting their role as agents of change on behalf of civil society, in order to be eligible for the training.

- 3.12 The participants financed by this Program will be selected in the same manner as all other participants in training activities of the Institute by a Interdepartmental Selection Committee of INDES. Accordingly, each application will be evaluated based on:
- a. the relevance of the organization in the policy dialogue, opinion - making and consensus - building process;
 - b. the hierarchical position of the candidate within his/her organization;
 - c. the candidates' academic and professional qualifications;
 - d. the relationship between the job functions of the candidate and the target population of the course to which he or she has applied; and
 - e. the relevance of the contents of the INDES course to the functions performed by the candidate.

IV. EXECUTION

A. Program administration

- 4.1 INDES will prepare an annual program of courses to be offered within the context of this technical cooperation in consultation with the social programs divisions of the Bank's three regional departments.
- 4.2 The scholarships described in this document will be administered by INDES, under the direction of the Manager of the Integration and Regional Programs Department. In the same way, the courses for which the scholarships are to be awarded will be designed and conducted by INDES.
- 4.3 The Bank's representations in the member countries will assist INDES with publicity and the receipt of applications.
- 4.4 The lecturer and assistant specified in paragraph 3.4 will be hired directly by the Bank, for the duration of this technical cooperation Program only.
- 4.5 The interdepartmental selection committee referred to in paragraph 3.10 of this document is composed of the Manager of the Integration and Regional Programs Department, the managers (or their appointees) of the Office of the External Relations Advisor (EXR), the Strategic Planning and Operational Policy Department (DPP), the Regional Departments, the Coordinator of INDES and a member of the INDES teaching staff.

B. Implementation period

- 4.6 The program will be carried out over 36 months, starting from the approval of the plan of operations.

C. Follow-up and reports

- 4.7 The Bank, through INDES, will evaluate the performance of all participants in the courses. It will also assess the courses by conducting evaluation and feedback exercises with participants during the course, including a written evaluation at the end of the event. These exercises will include evaluation of the objectives, content, methodology and instructors' performance.
- 4.8 The INDES approach to training is an institutional one, in the sense that the Institute seeks to forge lasting ties between itself, the participants and the institutions which nominate them. After a training event ends, a permanent discussion network will be set up with and among the participants, in order to establish an ongoing refresher system and a permanent opportunity for the exchange of ideas and experiences. A key component of this information-sharing strategy will be the INDES bulletin board on the INTERNET, which is currently being created.
- 4.9 INDES will conduct a follow-up evaluation of the participants who receive scholarships through this Program, by means of a written survey six months after the end of the course in which they participated. The survey will provide INDES with an "assimilated response" from the participants, to show how they have been able to apply the concepts and tools included in the training in the course of their work in the policy cycle. This will provide feedback on the contents and teaching methods of the Institute and contribute to the ongoing discussion with participants.
- 4.10 INDES has devised a set of indicators to help it monitor the promotion of its activities, the process of candidate selection, reaction to courses, the immediate impact of training and the financing of the Institute's activities. While this set of indicators is continuously being monitored for all of INDES courses, the Institute proposes a set of minimum expected values for each indicator, for the group of participants to be financed with resources from this Program. These benchmark values are specified in Annex "I".

D. Program costs and financing

- 4.11 The resources of the Regional TC Program will cover the following costs for all participants: (i) round-trip tickets; (ii) accommodations; (iii) daily stipends; (iv) medical and life insurance; (v) course materials; and (vi) miscellaneous expenses. The program will also cover the costs associated with the hiring of two consultants (see Annex "II").

- 4.12 The total cost of the Program is US\$1.5 million, which would be financed by the Japanese fund, on a nonreimbursable basis, according to the following budget:

Budget Items	Total
2. Individual consultants	
2.1 Compensation for lecturer(s) (in. insurance) \$8,167 x 36 person/months	294,012
2.3 Appointment(s) & repatriation(s)	35,971
2.5 Travel on official business \$5,000 x 6	30,000
3. Participants	
3.3.1.1 Air Fare Tickets \$1,300 x 240 participants	312,000
3.3.1.3 Stipends \$120 x 15 days x 240 participants	432,000
3.4 Insurance \$70 x 240 participants	16,800
3.5 Teaching Material \$150 x 240 participants	36,000
3.9 Others \$80 x 240 participants	19,200
6. Support Personnel	
6.6 Compensation for Program Assistant (including insurance) \$3,000 x 36 months	108,000
Appointment & repatriation	35,971
Subtotal	1,319,954
9.8 Contingencies	180,046
Total	1,500,000

V. BENEFITS AND RISKS

A. Benefits and Beneficiaries

- 5.1 The Program will contribute to accelerating the ongoing processes of social reform in the Region by facilitating training of some of the leaders and actors who play key roles in those processes. The training will promote greater awareness as to the need for reform, provide information and lessons for other reform experiences,

exchange perspectives as to the needs and interests of key stakeholders in the reform processes, facilitate tools and techniques for better policy design, policy dialogue and consensus-building and generate greater commitment to the reform processes.

- 5.2 The Program would constitute an important and innovative contribution to the Bank's efforts to broaden its reach to a new and important constituencies and help strengthen institutions crucial to promoting change. Strengthening the representative roles of legislative bodies, strengthening the capacities of organizations of civil society and recognizing the importance of facilitating consensus support the Bank's Eight Replenishment priorities and complement activities that the Bank is promoting in the Region.
- 5.3 The Program provides an opportunity to diversify the profile of training programs which generally focus on public employees. The direct beneficiaries of this operation will be leaders who can act as agents of change, who are key stakeholders in the social reform processes and whose participatory roles are crucial to the success of sustainable reform in democratic societies. The indirect beneficiaries of the operation would be the much broader society who will benefit from the impact of the training initiatives on social reform and social service delivery.

B. Risks

- 5.4 Risks in training of this nature are typically associated with the possibility that the impact of the training will be diluted across the vast social sectors in the countries benefited.
- 5.5 INDES will attempt to avert this risk by strategic selection of participants, seeking professionals who are carrying out genuinely important roles in the policy dialogue and consensus-building processes. The significance and relevance of the organization to which the candidates belong and their position within that organization will be fundamental criteria for selection.
- 5.6 A second effort to reduce this risk is related to the design of the courses for the participants from NGOs, mass media, trade unions, legislative bodies and other organizations will be adapted to the specific priorities and roles of each of these groups in the policy process. Content will be specifically focused on the strategic elements of the organization's role in policy design, policy dialogue and opinion-making. The content of each course will include elements designed to promote changes in the organizational behavior of the participants and motivate them to be agents and promoters of social reform.
- 5.7 INDES will enter into agreements with the organizations that nominate participants, setting out their commitment to support their candidates' subsequent work within those organizations and

their participation in a development and discussion network. INDES will provide support for fulfillment of these commitments by setting up an active network for discussion and updating for participants, INDES staff, Bank personnel and other stakeholders in the Region.

- 5.8 A final risk of this initiative is specifically related to the initiatives for legislators and their staff. For this group, the concept of "training of institutions" is not as transparent as in cases in which the participants are clearly representing a collective, organizational objective. As such, the content and objectives of the courses for legislative bodies will be studied and discussed at length, and will be designed in consultation of the Division of Modernization of the State, which has developed experience in the analysis of the needs and weaknesses of the legislative bodies in the Region.

VI. EVALUATION

- 6.1 The evaluation of the results and impact of this Program will be based on the evaluation of each course, assessment of participants' performance, the participant follow-up described in paragraph 4.8 and a follow-up with the organizations that nominate the candidates. A self-evaluation by the INDES staff and instructors that took part in the courses and workshops could be a further input into the evaluation process.
- 6.2 INDES will be responsible for the design and administration of the evaluation and monitoring tools.
- 6.3 A formal mid-term evaluation will be conducted eighteen months after approval of the cooperation. The interdepartmental selection committee for the Program will take part in that exercise.

INDICATORS FOR MONITORING AND EVALUATION OF THE ACTIVITIES

Indicator	Source of information	Purpose	Estimated goals*
A. Candidates			
Number of candidates and number of participants <ul style="list-style-type: none"> - total - por país - por grupos de países - por tipo de organización - por género 	INDES data base, applicants	To assess the profile of the applications which come into INDES, in order to detect weaknesses in course promotion, information flows and invitations. Detect cases in which sufficient interest by potential candidates is not created, in order to take corrective measures.	Two times the number of spaces available
B. Participants			
% of the participants who are from: <ul style="list-style-type: none"> - mass media - NGOs - legislative bodies or their staffs - C and D countries % of the participants who are: <ul style="list-style-type: none"> - women 	INDES data base, participants	Verify that the participants' profile coincides with that of the objective population of this technical cooperation agreement and that specific subgroups are adequately represented.	40 30 15 30 30
% of participants whose achievement in the training is evaluated as "excellent" or "good"	Participant performance evaluations, INDES	To ensure that participants are achieving the training goals that are established for each course.	85
C. Reaction to the course			
General reaction to the course, by the participants (scale: 1 a 10: maximum score: 10)	Course evaluation, by the participants	To measure the degree of satisfaction of the participants with the course.	8
% of participants that indicate that they take away from the course concrete tools which will permit them to modify the way in which they carry out their work	Course evaluation, by the participants	To measure the training's potential to create impacts.	90
% of participants that feel that the course will contribute to the strengthening of the policy dialogue and decision-making processes.	Course evaluation, by the participants	To measure the training's potential to create impacts.	85
% of participants who feel the course met the proposed objectives	Course evaluation, by the participants	To gauge the degree of participant satisfaction with the courses.	85
D. Impact of the training			

Indicator	Source of information	Purpose	Estimated goals*
% of participants who, six months after the course, have applied tools and/or concepts that they acquired in the course.	Follow-up survey of the participants, six months after the end of the course.	To gauge the short-run impact of the training courses.	75
% of participants who, six months after the course, feel that it has changed the way in which they carry out their work.	Follow-up survey of the participants, six months after the end of the course.	To gauge the short-run impact of the training courses.	70
% of the participants who, six months after the end of the course, cite an example of policy dialogue or changes in policy process that were influenced by the course	Follow-up survey of the participants, six months after the end of the course.	To gauge the short-run impact of the training courses.	40
% of institutions that, six months after the end of the course, consider that the course has influences the quality of the participants' work	Follow-up survey of the participants, six months after the end of the course.	To gauge the short-run impact of the training courses.	70

* The specified goals indicate the minimum values expected for each indicator, over the entire execution period.

TERMS OF REFERENCE

A. LECTURER(S)

OBJECTIVE:

To participate, in collaboration with the teaching staff of the INDES, in the design, preparation, conduct and evaluation of training courses and seminars. To complement the capacities of that teaching staff, in order that it can effectively attend to its work program, to be broadened by courses targeted to legislative bodies, mass communication media and other organizations of civil society.

PROFILE:

The consultant(s) should have: a) significant experience in the design and/or management of social policies and in the generation of social consensus with respect to these policies; b) significant teaching experience, in topics related to social policy; c) an advanced degree in Economics, Management, Public Administration, Sociology or another related field; d) oral and written domain of Spanish and English; e) capabilities to express him or herself effectively to professionals of diverse backgrounds, cultures and disciplines and to respond clearly and adequately to their questions and ideas.

FUNCTIONS:

The consultant(s) will carry out the following tasks:

- i) Collaborate in the design of the INDES courses to be targeted to legislative bodies, mass media communication organizations and other organizations of civil society. The courses should incorporate the fundamental content of all INDES training (articulation of social and economic policies; the three "pillars" of social reform; coordination of design and management of social policy; social policy "formation"; the specificity of social management; the appropriate role of monitoring and evaluation; the social, economic and political contexts that set the stage for policy formation and the iterative process of formation and implementation of social policies) and should provide rigorous training on conceptual and methodological tools which will facilitate policy dialogues and consensus-building;
- ii) Participate in the identification of materials and case studies that should be prepared in order to effectively carry out the courses to be targeted to legislative bodies, mass media organizations and other organizations of civil society;

iii) Participate in the preparation of the aforementioned materials and case studies;

iv) Collaborate in the teaching and coordination of the courses targeted to the legislative bodies, mass communication organizations and other organizations of civil society and other related courses;

v) Identify consultants who could complement the INDES staff in the teaching of specialized units of these courses;

vi) Coordinate and support the activities of the consultants who participate in specialized units of the courses designed for legislative bodies, mass media and other organizations of civil society.

LOCATION AND DEDICATION:

These activities will be carried out principally in Washington, D.C., with a dedication equivalent to full-time.

B. PARTICIPANTS' SUPPORT ASSISTANT

OBJECTIVE:

The general objective of this consultant is to support the participants in INDES' regional training courses in social and personal aspects of their stay in the place where the course is taking place, in order to ensure their welfare.

PROFILE:

This consultant should have: a) two or more years of experience in work in interpersonal coordination and relations; b) oral and written fluency in English and Spanish; c) familiarity with the Washington, D.C. area and its cultural, social and historic features; and d) capabilities to work with professionals of diverse backgrounds, cultures and disciplines and to communicate effectively with them.

DUTIES:

The consultant will carry out the following duties:

i) Support the administrative coordination of the Institute with the preparation and distribution of an up-to-date guide of events, maps and information on the place where the course is taking place;

ii) Support the administrative coordination of the Institute with the preparation and distribution of a transportation guide

to facilitate the movement of the course participants from their hotel or residence to the course venue;

iii) Preparation of a proposal for the social activities to be carried out during the course, including an inauguration activity, an event for the final day and one or more guided visits to historical or cultural sites in the vicinity of the course's headquarters;

iv) Preparation of a viable budget for all the aforementioned activities;

v) Distribution of invitations to the inauguration activity;

vi) Preparation and delivery of a short presentation to the participants, informing them about the city in which the course is being conducted, transportation options, the social events to be carried out, the accident and medical insurance and the measures to be taken in case of any emergency;

vii) Preparation and conduct of a tour of the site where the course will be carried out, on the first morning of the event. In the case of the courses in Washington, D.C., the tour will include the IDB headquarters and the Herald Square Annex.

viii) Coordination of the administrative arrangements of the social and cultural activities and tours;

ix) Coordination of the participation of the course members in the social and cultural activities and tours, including accompanying them during these events;

x) Collaboration with the Administrative Coordination of INDES, in order to optimize the hotel accommodations of the participants, at the place where the participants are to be lodged and within the preestablished specifications of said lodging;

xi) Direct support to the participants, in relation to their telephone and written communications, any communications or complaints regarding their accommodations and their recommendations as to how we can better serve their welfare throughout the time they are participating in the course.

LOCATION:

These activities will be carried out principally in Washington, D.C., with a dedication equivalent to full-time.

PROPOSED RESOLUTION

REGIONAL. NONREIMBURSABLE TECHNICAL COOPERATION FOR
THE INDES - SCHOLARSHIP PROGRAM

The Board of Executive Directors

RESOLVES:

1. That the President of the Inter-American Development Bank, or such representative as he shall designate, is authorized, in the name and on behalf of the Bank to take such additional measures as may be pertinent for the execution of the plan of operations referred to in Document AT- with respect to a nonreimbursable technical cooperation for the execution of the Indes - Scholarship Program.
2. That up to the sum of US\$1,500,000 in dollars, is authorized for the purpose of this resolution, chargeable to the resources of the Special Fund of Japan.
3. That the above-mentioned sum is to be provided on a nonreimbursable basis.