**ANNEX**

**REGIONAL**

**SCL/LMK**

**Modernizing Public Employment Services (PES) in LAC (RG-T2604)**

**Consultancy for operations and monitoring**

**TERMS OF REFERENCE**

**Background**

The IDB and the Government of Korea, through the MOEL, are collaborating to support the ministries of labor in Latin America and the Caribbean to create policies that can effectively promote higher labor productivity while protecting workers against labor risks. The Korean experience is a valuable reference for the region: in half a century, the country became one of the top-15 world economies by focusing its growth strategy on the development of human capital and employment. Korea incorporated the best international practices to promote ALMP, to foster skills development and to support the unemployed who were looking for a job. Korea established continuous systems for reviewing, monitoring and measuring results to systematically improve its public policies. The country has also developed a functional e-Government system to manage PES, namely WorkNet®.

Korean WorkNet was founded 1998, and became national job portal providing job openings of not only job centers of central and local government but also private employment services. Since 2011 WorkNet® services are also provided through mobile services. WorkNet® offers four stages of services for job seekers (resume writing, search, apply and finish up) and for employers (job posting, search, apply, and finish up). WorkNet® consists of a high edge job search engine that is used for DB searching including a number of items (location, occupation, wage level, education, etc.). It also offers career guidance services including online vocational and psychological tests. Annex I provides a detailed description of WorkNet® main activities.

In the long term, it is expected that LAC countries are able to strengthen PES by enhancing their performance, thereby helping people find more and better jobs. In this regard, recommendations have been already formulated: 1) to reinforce institutional capacity through better technological instruments and high quality human resources; 2) to diversify service provision including job-searching, hiring, and job-matching services; 3) to better integrate the private sector to boost public and private partnership initiatives; 4) to ensure reliable information on job opportunities which will benefit both job seekers and employers; and 5) to promote evidence-based decision making as well as result oriented management practices.

The objective of this technical cooperation (RG-T2604) is to support Public Employment Services (PES) in LAC to define an action plan for improvement of services provided to employers and job seekers. The TC will fund diagnostic analysis, training of public officials, and involve all relevant stakeholders to prepare such action plan which will be tailored according to the needs of each country.

In this framework, a project coordinator will be hired to organize the dialogue among Korea, the Bank, and participating LAC countries representatives and to monitor the progress of main components.

**Objectives(s)**

The main objective of this consultancy is to

**Main activities**

The consultant will:

1. Coordinate the different activities involving dialogue between Korean cooperation, the Bank and the beneficiary countries, including logistics for events, official missions and high level meetings.
2. Be in charge of processing additional procurement or hiring services, such as oral and written translation services, for the different stages of the TC as needed.
3. Provide operational and administrative support related to consultations missions, the elaboration of SPA and the training program as well as other activities as requested.
4. Participate in consultation missions if required.
5. Monitor implementation progress and prepare annual monitoring reports.
6. Provide status updates and serve as the intermediary between the Bank and the Korean cooperation as well as between the Bank and LAC country beneficiaries.
7. Coordinate and supervise the preparation of the final evaluation report.
8. Assist with the preparation of periodic and special reports, manuals and correspondence as needed.
9. Other activities as required by IDB supervisor.

**Deliverables / Reports**

All the deliverables and reports produced will be property of the Inter-American Development Bank (IDB)

**Qualifications**

**Education:** MA degree in foreign affairs, public administration, business administration or related field with a minimum of 3 years of experience in project management, public relations and/or event organization.

**Skills:** Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; proficient in Microsoft package applications.

**Competencies:** Must be results oriented and target driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion.

**Language:** Fluency in Korean as well as in both English and Spanish.

**Characteristics of the Consultancy**

Consultancy category and modality: Temporary Term Contractual (TTC).

Contract duration: 15 months. From March XX, 2016 to May XX, 2017.

Place(s) of work: Washington DC

**Coordination**

The project team leader, Veronica Alaimo (SCL/LMK) will be responsible for the supervision of this contract and for products delivery.

**Payment and Conditions of Employment.**

Remuneration will be determined in accordance with Bank regulations and criteria.

**Confidentiality**

All work related to this assignment, including outputs and information collected will be property of the Inter-American Development Bank and will remain strictly confidential at the discretion of the supervisor.

**Consanguinity**.

Individuals with relatives working for the IDB within, and including the fourth degree of consanguinity and the second degree of affinity are not eligible for employment as staff or consultants. Candidates must be citizens of a member country of the Inter-American Development Bank.

**Diversity.**

The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro‑descendants and persons of indigenous origins to apply.

**ANNEX**

**REGIONAL**

**SCL/LMK**

**Modernizing Public Employment Services (PES) in LAC (RG-T2604)**

**Consultancy for communications and dissemination**

**TERMS OF REFERENCE**

**Background**

The IDB and the Government of Korea, through the MOEL, are collaborating to support the ministries of labor in Latin America and the Caribbean to create policies that can effectively promote higher labor productivity while protecting workers against labor risks. The Korean experience is a valuable reference for the region: in half a century, the country became one of the top-15 world economies by focusing its growth strategy on the development of human capital and employment. Korea incorporated the best international practices to promote ALMP, to foster skills development and to support the unemployed who were looking for a job. Korea established continuous systems for reviewing, monitoring and measuring results to systematically improve its public policies. The country has also developed a functional e-Government system to manage PES, namely WorkNet®.

Korean WorkNet was founded 1998, and became national job portal providing job openings of not only job centers of central and local government but also private employment services. Since 2011 WorkNet® services are also provided through mobile services. WorkNet® offers four stages of services for job seekers (resume writing, search, apply and finish up) and for employers (job posting, search, apply, and finish up). WorkNet® consists of a high edge job search engine that is used for DB searching including a number of items (location, occupation, wage level, education, etc.). It also offers career guidance services including online vocational and psychological tests. Annex I provides a detailed description of WorkNet® main activities.

In the long term, it is expected that LAC countries are able to strengthen PES by enhancing their performance, thereby helping people find more and better jobs. In this regard, recommendations have been already formulated: 1) to reinforce institutional capacity through better technological instruments and high quality human resources; 2) to diversify service provision including job-searching, hiring, and job-matching services; 3) to better integrate the private sector to boost public and private partnership initiatives; 4) to ensure reliable information on job opportunities which will benefit both job seekers and employers; and 5) to promote evidence-based decision making as well as result oriented management practices.

The objective of this technical cooperation (RG-T2604) is to support Public Employment Services (PES) in LAC to define an action plan for improvement of services provided to employers and job seekers. The TC will fund diagnostic analysis, training of public officials, and involve all relevant stakeholders to prepare such action plan which will be tailored according to the needs of each country.

In this framework, a communications officer will be hired to provide the appropriate visibility to the outputs resulting from IDB, Korean cooperation and the beneficiary countries joint work.

**Objectives(s)**

The main objective of this consultancy is to produce dissemination materials such as videos, press releases and interviews, among others, from official visits, high level meetings and workshops. Likewise, to follow up on publication processes that may apply for specific documents such as the SPA.

**Main activities**

The consultant will:

1. Be responsible for creating a branding campaign reflecting IDB and Korea’s partnership
2. Prepare the communications strategy plan which will outline the activities undertaken before and during the consultation missions. Materials such as newsletters, brochures, videos, posts in social media, press releases, and interviews among others may be clearly outlined.
3. Cover high level meetings, field visits, workshops and training courses.
4. Prepare dissemination materials mentioned in the communications strategy plan.
5. Follow up on publications of the documents which were previously selected for this purpose.
6. Follow up on the design of logos, stamps and other components for the institutional image.
7. Verify that official documentation packages include the institutional image of both partners.

**Deliverables / Reports**

All the deliverables and reports produced will be property of the Inter-American Development Bank (IDB)

**Qualifications**

**Education:** MA degree in communications, journalism, social communication, public relations or related field with a minimum of 3 years of experience in corporate communication, press writing, journal interview, video making and/or social media.

**Skills:** Strong oral and written communication skills; strong analytical and reporting skills and the ability to respond in writing by providing clear, concise, timely and accurate information; proficient in Microsoft package applications.

**Competencies:** Must be results oriented and target driven; has the ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients; shows flexibility and openness to differing ideas and solutions in highly complex situations regarding policies; procedures and reporting lines; and has the ability to influence others by presenting ideas with confidence, energy and passion.

**Language:** Fluency in both English and Spanish. Portuguese desired.

**Characteristics of the Consultancy**

Consultancy category and modality: Temporary Term Contractual (TTC).

Contract duration: 12 months. From April XX, 2016 to March XX, 2017.

Place(s) of work: Beneficiary countries.

**Coordination**

The project team leader, Veronica Alaimo (SCL/LMK) will be responsible for the supervision of this contract and for products delivery.

**Payment and Conditions of Employment.**

Remuneration will be determined in accordance with Bank regulations and criteria.

**Confidentiality**

All work related to this assignment, including outputs and information collected will be property of the Inter-American Development Bank and will remain strictly confidential at the discretion of the supervisor.

**Consanguinity**.

Individuals with relatives working for the IDB within, and including the fourth degree of consanguinity and the second degree of affinity are not eligible for employment as staff or consultants. Candidates must be citizens of a member country of the Inter-American Development Bank.

**Diversity.**

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**ANNEX**

**REGIONAL**

**SCL/LMK**

**Modernizing Public Employment Services (PES) in LAC (RG-T2604)**

**Consultancy for information and technology (IT) services**

**TERMS OF REFERENCE**

**Background**

The IDB and the Government of Korea, through the MOEL, are collaborating to support the ministries of labor in Latin America and the Caribbean to create policies that can effectively promote higher labor productivity while protecting workers against labor risks. The Korean experience is a valuable reference for the region: in half a century, the country became one of the top-15 world economies by focusing its growth strategy on the development of human capital and employment. Korea incorporated the best international practices to promote ALMP, to foster skills development and to support the unemployed who were looking for a job. Korea established continuous systems for reviewing, monitoring and measuring results to systematically improve its public policies. The country has also developed a functional e-Government system to manage PES, namely WorkNet®.

Korean WorkNet® was founded 1998, and became national job portal providing job openings of not only job centers of central and local government but also private employment services. Since 2011 WorkNet® services are also provided through mobile services. WorkNet® offers four stages of services for job seekers (resume writing, search, apply and finish up) and for employers (job posting, search, apply, and finish up). WorkNet® consists of a high edge job search engine that is used for DB searching including a number of items (location, occupation, wage level, education, etc.). It also offers career guidance services including online vocational and psychological tests. Annex I provides a detailed description of WorkNet® main activities.

In the long term, it is expected that LAC countries are able to strengthen PES by enhancing their performance, thereby helping people find more and better jobs. In this regard, recommendations have been already formulated: 1) to reinforce institutional capacity through better technological instruments and high quality human resources; 2) to diversify service provision including job-searching, hiring, and job-matching services; 3) to better integrate the private sector to boost public and private partnership initiatives; 4) to ensure reliable information on job opportunities which will benefit both job seekers and employers; and 5) to promote evidence-based decision making as well as result oriented management practices.

The objective of this technical cooperation (RG-T2604) is to support Public Employment Services (PES) in LAC to define an action plan for improvement of services provided to employers and job seekers. The TC will fund diagnostic analysis, training of public officials, and involve all relevant stakeholders to prepare such action plan which will be tailored according to the needs of each country.

In this framework, information and technology experts will play a key role during consultation missions as well as in the elaboration of the Strategic Plan of Action (SPA) conceived for each beneficiary country.

**Objectives(s)**

The main objective of this consultancy is to provide high-level advisory on information and technology (IT) issues to stakeholders during consultation missions, and particularly contribute with inputs for the elaboration of the SPA.

**Main activities**

The consultant will:

1. Participate in the consultation missions which will be held in all the beneficiary countries identified.
2. Get involved in the different meetings and field visits in order to gather information about IT environment.
3. Organize and lead interviews with IT officers related to PES operation.
4. Submit a country mission report with details on activities and findings at the end of each country visit.
5. Develop the IT components of the countries diagnosis during the preparation of the SPA.
6. Provide recommendations from the information and technology perspective during the preparation of the SPA.

**Deliverables / Reports**

Deliverable 1: Mission reports (one for each country visited)

Deliverable 2: SPA (one for each country visited)

**Qualifications**

**Education:** MA degree in computer science and technology or related field with a minimum of 4 years of experience in software development, database management, knowledge sharing and information systems construction.

**Skills:** Strong communication skills including the ability to explain and clearly define project issues at senior levels; demonstrable analytic ability; and strong leadership skills and ability to work within a multicultural environment.

**Competencies:** Excellent verbal and report-writing skills and ability to build strategic relationships among stakeholders by asking clear, concise and relevant questions in order to obtain information from staff and other clients.

**Language:** Fluency in English.

**Characteristics of the Consultancy**

Consultancy category and modality: Products and External Services Contractual (PEC).

Contract duration: 152 business days. From May XX, 2016 to May XX, 2017.

Place(s) of work: Beneficiary countries.

**Coordination**

The project team leader, Veronica Alaimo (SCL/LMK) will be responsible for the supervision of this contract and for products delivery.

**Payment and Conditions of Employment.**

Remuneration will be determined in accordance with Bank regulations and criteria.

**Confidentiality**

All work related to this assignment, including outputs and information collected will be property of the Inter-American Development Bank and will remain strictly confidential at the discretion of the supervisor.

**Consanguinity**.

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**Diversity.**

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