

Regional

Gender and Diversity Division, Social Sector (SCL/GDI)

Path to Equality: Strengthening Women's Voice and Agency in Latin American Political Parties (RG-T2827) Update of the GEPPAL Database

Terms of Reference

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

In 2010, the IDB's Program for the Support of Women's Leadership and Representation (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation of an online database on gender and political parties (GEPPAL) and a report¹ analyzing data gathered through a survey administered to 94 political parties in 18 Latin American IDB-member countries. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles and enhance the design of strategies and interventions that will strengthen the role women play in political parties.

Since its creation, the IDB and IDEA have collaborated in the updating of the GEPPAL database. The first two updates covered the elections between June 2009 and December 2012 and a report was produced with the new data.² The most recent update has covered the elections between January 2013 and October 2014. Given IDEA's previous collaboration in this initiative, IDEA will continue to serve as the Bank's partner.

IDEA is an intergovernmental organization that supports sustainable democracy worldwide by strengthening democratic institutions and processes. IDEA has developed a significant expertise and understanding of political parties based on its worldwide research of more than 300 political parties in over 50 countries. It has produced a number of publications related to political parties, covering different regions and aspects. Several of these publications have been published in collaboration with the IDB. Most recently, IDEA has carried out a qualitative analysis of political parties in 18 Latin American countries, focused on identifying best practices in the promotion of women's participation. As a result, IDEA has an established network of specialists to conduct in-field interviews and gather the necessary information for the database.

¹ Partidos políticos y paridad: La Ecuación Pendiente. 2009. BID/IDEA.

² <https://publications.iadb.org/handle/11319/7356>". 2015. BID/IDEA

Consultancy Objective (s)

To update the GEPPAL database by administering a survey to approximately 50 political parties in 10 Latin American countries and collecting primary and secondary information for each political party related to women's participation and gender issues. The countries included are: Bolivia, Costa Rica, Colombia, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua, Peru and Venezuela.

Main Activities

The firm will be responsible for each of the following activities:

- a. Review and modify existing questionnaire and data gathering instruments in collaboration with the Bank.
- b. Contract and coordinate the work of the field researchers that will administer the surveys to political party leaders in each of the following 10 countries: Bolivia, Costa Rica, Colombia, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua, Peru and Venezuela. Approximately 50 political parties will be surveyed. The parties will be selected following the same methodology used to select the original sample for the GEPPAL database.
- c. Deliver political party documents, agreements and other primary and secondary information – collected by field researchers - that will provide additional data about women and political parties in connection with the survey.
- d. Review the completed questionnaires submitted by the field researchers and request any missing data or clarifications, when needed.
- e. Import the data from the survey questionnaires to an Excel spreadsheet.
- f. Provide inputs and comments to the GEPPAL website.
- g. Support dissemination efforts of the GEPPAL database and its publications.

Reports / Deliverables

IDEA will submit the following products:

- Completed questionnaires for approximately 50 parties representing 10 countries.
- Primary and secondary information gathered from each country and party surveyed.
- Excel spreadsheet with data gathered by field researchers

Payment Schedule

- 20% upon signing the contract.
- 60% upon approval of the completed questionnaires and primary and secondary information gathered from each country and party surveyed.
- 20% upon approval of the excel spreadsheet.

Qualifications

- Academic Degree/Level & Years of Professional Work Experience: Consulting firm with experience coordinating regional research projects, working with political parties and organizations in the region and carrying out research on women's political participation issues. Five years of experience.
- Languages: Spanish.
- Areas of Expertise: Political parties, electoral reforms, gender.
- Skills: Administration of surveys, qualitative and quantitative analysis.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual firm, Lump Sum.
- Contract duration: 20 months.
- Place(s) of work: External consultancy.
- Division Leader or Coordinator: Lead Specialist, Gender and Diversity Division, Social Sector (SCL/GDI), IDB.

Technical Cooperation (RG-T2827)
Path to equality: Strengthening Women's Voice and Agency in Latin American Political Parties

Request for single-sourcing contracting of IDEA International

Through this document, we formally request a technical opinion about the sole-source contracting of The International Institute for Democracy and Electoral Assistance (IDEA International) for the implementation of a survey and research activities aimed at updating a database on women in political parties (www.iadb.org/research/geppal), as part of the activities included in the Technical Cooperation, *Path to equality: Strengthening Women's Voice and Agency in Latin American Political Parties* implemented under the *Program for the Support of Women's Leadership and Representation* (PROLEAD).

Justification for sole-source contracting of IDEA:

In 2010, 2012, 2013 and 2015, the IDB's *Program for the Support of Women's Leadership and Representation* (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation and updating of an online database on gender and political parties (GEPPAL). They also produced **several reports** analyzing the data that had been gathered through a survey administered to the political parties in 18 Latin American IDB-member countries. Given IDEA's previous collaboration and excellent contributions to this initiative, IDEA will continue to serve as the partner for the GEPPAL database.

IDEA is a well-established and renowned institution in the field, widely known for its research and analytical quality of its products. It has a recognized expertise in political parties, gender issues, public institutions and democracy, given that it has conducted worldwide research of more than 300 political parties in over 50 countries. It has produced a number of publications related to political parties, several of these in collaboration with the IDB. Given the scope of this project and the previous collaborations and agreements with PROLEAD, IDEA International is the preferred partner for the project. In addition, the experience and technical standing of IDEA represent a clear technical advantage that could not be equaled through a competitive process for the rendering of the services expected of this partnership and taking into consideration the estimated cost of this contract, which is comparable to similar projects in the market.

Summary of Contract:

Description:

The Technical Cooperation, RG-T2827, establishes in paragraph 3.2 that a database on women and political parties will be updated. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles and design interventions that will strengthen the role women play in political parties. The updated dataset will be grounded on a survey to be administered to some 50 parties in 10 Latin American IDB-member countries. As a partner of this initiative since 2009, IDEA will carry out the survey and research activities programmed for this project, in collaboration with the Bank.

Executing Agency: The International Institute for Democracy and Electoral Assistance (IDEA International).

Contract Amount: US\$30,000

Duration of contract: 20 months.

Sources of Funding: RG-T2827 *Path to equality: Strengthening Women's Voice and Agency in Latin American Political Parties.*

Attached please find the Terms of Reference for this Consultancy.

Regional

Gender and Diversity Division, Social Sector (SCL/GDI)

Path to Equality: Strengthening Women's Voice and Agency in Latin American Political Parties (RG-T2827) **Develop an Index for GEPPAL**

Terms of Reference

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

In 2010, the IDB's Program for the Support of Women's Leadership and Representation (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation and launching of GEPPAL - an online database on gender and political parties. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles as well as design strategies and interventions that will strengthen the role women play in political parties. The dataset is grounded on a survey that was administered to 95 political parties in 18 Latin American IDB-member countries in 2009. In 2012, the IDB and IDEA updated the database to include the results of national legislative elections. As part of the knowledge products, two publications analyzing the new data will be launched in the final quarter of 2015.

In 2015 a preliminary index was created to measure a political party's commitment to gender equality based on their norms and practices. A greater commitment to gender equality is expected to translate into a greater integration of women in party ranks and public life. The index needs to be tested and validated for public dissemination. In addition, material explaining the index and methodology will be published.

Consultancy Objectives

- Produce the final version of an index that measures a political party's level of commitment to gender equality both within the party and in public life.
- Develop material that introduces the index to the public.

Main Activities

- Review the indicators and weights used in the gender equality and political party index and perform the necessary validity checks in order to produce the final version of the index.

- Produce an article that introduces the index to the public. It must summarize the main conclusions that can be drawn from the index and explain the methodology used with the goal of stimulating discussion and public interest. The article should also highlight its relevance and usefulness for policy-makers, political parties and academics, suggesting possible uses as an action tool (such as how it can be used to promote accountability) and research instrument.
- Draft the methodological note of the index. The methodological note must include the theoretical framework and justification of methodological choices for the indicators selected and weights assigned.

Reports / Deliverables

The expected products are:

- Final version of the index in an Excel spreadsheet.
- Article that introduces the index to the public.
- Methodological note of the index.

Payment Schedule

- 20% upon signing contract.
- 60% upon approval of the final version of the index in an Excel spreadsheet.
- 20% upon approval of the article and methodological note.

Qualifications

- Academic Degree/Level & Years of Professional Work Experience: Master's degree or Ph.D. in political science or public policy. Five years' work experience.
- Languages: Spanish.
- Areas of Expertise: Statistics, Political parties, electoral reforms, gender.
- Skills: Knowledge of statistical techniques for the social sciences. Experience working with databases. Strong computer skills with Microsoft Excel. Knowledge of political parties and women's political participation issues in Latin America.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum.
- Contract duration: 20 days.
- Place(s) of work: External consultancy
- Division Leader or Coordinator: Lead Specialist, Gender and Diversity Division, Social Sector (SCL/GDI), IDB.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working

for the Bank as staff members or Complementary Workforce contractuels will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. 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.

Regional

Gender and Diversity Division, Social Sector (SCL/GDI)

Path to Equality: Strengthening Women's Voice and Agency in Latin American Political Parties (RG-T2827)

Study on Women's Status in Political Parties and Study on Determinants of Women in Public Office

Terms of Reference

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

In 2010, the IDB's Program for the Support of Women's Leadership and Representation (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation and launching of **GEPPAL** - an online database on gender and political parties. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles as well as design strategies and interventions that will strengthen the role women play in political parties. Several **publications** have been produced with the data.

The IDB and IDEA are updating the database with party-level data from the latest elections in Latin America. To raise awareness and document the state of women's leadership in Latin America and build knowledge regarding the factors that determine women's representation in elected office, the IDB will produce two studies using the updated data. The first study will update a publication that documents through a descriptive analysis the status of women's status in political parties in Latin America and highlights best practices and effective strategies for promoting women's leadership. The second study will evaluate the factors that determine women's presence in elected office using party-level data from the GEPPAL database.

Consultancy Objective (s)

The contractual will produce two studies on gender and political parties in Latin America based on data from the GEPPAL database.

Main Activities

1. Study: Status of women in political parties and elected office

Using data from the GEPPAL database, calculate national and regional averages for the following indicators, among others:

- Proportion of female party members
- Proportion of female national executive members

- Proportion of women in NEC disaggregated by committee
- Proportion of female presidents
- Proportion of bylaws that include gender equality principles
- Proportion of parties with incentives for female candidates
- Proportion of female candidates
- Proportion of female candidates that head electoral list
- Proportion of female candidates disaggregated by existence of quota and quota design
- Proportion of female elected congress members disaggregated by existence of quota and quota design
- Proportion of females that head congressional committees
- Proportion of party caucuses headed by females

Produce a study that provides a descriptive analysis of women's status in political parties and elected office based on the indicators mentioned above and information from political party documents and electoral laws. Simple statistical analyses should be used when necessary. It should draw comparisons with data from previous studies (see publications [here](#)) as well as include best practice examples and recommendations for improving women's status in political parties.

2. Study of determinants of women's representation in elected office

Prepare a research proposal that includes a literature review and details the methodology that will be used for the study.

Using data from the GEPPAL database, produce a statistical study that examines party-level structures and characteristics that help explain the variation in the number of women in Latin America's parliaments. The main question the study should answer is: What explains why political parties differ in the number of women they send to Parliament? And, additionally, what party-level factors determine the number of women representing each party in Parliament?

Reports /Deliverables

The contractual will be responsible for the following products:

- Descriptive study of women's status in political parties.
- Research proposal.
- Statistical study of the determinants of women's presence in elected office.

Payment Schedule

- 50% upon approval of study on women's status in political parties.
- 30% upon approval of research proposal.
- 20% upon approval of statistical study.

Qualifications

- Academic Degree/ Level & Years of Professional Work Experience: Postgraduate degree in political science, public policy, public administration or other relevant field.

- Languages: Fluency in both Spanish and English, with the ability to write at native-proficiency in at least one. Portuguese and/or French are also an asset.
- Areas of Expertise: At least 3 years of experience carrying out quantitative and qualitative research in Latin America. Excellent knowledge of gender and politics issues in Latin America.
- Skills: Stata or SPSS.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum.
- Contract duration: 6 months.
- Place(s) of work: External consultancy
- Division Leader or Coordinator: Lead Specialist, Gender and Diversity Division, Social Sector (SCL/GDI), IDB.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuels, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. 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.

Regional

Gender and Diversity Division, Social Sector (SCL/GDI)

Path to Equality: Strengthening Women's Voice and Agency in Latin American Political Parties (RG-T2827)

Maintain and Provide Technical Assistance to the GEPPAL Website

Terms of Reference

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

Technical maintenance of GEPPAL website

In 2010, the IDB's Program for the Support of Women's Leadership and Representation (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation and launching of [GEPPAL](#) - an online database on gender and political parties. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles as well as design strategies and interventions that will strengthen the role women play in political parties. Several publications have been produced with the data.

To update the database and put knowledge into action, the IDB is funding a technical cooperation (TC). The objective of the TC is to promote and strengthen women's voice and agency in political parties in Latin America by building the knowledge-base and capacity of parties to adopt gender equality principles and actions. The TC has two components. The objective of the first component is to promote the exchange of best practices and effective strategies for promoting women's leadership and participation in political parties and political life by producing and disseminating knowledge. The objective of the second component is to strengthen the capacity of political party leaders and heads of women's units to promote gender equality through training and active engagement in a community of practice where they can exchange information, seek advice from peers, problem-solve, access role models and expand their network.

As part of this TC, the online database will be updated with data and infographics from the latest elections in each country. In addition, the database must be maintained so that the public can access the data without any glitches or technical impediments.

Consultancy Objective (s)

Provide technical support to the GEPPAL database by populating the database with updated data and maintaining the functionality of the online site.

Main Activities

Populate the database with data and infographics to be provided by the IDB, ensuring that all political party images and links to party documents are uploaded.

Provide technical assistance, on an as needed basis. Such support may include:

- Ensuring follow-up maintenance both on graphic features and on operability of core features.
- Installing updates on a regular basis.
- Repairing and fixing spam, errors, bugs, broken links (not just URLs, but ensuring all images and external files are properly referenced), browser incompatibilities and any others issues that do not allow this online space to work properly.
- Optimizing the online speed.
- Improving accessibility.

Payment Schedule

Payments will be processed monthly, upon submission of an invoice.

Qualifications

- Academic Degree/Level & Years of Professional Work Experience: individual with experience, programing and providing technical assistance to online sites. Bachelor's degree in computer science and/web development. Five years of experience.
- Languages: Spanish.
- Areas of Expertise: Computer science and/or website development.
- Skills: Extensive experience with *Content Management Systems (CMS) including* Drupal, Joomla and Wordpress; experience in front-end web development, server-side scripting, database systems and software architecture patterns; sound knowledge of web programming languages such as: html, xhtml, css and JavaScript; experience writing programming codes; experience in graphical design, Photoshop and Illustrator.

Characteristics of the Consultancy

- Consultancy category and modality: Temporary Term Contractual, Lump Sum.
- Contract duration: 24 months.
- Place(s) of work: External consultancy.
- Division Leader or Coordinator: Lead Specialist, Gender and Diversity Division, Social Sector (SCL/GDI), IDB.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuels, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. 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.

Regional

Gender and Diversity Division, Social Sector (SCL/GDI)

Path to Equality: Strengthening Women's Voice and Agency in Latin American Political Parties (RG-T2827)

Design and Conduct Capacity-building Workshop

Terms of Reference

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

In 2010, the IDB's Program for the Support of Women's Leadership and Representation (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation and launching of **GEPPAL** - an online database on gender and political parties. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles as well as design strategies and interventions that will strengthen the role women play in political parties. Several **publications** have been produced with the data.

To update the database and put knowledge into action, the IDB is funding a technical cooperation (TC). The objective of the TC is to promote and strengthen women's voice and agency in political parties in Latin America by building the knowledge-base and capacity of parties to adopt gender equality principles and actions. The TC has two components. The objective of the first component is to promote the exchange of best practices and effective strategies for promoting women's leadership and participation in political parties and political life by producing and disseminating knowledge. The objective of the second component is to strengthen the capacity of political party leaders and heads of women's units to promote gender equality through training and active engagement in a community of practice where they can exchange information, seek advice from peers, problem-solve, access role models and expand their network.

As a first step toward the creation of the community of practice, a select group of around 35 political party leaders and gender unit heads will be invited to participate in a regional training workshop. The objectives of the workshop are to: i) promote the sharing of good practice approaches that can be included in institutional reforms and political party policies and strategies; ii) build the capacity of political parties to become more effective champions of women's needs and demands; iii) build a sense of community and trust among participants; and iv) define the content, rules of engagement, and key actions needed to ensure quality participation in the online community of practice that will be launched following the workshop. During the workshop, participants will draft proposals to promote gender equality within their parties. The workshop will also include a training of trainers' component so participants may replicate the training upon their return.

Consultancy Objective (s)

The objective of this consultancy is to design and conduct a capacity-building workshop for political party leaders and heads of gender units.

Main Activities

- Participate in meetings with key stakeholders to assess needs and requirements.
- Participate in the conceptualization of the agenda.
- Draft a training proposal that includes a training-of-trainers component.
- Design and deliver curriculum and learning material for the training and networking sessions.
- Facilitate and/or conduct the various training and networking sessions of the workshop, including the facilitation of a session in which participants agree on key actions needed to ensure the successful launch and implementation of the online community of practice.
- Produce a workshop report that includes the results of participant evaluations, lessons learned and recommendations for future workshops. The report should also include a summary of the main conclusions reached during the session focused on developing a community of practice.

Reports / Deliverables

The expected products are:

- Training proposal.
- Training material.
- Workshop report.

Payment Schedule

- 20% upon approval of the training proposal.
- 60% upon approval of the training material and implementation of training workshop.
- 20% upon approval of the final workshop report.

Qualifications

- Academic Degree/Level & Years of Professional Work Experience: Consulting firm with at least five years of experience designing and delivering leadership and training programs for political parties across the ideological spectrum.
- Languages: Spanish.
- Areas of Expertise: Extensive knowledge of Latin American political parties, party behavior, and women's political participation issues. Knowledge of instructional design theory and learning principles in multi-cultural settings.
- Skills: Familiarity with traditional and modern training methods, tools and techniques, as well as training of trainers methodologies.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual firm, Lump Sum.

- Contract duration: 6 months.
- Place(s) of work: External consultancy
- Division Leader or Coordinator: Lead Specialist, Gender and Diversity Division, Social Sector (SCL/GDI), IDB.

Regional

Gender and Diversity Division, Social Sector (SCL/GDI)

Path to Equality: Strengthening Women's Voice and Agency in Latin American Political Parties (RG-T2827) Coordinate Research Products, Capacity Building Activities and Dissemination Efforts

Terms of Reference

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

In 2010, the IDB's Program for the Support of Women's Leadership and Representation (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation and launching of [GEPPAL](#) - an online database on gender and political parties. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles as well as design strategies and interventions that will strengthen the role women play in political parties. Several [publications](#) have been produced with the data.

To update the database and put knowledge into action, the IDB is funding a technical cooperation (TC). The objective of the TC is to promote and strengthen women's voice and agency in political parties in Latin America by building the knowledge-base and capacity of parties to adopt gender equality principles and actions. The TC has two components. The objective of the first component is to promote the exchange of best practices and effective strategies for promoting women's leadership and participation in political parties and political life by producing and disseminating knowledge. The objective of the second component is to strengthen the capacity of political party leaders and heads of women's units to promote gender equality through training and active engagement in a community of practice where they can exchange information, seek advice from peers, problem-solve, access role models and expand their network.

Consultancy Objective (s)

The contractual will plan, coordinate, implement and oversee the activities foreseen under the TC Path to equality: Strengthening Women's Voice and Agency in Latin American Political Parties.

Main Activities

The contractual will:

- Plan the delivery of the overall project in accordance with the budget, outcomes and outputs stated in project document.
- Coordinate and oversee the updating of the GEPPAL database. Review the data, questionnaires, political party documents and Excel spreadsheet presented by IDEA international.
- Coordinate and oversee the production of three publications. This includes participating in the definition of the research question, identifying and interviewing research candidates, reviewing the study and providing comments.
- Coordinate the organization and implementation of webinars.
- Coordinate the design, implementation and evaluation of the capacity-building workshop.
- Coordinate the design and creation of the online community of practice and manage its day-to-day implementation.
- Oversee, produce and/or collaborate in the writing and/or production of material and content for the community of practice
- Identify, establish and sustain relations with the community of practice members, expert advisors, practitioners and other key stakeholders.
- Explore and coordinate partnerships and collaborative agreements with other relevant entities, in collaboration with ORP and GDI.
- Supervise and coordinate the work of the contractuels hired under the TC
- Maintain budget and track expenditures.
- Oversee the processing of contracts and contractual payments.

Payment Schedule

Payments will be processed monthly, upon submission of an invoice.

Qualifications

- Academic Degree/ Level & Years of Professional Work Experience: Postgraduate degree in political science, public administration, sociology or other relevant field.
- Languages: Fluency in both Spanish and English, with the ability to write at native-proficiency in both.
- Areas of Expertise: Minimum 10 years' experience in the management and operation of development projects in Latin America and the Caribbean. Experience coordinating research projects. Experience managing online initiatives. Excellent knowledge of women's leadership, political parties and empowerment issues. Excellent organizational skills and experience coordinating large multinational events

and networks. Excellent oral and written communication skills. Fluency in English and Spanish.

- Skills: Knowledge of social media tools and networks, such as LinkedIn, Facebook, Twitter, etc.

Characteristics of the Consultancy

- Consultancy category and modality: Temporary Term Contractual, monthly based on number of days worked.
- Contract duration: 12 months, discontinuous days.
- Place(s) of work: Washington, DC
- Division Leader or Coordinator: Lead Specialist, Gender and Diversity Division, Social Sector (SCL/GDI), IDB.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. The Bank, pursuant to applicable policies, may contribute toward travel and moving expenses. In addition, candidates must be citizens of an IDB member country.

Visa and Work Permit: The Bank, pursuant to applicable policies, may submit a visa request to the applicable immigration authorities; however, the granting of the visa is at the discretion of the immigration authorities. Notwithstanding, it is the responsibility of the candidate to obtain the necessary visa or work permits required by the authorities of the country(ies) in which the services will be rendered to the Bank. If a candidate cannot obtain a visa or work permit to render services to the Bank the contractual offer will be rescinded

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuels, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. 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.

Regional

Gender and Diversity Division, Social Sector (SCL/GDI)

Path to Equality: Strengthening Women's Voice and Agency in Latin American Political Parties (RG-T2827)

Produce Multimedia Material for Community of Practice, and Dissemination of GEPPAL Database and Knowledge Products

Terms of Reference

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

In 2010, the IDB's Program for the Support of Women's Leadership and Representation (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation and launching of **GEPPAL** - an online database on gender and political parties. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles as well as design strategies and interventions that will strengthen the role women play in political parties. Several **publications** have been produced with the data.

To update the database and put knowledge into action, the IDB is funding a technical cooperation (TC). The objective of the TC is to promote and strengthen women's voice and agency in political parties in Latin America by building the knowledge-base and capacity of parties to adopt gender equality principles and actions. The TC has two components. The objective of the first component is to promote the exchange of best practices and effective strategies for promoting women's leadership and participation in political parties and political life by producing and disseminating knowledge. The objective of the second component is to strengthen the capacity of political party leaders and heads of women's units to promote gender equality through training and active engagement in a community of practice where they can exchange information, seek advice from peers, problem-solve, access role models and expand their network.

One of the components of includes the creation and support of a virtual community of practice for women in political parties, where they can exchange information, seek advice from peers, problem-solve, access role models and expand their network. Fostering engagement and participation in the community of practice will require the creation and dissemination of content and promotional material.

Consultancy Objective (s)

The contractual will produce and disseminate the content and promotional material for the online Community of Practice of women leaders in political parties.

Main Activities

Design and launch of online Community of Practice

- Participate in meetings to discuss the conceptualization of the online Community of Practice
- Draft all the static content for the online Community of Practice, in collaboration with the web designer/programmer
- Develop a plan for the launch, including promotional and dissemination materials for social media and the compilation of a database of relevant contacts who will receive the announcement
- Develop the digital and printed promotional material to launch the community of practice (i.e. flyers, invitations, etc.).

Content and material for online community of practice

- Monitor current trends and news at the international, regional and national level to highlight them in virtual discussions and other sections of the community of practice.
- Identify and disseminate relevant findings, best practices or lessons learned from IDB technical cooperations, loans, research studies and conferences in the citizen security sector.
- Create material such as interviews, summaries of relevant posts, online surveys, video interviews and ted talk style videos that will be used in the online community of practice and social networks.
- Create a database with names and contact information of Latin American women leaders that could play a role in the community of practice by contributing to different resources or supporting dissemination efforts.

Reports / Deliverables

The contractual will be responsible for the following products:

- Dissemination plan for the launch of the community of practice
- Static content of the online community of practice
- Promotional material for online community of practice
- 5 webinars
- 5 video interviews
- 5 blog articles
- 100 social media posts

Payment Schedule

- 20% upon approval of the dissemination plan.
- 60% upon approval of the static content and promotional material.
- 20% upon approval of webinars, video interviews, blog articles and social media posts.

Qualifications

- Academic Degree/ Level & Years of Professional Work Experience: Postgraduate degree in communications, the social sciences or other relevant field.
- Languages: Fluency in both Spanish and English, with the ability to write at native-proficiency in both. Portuguese and/or French are also an asset.
- Areas of Expertise: At least 10 years of experience in the analysis and communication of gender and women's leadership issues, with a minimum of 3 years of professional experience producing content for online networks. Familiarity with Latin American public sector institutional settings. Proven expertise in managing social media, including interactive platforms, and a strong creative and communications-based skill set. Experience working on women's leadership and empowerment projects, particularly in the public sector. Ability to work independently as well as part of a team.
- Skills: Knowledge of social media tools and networks, such as Hootsuite, Mailchimp, Facebook, Twitter, etc.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum.
- Contract duration: 12 months.
- Place(s) of work: External consultancy
- Division Leader or Coordinator: Lead Specialist, Gender and Diversity Division, Social Sector (SCL/GDI), IDB.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractuels, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. 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.

Regional

Gender and Diversity Division, Social Sector (SCL/GDI)

Path to Equality: Strengthening Women's Voice and Agency in Latin American Political Parties (RG-T2827) Design and Maintain Online Networking Space for Community of Practice Members

Terms of Reference

Background

Established in 1959, the Inter-American Development Bank ("IDB" or "Bank") is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

In 2010, the IDB's Program for the Support of Women's Leadership and Representation (PROLEAD) and the International Institute for Democracy and Electoral Assistance (International IDEA) collaborated in the creation and launching of **GEPPAL** - an online database on gender and political parties. The database is intended to serve as an analytical tool to map women's progress in politics and to assess obstacles as well as design strategies and interventions that will strengthen the role women play in political parties. Several [publications](#) have been produced with the data.

To update the database and put knowledge into action, the IDB is funding a technical cooperation (TC). The objective of the TC is to promote and strengthen women's voice and agency in political parties in Latin America by building the knowledge-base and capacity of parties to adopt gender equality principles and actions. The TC has two components. The objective of the first component is to promote the exchange of best practices and effective strategies for promoting women's leadership and participation in political parties and political life by producing and disseminating knowledge. The objective of the second component is to strengthen the capacity of political party leaders and heads of women's units to promote gender equality through training and active engagement in a community of practice where they can exchange information, seek advice from peers, problem-solve, access role models and expand their network.

One of the products foreseen under this initiative is the creation of a community of practice for women in political parties, where they can exchange information, seek advice from peers, problem-solve, access role models and expand their network. The community of practice will be launched online via the Red PROLID platform. Red PROLID is a virtual network that promotes women's leadership in the public sector. The network harnesses the power of social media to connect women leaders and government officials committed to public sector service, in an effort to build networking, mentoring and skill-building opportunities.

Consultancy Objective (s)

The objective of this consultancy is to design and develop an interactive online space for the Women in political party community of practice within Red PROLID's platform.

Main Activities

The web programmer will design and develop a beta version of the online space for testing as well as its final version in close coordination with Red PROLID's coordinator. The main responsibilities of the contractual will include:

- Preparing a work plan with a timeline.
- Making the new space user friendly.
- Ensuring navigation, functionality and interconnectivity of the space.
- Ensuring that this new space is compatible with visualization on smartphones, tablets, Linux, Mac, Microsoft Windows, etc.
- Providing technical assistance, on an as needed basis, once the space becomes operational.

This new virtual space should include certain functionalities, such as:

- Key user registration processes and user identity authentication requirements for logging in to the space and/or through Red PROLID.
- Networking components such as knowing who are the other members of this online community of practice; possibility of direct communication among members; allowing the members' profiles to be available to all members of the group; ability for members to share and discuss ideas on a wall.
- Ability to offer forum discussions and possibly webinars.
- Members of this online space should be able to access all the resources that Red PROLID offers.

The contractual will provide technical assistance, on an as needed basis, once the space becomes operational. Such support may include:

- Ensuring follow-up maintenance both on graphic features and on operability of core features
- Installing updates on a regular basis
- Ensuring immediate and daily availability to support the network's management team, if needed
- Ensuring interconnectivity with Red PROLID's portal
- Guaranteeing accurate functioning of social networks that this online space might have
- Repairing and fixing spam, errors, bugs, broken links (not just URLs, but ensuring all images and external files are properly referenced), browser incompatibilities and any others issues that do not allow this online space to work properly
- Optimizing the online speed
- Improving accessibility
- Continually analyzing and improving the site's and social media usage statistics

Reports /Deliverables

The expected products are:

- Work plan and timeline for the design and development of the online space.
- Beta and final version of the online space.
- Report summarizing the technical assistance provided for the first eight months.
- Report summarizing the technical assistance provided for the last eight months.

Payment Schedule

- 20% upon approval of the workplan.
- 30% upon approval of the final version of the online space.
- 25% upon approval of report summarizing first eight months of technical assistance.
- 25% upon approval of report summarizing second eight months of technical assistance.

Qualifications

- Academic Degree/Level & Years of Professional Work Experience: Individual with experience designing, programming and providing technical assistance to online sites. Bachelor's degree in computer science and/web development. Five years of experience.
- Languages: Spanish.
- Areas of Expertise: Computer science and/or website development.
- Skills: Extensive experience with *Content Management Systems (CMS) including* Drupal, Joomla and Wordpress; experience in front-end web development, server-side scripting, database systems and software architecture patterns; sound knowledge of web programming languages such as: html, xhtml, css and JavaScript; experience writing programming codes; experience in graphical design, Photoshop and Illustrator.

Characteristics of the Consultancy

- Consultancy category and modality: Products and External Services Contractual, Lump Sum.
- Contract duration: 24 months.
- Place(s) of work: External consultancy
- Division Leader or Coordinator: Lead Specialist, Gender and Diversity Division, Social Sector (SCL/GDI), IDB.

Payment and Conditions: Compensation will be determined in accordance with Bank's policies and procedures. In addition, candidates must be citizens of an IDB member country.

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