

## Scope of Work for CWUIC SP Project Coordinator

### **Background of this search:**

The IDB Group, through the assistance of K&M Advisors LLC (K&M) and Alliant Insurance Services (Alliant), has completed the initial development of the proposed insurance facility for water utilities in the Caribbean (CWUIC SP). CWUIC SP will be established as a segregated portfolio (SP) within CCRIF SPC. At this phase of development, CWUIC SP's main components, governance framework, potential sources of funding, and target members have been largely defined. CWUIC SP will pool water utilities together to build an economy of scale with diversified geographic risk to cover natural disaster risk. The envisioned climate insurance and resilience product would be the first in the region to work with water utility companies. It would be well supported by reinsurers and could provide additional claims capacity than is currently available in the traditional insurance market. CWUIC SP will have three components:

- **Component I:** Parametric hazard insurance product Response Program. Resources from this Component will finance support for post-disaster assistance and coordination between utilities to restore and rebuild water utilities post disaster, including: (i) the preparation of guidelines and provision of assistance to utilities for emergency preparedness plans; (ii) the development of procedures for the implementation of a parametric hazard insurance product response program; (iii) an emergency toolbox for participating utilities; (iv) the development and support of the implementation of agreements to pre-purchase equipment and materials required for emergencies (this TC operation will not finance the material or equipment purchased under such agreements); and (v) the preparation and delivery of training to water utilities on participation in the CWUIC SP response program. Products to be delivered under this Component will include sets of guidelines and procedures for the implementation of a Response Program, the design of agreements to pre-purchase material and/or equipment as well as the preparation and delivery of training courses for water utilities.
- **Component II:** Multi-peril risk modeling for natural disasters to design insurance policies. The exact terms of the insurance policies CWUIC SP will issue will be determined through CWUIC SP's risk modeling exercise and will be based on the amount of insurance that a participating water utility wishes to carry and on CWUIC SP's and CCRIF's internal approval mechanisms. Resources allocated to this Component will finance: (i) updating of water utilities major assets data, natural disaster events that have impacted water utilities, estimated losses, description of the areas impacted and damage incurred as well as measures taken to restore services and current risk insurance coverage if any; (ii) data collection and standardization for risk modeling; and (iii) inputs for updating of the risk model for a parametric hazard insurance product in the second and third year of operations. Products to be delivered under this Component will include updating of data sets for water utilities and the inputs necessary for updating of the multiperil risk model.
- **Component III:** Technical assistance to water utilities for proposals for resilient infrastructure projects. Resources from this Component will finance: (i) technical assistance to identify resilient infrastructure projects for the utilities; (ii) technical assistance and training to the utilities for the preparation of proposals for the financing of resilient infrastructure projects by financial institutions; and (iii) the assessment of projects submitted for financing. Products to be delivered under this Component will include consultants' reports and technical proposals for resilient infrastructure projects as well as material on training courses for the water utilities.

- **Component IV:** CWUIC SP structuring. Resources allocated to this Component will finance the following consulting contracts: (i) technical specialists to manage each Component, as well as a project coordinator and financial, administrative and procurement specialists to execute the TC operation; (ii) training of CWUIC SP technical specialists; and (iii) consulting services to prepare a report that evaluation.

To advance the structuring of CWUIC SP, IDB, Caribbean Development Bank (CDB), and CCRIF SPC have agreed to collaborate in the preparation of a Multi-peril Water Utilities Model. The risk modeling will be carried out in three phases:

- Phase One: Propose Risk Modeling Approach
- Phase Two: Develop Risk Modeling
- Phase Three: Peer Review of the Risk Modeling.

Each of the above-mentioned phases will be procured and contracted separately. The CWUIC SP Model will inform the preparation of a CWUIC SP Business Plan to be developed in 2022. The CWUIC SP Business Plan will include, but is not limited to, financial projections, expected sources of funding, a product description, and a risk assessment for CWUIC SP. CCRIF SPC will present this Business Plan to its Board for approval before submitting it, for approval, to its regulator—the Cayman Islands Monetary Authority (CIMA). CCRIF SPC will present this Business Plan to its

In parallel to establishing CWUIC as an SP, the IDB and CCRIF SPC with CDB's support are working to contract specialized consultants to support this effort. CWUIC SP will have four full time consultants, including the CWUIC SP Project Coordinator, a CWUIC SP Component 1 Specialist, a CWUIC SP Component 2 Specialist and a CWUIC SP Component 3 Specialist.

### **The team's mission:**

The Water and Sanitation Division (INE/WSA) within the Bank is committed to expanding access to quality services for low-income and vulnerable populations, promoting comprehensive and sustainable solutions, improving sector governance and financial sustainability, and incorporating the concept of water security in the sector, particularly by increasing wastewater treatment coverage, protecting supply watersheds, and reducing flooding risk. Considering these commitments, the Water and Sanitation Division is dedicated to knowledge production, management and dissemination that serves to assess needs and priorities, inform practices, advise clients and contribute to an evidence-based approach to lending.

### **What you'll do:**

The Objective of the Role of CWUIC SP Project Coordinator is to oversee the effective and efficient operations of CWUIC SP. The CWUIC SP Project Coordinator will:

- Manage and direct CWUIC SP toward its primary goals and objectives.
- Oversee the ongoing operations of all CWUIC SP's Components.
- Lead a team of three including: CWUIC SP Component 1 Specialist, CWUIC SP Component 2 Specialist and CWUIC SP Component 3 Specialist.
- Liaise with the CWUIC SP Management Committee, CCRIF SPC Executive Team, CCRIF SPC Board, IDB, and CDB to establish short-term objectives and long-range goals, and related plans and policies.

- The CWUIC SP Project Coordinator will prepare and submit quarterly reports on the activities carried out and the results achieved during the quarter.
- Coordinate with IDB, CDB, and CCRIF SPC on fundraising efforts for CWUIC SP.
- Liaise with member water utilities and their respective ministries responsible for water across the Caribbean.
- Promote CWUIC SP to water utilities and their respective ministries responsible for water across the Caribbean.
- Ensure CWUIC SP's compliance with all applicable laws, rules, regulations, and standards.
- Represent CWUIC SP at international and regional events.
- Perform other related duties to benefit the mission of CWUIC SP.

### **What you'll need:**

#### **Citizenship:**

- [ *for **national consultants*** ] You are either a citizen of [insert name of country] or a citizen of one of our 48-member countries with residency or legal permit to work in [insert name of same country].
- [ *for **international consultants*** ] You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** a Master's degree in Business Administration, Disaster Risk Management, or related field.

**Experience:** At least 10 years of working experience at senior management level. At least 5 years of directly supervising professional staff.

- Experience working in the Caribbean.
- Strong understanding of the Caribbean water sector. Relationships with water utilities and/or ministries responsible for water in the Caribbean would be preferred.
- Strong understanding and/or experience in technical and organizational disaster risk reduction and management and climate change adaptation.
- Strong project management skills and proficiency in project management tools and related technology would be preferred.
- Proven track record of successfully negotiating with partners and funding institutions.
- Existing professional networks consisting of contacts with private insurers, government officials (e.g., insurance regulators, disaster risk management authorities, and related entities), relevant development partners, and academic partners would be preferred.

**Languages:** Excellent writing, presentation, and communication skills with a fluency in spoken and written English.

**Core and Technical Competencies:** ability to work independently, strong analytical abilities as demonstrated by academic achievements, experience and other personal accomplishments. Excellent writing skills in English and in one other Bank language.

**Requirements:** You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

significant amount of travel in the Caribbean.

**Responsible person:** The CWUIC SP Project Coordinator will report to the project coordinator. Oversight will be conducted by the IDB (Corinne Cathala).

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, the LGBTQ+ community, persons with disabilities, afro-descendants, and indigenous people to apply.

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve the planning and execution of projects. For this, we need people who not only have the right skills but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**

## Scope of Work for CWUIC SP Component 1 Specialist

### **Background of this search:**

The IDB Group, through the assistance of K&M Advisors LLC (K&M) and Alliant Insurance Services (Alliant), has completed the initial development of the proposed insurance facility for water utilities in the Caribbean (CWUIC SP). CWUIC SP will be established as a segregated portfolio (SP) within CCRIF SPC. At this phase of development, CWUIC SP's main components, governance framework, potential sources of funding, and target members have been largely defined. CWUIC SP will pool water utilities together to build an economy of scale with diversified geographic risk to cover natural disaster risk. The envisioned climate insurance and resilience product would be the first in the region to work with water utility companies. It would be well supported by reinsurers and could provide additional claims capacity than is currently available in the traditional insurance market. CWUIC SP will have three components:

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- **Component II:** Multi-peril risk modeling for natural disasters to design insurance policies. The exact terms of the insurance policies CWUIC SP will issue will be determined through CWUIC SP's risk modeling exercise and will be based on the amount of insurance that a participating water utility wishes to carry and on CWUIC SP's and CCRIF's internal approval mechanisms. Resources allocated to this Component will finance: (i) updating of water utilities major assets data, natural disaster events that have impacted water utilities, estimated losses, description of the areas impacted and damage incurred as well as measures taken to restore services and current risk insurance coverage if any; (ii) data collection and standardization for risk modeling; and (iii) inputs for updating of the risk model for a parametric hazard insurance product in the second and third year of operations. Products to be delivered under this Component will include updating of data sets for water utilities and the inputs necessary for updating of the multiperil risk model.
- **Component III:** Technical assistance to water utilities for proposals for resilient infrastructure projects. Resources from this Component will finance: (i) technical assistance to identify resilient infrastructure projects for the utilities; (ii) technical assistance and training to the utilities for the preparation of proposals for the financing of resilient infrastructure projects by financial institutions; and (iii) the assessment of projects submitted for financing. Products to be delivered under this Component will include



consultants' reports and technical proposals for resilient infrastructure projects as well as material on training courses for the water utilities.

- **Component IV:** CWUIC SP structuring. Resources allocated to this Component will finance the following consulting contracts: (i) technical specialists to manage each Component, as well as a project manager and financial, administrative and procurement specialists to execute the TC operation; (ii) training of CWUIC SP technical specialists; and (iii) consulting services to prepare a report that evaluation.

To advance the structuring of CWUIC SP, IDB, Caribbean Development Bank (CDB), and CCRIF SPC have agreed to collaborate in the preparation of a Multi-peril Water Utilities Model. The risk modeling will be carried out in three phases:

- Phase One: Propose Risk Modeling Approach
- Phase Two: Develop Risk Modeling
- Phase Three: Peer Review of the Risk Modeling.

Each of the abovementioned phases will be procured and contracted separately. The CWUIC SP Model will inform the preparation of a CWUIC SP Business Plan to be developed in 2022. The CWUIC SP Business Plan will include, but is not limited to, financial projections, expected sources of funding, a product description, and a risk assessment for CWUIC SP. CCRIF SPC will present this Business Plan to its Board for approval before submitting it, for approval, to its regulator—the Cayman Islands Monetary Authority (CIMA). CCRIF SPC will present this Business Plan to its regulator the Cayman Islands Monetary Authority (CIMA) for approval to establish CWUIC as an SP.

In parallel to establishing CWUIC as an SP, the IDB and CCRIF SPC with CDB's support are working to contract specialized consultants to support this effort. CWUIC SP will have four full time consultants, including the CWUIC SP Team Leader, a CWUIC SP Component 1 Specialist, a CWUIC SP Component 2 Specialist and a CWUIC SP Component 3 Specialist.

#### **The team's mission:**

The Water and Sanitation Division (INE/WSA) within the Bank is committed to expanding access to quality services for low-income and vulnerable populations, promoting comprehensive and sustainable solutions, improving sector governance and financial sustainability, and incorporating the concept of water security in the sector, particularly by increasing wastewater treatment coverage, protecting supply watersheds, and reducing flooding risk. Considering these commitments, the Water and Sanitation Division is dedicated to knowledge production, management and dissemination that serves to assess needs and priorities, inform practices, advise clients and contribute to an evidence-based approach to lending.

#### **What you'll do:**

The Objective of the Role of CWUIC SP Component 1 Specialist is to oversee the effective and efficient implementation and operation of CWUIC SP's Component 1: The CWUIC Response Program. The CWUIC SP Component 1 Specialist will:

- Manage the establishment and ongoing operations of CWUIC SP's Component 1: The CWUIC Response Program.
- Manage the Component 1 agreements with the Caribbean Water & Sewerage Association Inc. (CAWASA), Caribbean Water and Wastewater Association (CWWA), and consultants.
- Coordinate with CWWA and CAWASA to develop procedures for the implementation of the CWUIC Response Program, including procedures and protocols to:
  - Survey damaged incurred by participating water utilities caused by natural disasters

- Mobilize, deploy, and coordinate workmen, crews, and equipment
- Ensure communications between CWWA and CAWASA
- Ensure communications between CAWASA and participating utilities
- Manage the consultants responsible for preparing and delivering training to water utilities participating in the CWUIC Response Program.
- Manage the consultants responsible for developing guidelines for preparation of emergency preparedness plans and providing training to utilities for their own preparation of those plans.
- Coordinate with the CWUIC SP Procurement Specialist to procure and deliver the emergency toolboxes for participating water utilities.
- Organize the Annual CWUIC Response Program meetings, and periodic meetings, trainings, and workshops for the CWUIC Response Program.
- Manage CWUIC SP's Component 1 Budget
- Support the CWUC SP Team Leader in reviewing the financial results of all CWUIC SP's operations, comparing them with CWUIC SP's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Liaise with the CWUIC SP Team, including the Team Leader, Component 2 Specialist, Component 3 Specialist, and Procurement, Finance, and Administration Specialist in meeting the CWUIC SP objectives.
- Support the CWUIC SP Team Leader in the establishment of short-term objectives and long-range goals, and related plans and policies.
- Present regular reports on the status of the CWUIC SP's Component 1 operations to the CWUIC SP Management Committee, CCRIF SPC Executive Team, CCRIF SPC Board, IDB, and CDB.
- Liaise with member water utilities and their respective ministries responsible for water across the Caribbean.
- Promote the CWUIC Response Program to water utilities and their respective ministries responsible for water across the Caribbean.
- Perform other related duties to benefit the mission of CWUIC SP as needed.
- The CWUIC SP Component 1 Specialist will prepare and submit quarterly reports on the activities carried out and the results achieved during the quarter.

### **What you'll need:**

#### **Citizenship:**

- [ *for **national consultants***] You are either a citizen of [insert name of country] or a citizen of one of our 48-member countries with residency or legal permit to work in [insert name of same country].
- [*for **international consultants***] You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** The qualified candidate must have a Master's degree in Business Administration, Disaster Risk Management, Engineering, or related field.

**Experience:** At least 8 years of working experience at a management level.

- Experience managing professional staff.
- Experience working in the Caribbean. Relationships with the Caribbean Disaster Emergency Management Agency (CEDEMA), CAWASA, and/or CWWA would be preferred.
- Strong understanding of the Caribbean water sector. Relationships with water utilities and/or ministries responsible for water in the Caribbean would be preferred.

**Location:** The CWUIC SP Component 1 Specialist will be based in the Caribbean and will be required to work virtually or in an office located in [TBD]. The CWUIC SP Component 1 Specialist will undertake a significant amount of travel in the Caribbean. technology would be preferred.

**Languages:** Excellent writing, presentation, and communication skills with a fluency in spoken and written English.

**Core and Technical Competencies:** ability to work independently, strong analytical abilities as demonstrated by academic achievements, experience and other personal accomplishments. Excellent writing skills in English and in one other Bank language.

**Opportunity Summary:**

**Type of contract:** Consultant Full Time

**Length of contract:** 24 months, with the possibility of a one-year extension.

**Starting date:** TBD

**Responsible person:** The CWUIC SP Component 1 Specialist will report directly to the CWUIC SP Team Leader in coordination with the project coordinator. Oversight will be conducted by the IDB (Corinne Cathala).

**Requirements:** You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, the LGBTQ+ community, persons with disabilities, afro-descendants, and indigenous people to apply.

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## Scope of Work for CWUIC Component 2 Specialist

### **Background of this search:**

The IDB Group, through the assistance of K&M Advisors LLC (K&M) and Alliant Insurance Services (Alliant), has completed the initial development of the proposed insurance facility for water utilities in the Caribbean (CWUIC SP). CWUIC SP will be established as a segregated portfolio (SP) within CCRIF SPC (formerly the Caribbean Catastrophe Risk Insurance Facility SPC) serving water utilities in the Caribbean. At this phase of development, CWUIC SP's main components, governance framework, potential sources of funding, and target members have been largely defined. CWUIC SP will pool water utilities together to build an economy of scale with diversified geographic risk to cover natural disaster risk. The envisioned climate insurance and resilience product would be the first in the region to work with water utility companies. It would be well supported by reinsurers and could provide additional claims capacity than is currently available in the traditional insurance market. CWUIC SP will have three components:

- **Component I:** Parametric hazard insurance product Response Program. Resources from this Component will finance support for post-disaster assistance and coordination between utilities to restore and rebuild water utilities post disaster, including: (i) the preparation of guidelines and provision of assistance to utilities for emergency preparedness plans; (ii) the development of procedures for the implementation of a parametric hazard insurance product response program; (iii) an emergency toolbox for participating utilities; (iv) the development and support of the implementation of agreements to pre-purchase equipment and materials required for emergencies (this TC operation will not finance the material or equipment purchased under such agreements); and (v) the preparation and delivery of training to water utilities on participation in the CWUIC SP response program. Products to be delivered under this Component will include sets of guidelines and procedures for the implementation of a Response Program, the design of agreements to pre-purchase material and/or equipment as well as the preparation and delivery of training courses for water utilities.
- **Component II:** Multi-peril risk modeling for natural disasters to design insurance policies. The exact terms of the insurance policies CWUIC SP will issue will be determined through CWUIC SP's risk modeling exercise and will be based on the amount of insurance that a participating water utility wishes to carry and on CWUIC SP's and CCRIF's internal approval mechanisms. Resources allocated to this Component will finance: (i) updating of water utilities major assets data, natural disaster events that have impacted water utilities, estimated losses, description of the areas impacted and damage incurred as well as measures taken to restore services and current risk insurance coverage if any; (ii) data collection and standardization for risk modeling; and (iii) inputs for updating of the risk model for a parametric hazard insurance product in the second and third year of operations. Products to be delivered under this Component will include updating of data sets for water utilities and the inputs necessary for updating of the multiperil risk model.
- **Component III:** Technical assistance to water utilities for proposals for resilient infrastructure projects. Resources from this Component will finance: (i) technical assistance to identify resilient infrastructure projects for the utilities; (ii) technical assistance and training to the utilities for the preparation of proposals for the financing of resilient infrastructure projects by financial institutions; and (iii) the assessment of projects submitted for financing. Products to be delivered under this Component will include consultants' reports and technical proposals for resilient infrastructure projects as well as material on training courses for the water utilities.



- **Component IV: CWUIC SP structuring.** Resources allocated to this Component will finance the following consulting contracts: (i) technical specialists to manage each Component, as well as a project manager and financial, administrative and procurement specialists to execute the TC operation; (ii) training of CWUIC SP technical specialists; and (iii) consulting services to prepare a report that evaluation.

To advance the structuring of CWUIC SP, IDB, Caribbean Development Bank (CDB), and CCRIF SPC have agreed to collaborate in the preparation of a Multi-peril Water Utilities Model. The risk modeling will be carried out in three phases:

- Phase One: Propose Risk Modeling Approach
- Phase Two: Develop Risk Modeling
- Phase Three: Peer Review of the Risk Modeling.

Each of the abovementioned phases will be procured and contracted separately. The CWUIC SP Model will inform the preparation of a CWUIC SP Business Plan to be developed in 2022. The CWUIC SP Business Plan will include, but is not limited to, financial projections, expected sources of funding, a product description, and a risk assessment for CWUIC SP. CCRIF SPC will present this Business Plan to its Board for approval before submitting it, for approval, to its regulator—the Cayman Islands Monetary Authority (CIMA). CCRIF SPC will present this Business Plan to its regulator the Cayman Islands Monetary Authority (CIMA) for approval to establish CWUIC as an SP.

In parallel to establishing CWUIC as an SP, the IDB and CCRIF SPC with CDB's support are working to contract specialized consultants to support this effort. CWUIC SP will have four full time consultants, including the CWUIC SP Team Leader, a CWUIC SP Component 1 Specialist, a CWUIC SP Component 2 Specialist and a CWUIC SP Component 3 Specialist.

#### **The team's mission:**

The Water and Sanitation Division (INE/WSA) within the Bank is committed to expanding access to quality services for low-income and vulnerable populations, promoting comprehensive and sustainable solutions, improving sector governance and financial sustainability, and incorporating the concept of water security in the sector, particularly by increasing wastewater treatment coverage, protecting supply watersheds, and reducing flooding risk. Considering these commitments, the Water and Sanitation Division is dedicated to knowledge production, management and dissemination that serves to assess needs and priorities, inform practices, advise clients, and contribute to an evidence-based approach to lending.

#### **What you'll do:**

The Objective of the Role of CWUIC SP Component 2 Specialist is to oversee the effective and efficient implementation and operation of CWUIC SP's Component 2: Parametric Insurance. The CWUIC SP Component 2 Specialist will:

- Manage the establishment and ongoing operations of CWUIC SP's Component 2: Parametric Insurance.
- Coordinate with the IDB, CBD, and CCRIF SPC Executive Team on managing the Component 2 contracts with consultants regarding data collection and risk modeling.
- Coordinate with the CWUIC SP Team Leader and CCRIF SPC Executive Team on the development, and subsequent updating, of the general terms and conditions of CWUIC's insurance policies.
- Coordinate with the CWUIC SP Team Leader and CCRIF Executive Team on the oversight of services paid for with the CWUIC SP Cell Rental Fee.

- Support the CWUIC SP Team Leader in the establishment of short-term objectives and long-range goals, and related plans and policies.  
the Caribbean to help them determine insurance coverage needs, sign up for coverage, and periodically update their coverage as needed.
- Recommend and implement policies and procedures to track and process any premium subsidies provided by CWUIC SP's donors.
- Develop and implement policies and procedures to track and process all insurance payouts.
- Manage CWUIC SP's Component 2 Budget.
- Support the CWUC SP Team Leader in reviewing the financial results of all CWUIC SP's operations, comparing them with CWUIC SP's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Liaise with the CWUIC SP Team, including the CWUIC SP Team Leader, Component 1 Specialist, Component 3 Specialist, and Procurement, Finance, and Administration Specialist in meeting the CWUIC SP objectives.
- Present regular reports on the status of the CWUIC's Component 2 operations to the CWUIC Management, Committee, CCRIF SPC Executive Team, CCRIF SPC Board, IDB, and CDB.
- Promote the CWUIC SP's insurance offerings to water utilities and their respective ministries responsible for water across the Caribbean.
- Perform other related duties to benefit the mission of CWUIC SP as needed.
- The CWUIC SP Component 2 Specialist will prepare and submit quarterly reports on the activities carried out and the results achieved during the quarter.

### **What you'll need:**

#### **Citizenship:**

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**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** The qualified candidate must have a Master's degree in Business Administration, Disaster Risk Management, or related field.

**Experience:** At least 8 years of working experience at a management level.

- Experience working in the Caribbean.
- Strong understanding of insurance, specifically parametric insurance products, disaster risk management and financing. Relationship with reinsurance companies would be preferred.
- Strong understanding of the Caribbean water sector. Relationships with water utilities and/or ministries responsible for water in the Caribbean would be preferred.
- Strong understanding and/or experience in disaster risk reduction, management, and climate change adaptation.

- Strong project management skills and proficiency in project management tools and related technology would be preferred.

**Languages:** Excellent writing, presentation, and communication skills with a fluency in spoken and written English.

**Core and Technical Competencies:** ability to work independently, strong analytical abilities as demonstrated by academic achievements, experience and other personal accomplishments. Excellent writing skills in English.

**Opportunity Summary:**

**Type of contract:** Consultant Full Time

**Length of contract:** 24 months, with the possibility of a one-year extension.

**Starting date:** TBD

**Location:** The CWUIC SP Component 2 Specialist will be based in the Caribbean and will be required to work virtually or in an office located in [TBD]. The CWUIC SP Component 2 Specialist will undertake a moderate amount of travel in the Caribbean.

**Responsible person:** The CWUIC Component 2 Specialist will report directly to the CWUIC Team Leader in coordination with the project coordinator. Oversight will be conducted by the IDB (Corinne Cathala).

**Requirements:** You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

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## Scope of Work for CWUIC Component 3 Specialist

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- **Component I:** Parametric hazard insurance product Response Program. Resources from this Component will finance support for post-disaster assistance and coordination between utilities to restore and rebuild water utilities post disaster, including: (i) the preparation of guidelines and provision of assistance to utilities for emergency preparedness plans; (ii) the development of procedures for the implementation of a parametric hazard insurance product response program; (iii) an emergency toolbox for participating utilities; (iv) the development and support of the implementation of agreements to pre-purchase equipment and materials required for emergencies (this TC operation will not finance the material or equipment purchased under such agreements); and (v) the preparation and delivery of training to water utilities on participation in the CWUIC SP response program. Products to be delivered under this Component will include sets of guidelines and procedures for the implementation of a Response Program, the design of agreements to pre-purchase material and/or equipment as well as the preparation and delivery of training courses for water utilities.
- **Component II:** Multi-peril risk modeling for natural disasters to design insurance policies. The exact terms of the insurance policies CWUIC SP will issue will be determined through CWUIC SP's risk modeling exercise and will be based on the amount of insurance that a participating water utility wishes to carry and on CWUIC SP's and CCRIF's internal approval mechanisms. Resources allocated to this Component will finance: (i) updating of water utilities major assets data, natural disaster events that have impacted water utilities, estimated losses, description of the areas impacted and damage incurred as well as measures taken to restore services and current risk insurance coverage if any; (ii) data collection and standardization for risk modeling; and (iii) inputs for updating of the risk model for a parametric hazard insurance product in the second and third year of operations. Products to be delivered under this Component will include updating of data sets for water utilities and the inputs necessary for updating of the multiperil risk model.
- **Component III:** Technical assistance to water utilities for proposals for resilient infrastructure projects. Resources from this Component will finance: (i) technical assistance to identify resilient infrastructure projects for the utilities; (ii) technical assistance and training to the utilities for the preparation of proposals for the financing of resilient infrastructure projects by financial institutions; and (iii) the assessment of projects submitted for financing. Products to be delivered under this Component will include consultants' reports and technical proposals for resilient infrastructure projects as well as material on training courses for the water utilities.



- **Component IV: CWUIC SP structuring.** Resources allocated to this Component will finance the following consulting contracts: (i) technical specialists to manage each Component, as well as a project manager and financial, administrative and procurement specialists to execute the TC operation; (ii) training of CWUIC SP technical specialists; and (iii) consulting services to prepare a report that evaluation.

To advance the structuring of CWUIC SP, IDB, Caribbean Development Bank (CDB), and CCRIF SPC have agreed to collaborate in the preparation of a Multi-peril Water Utilities Model. The risk modeling will be carried out in three phases:

- Phase One: Propose Risk Modeling Approach
- Phase Two: Develop Risk Modeling
- Phase Three: Peer Review of the Risk Modeling.

Each of the abovementioned phases will be procured and contracted separately. The CWUIC SP Model will inform the preparation of a CWUIC SP Business Plan to be developed in 2022. The CWUIC SP Business Plan will include, but is not limited to, financial projections, expected sources of funding, a product description, and a risk assessment for CWUIC SP. CCRIF SPC will present this Business Plan to its Board for approval before submitting it, for approval, to its regulator—the Cayman Islands Monetary Authority (CIMA). CCRIF SPC will present this Business Plan to its regulator the Cayman Islands Monetary Authority (CIMA) for approval to establish CWUIC as an SP.

In parallel to establishing CWUIC as an SP, the IDB and CCRIF SPC with CDB's support are working to contract specialized consultants to support this effort. CWUIC SP will have four full time consultants, including the CWUIC SP Team Leader, a CWUIC SP Component 1 Specialist, a CWUIC SP Component 2 Specialist and a CWUIC SP Component 3 Specialist.

#### **The team's mission:**

The Water and Sanitation Division (INE/WSA) within the Bank is committed to expanding access to quality services for low-income and vulnerable populations, promoting comprehensive and sustainable solutions, improving sector governance and financial sustainability, and incorporating the concept of water security in the sector, particularly by increasing wastewater treatment coverage, protecting supply watersheds, and reducing flooding risk. Considering these commitments, the Water and Sanitation Division is dedicated to knowledge production, management and dissemination that serves to assess needs and priorities, inform practices, advise clients, and contribute to an evidence-based approach to lending.

#### **What you'll do:**

The objective of the Role of CWUIC SP Component 3 Specialist is to oversee the effective and efficient implementation and operation of CWUIC SP's Component 3: Investments in Loss Control Measures and Resiliency Projects. The CWUIC SP Component 3 Specialist will:

- Manage the establishment and ongoing operations of CWUIC SP's Component 3: Investments in Loss Control Measures and Resiliency Projects.
- Recommend any changes to the policies and procedures for Component 3's lending facility.
- Oversee the development, signing, and management of agreements with one or more banks for the operation of Component 3.
- Coordinate with the IDB, CDB, and the consultants responsible for providing technical assistance to participating water utilities for identifying and structuring projects that could be financed from Component 3.
- Coordinate with the IDB, CDB, and the consultants responsible for preparing and providing training to member water utilities on how to identify and structure projects for financing from Component 3.

- Present regular reports on the status of the CWUIC's Component 3 operations to the CWUIC Management Committee, CCRIF SPC Executive Team, CCRIF SPC Board, IDB, and CDB financing, and status of projects that have received financing from Component 3.
- Manage CWUIC SP's Component 3 Budget.
- Support the CWUIC SP Team Leader in reviewing the financial results of all CWUIC SP's operations, comparing them with CWUIC SP's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Liaise with the CWUIC SP Team, including the CWUIC SP Team Leader, Component 1 Specialist, Component 2 Specialist, and Procurement, Finance and Administration Specialist, in meeting the CWUIC SP objectives.
- Support the CWUIC SP Team Leader in the establishment of short-term objectives and long-range plans, and related plans and policies.
- Perform other related duties to benefit the mission of CWUIC SP as needed.
- The CWUIC SP Component 3 Specialist will prepare and submit quarterly reports on the activities carried out and the results achieved during the quarter.

#### **What you'll need:**

##### **Citizenship:**

- [ *for **national consultants***] You are either a citizen of [insert name of country] or a citizen of one of our 48-member countries with residency or legal permit to work in [insert name of same country].
- [*for **international consultants***] You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

**Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.

**Education:** The qualified candidate must have a Master's degree in Business Administration, Finance, Economics, or related field.

**Experience:** At least 8 years of working experience at a management level.

- Experience working in the Caribbean.
- Strong understanding of commercial and concessional lending, project management, and disaster risk financing.
- Strong understanding of the Caribbean water sector. Relationships with water utilities and/or ministries responsible for water in the Caribbean would be preferred.
- Strong understanding and/or experience in water utility operations and management.
- Strong understanding and/or experience in disaster risk reduction, management, and climate change adaptation.
- Strong project management skills and proficiency in project management tools and related

**Languages:** Excellent writing, presentation, and communication skills with a fluency in spoken and written English.

**Core and Technical Competencies:** ability to work independently, strong analytical abilities as demonstrated by academic achievements, experience and other personal accomplishments.

Excellent writing skills in English.

**Opportunity Summary:**

**Type of contract:** Consultant Full Time

**Length of contract:** 24 months, with the possibility of a one-year extension.

**Starting date:** TBD

**Location:** The CWUIC SP Component 3 Specialist will be based in the Caribbean and will be required to work virtually or in an office located in [TBD]. The CWUIC SP Component 3 Specialist will undertake a moderate amount of travel in the Caribbean.

**Responsible person:** The CWUIC Component 3 Specialist will report directly to the CWUIC Team Leader in coordination with the project coordinator. Oversight will be conducted by the IDB (Corinne Cathala)

**Requirements:** You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, the LGBTQ+ community, persons with disabilities, afro-descendants, and indigenous people to apply.

**About us:** At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve the planning and execution of projects. For this, we need people who not only have the right skills but also are passionate about improving lives.

**Our team in Human Resources carefully reviews all applications.**

## Draft Scope of Work for a Procurement, Finance, and Administration Specialist

### **Background of this search:**

The IDB Group, through the assistance of K&M Advisors LLC (K&M) and Alliant Insurance Services (Alliant), has completed the initial development of the proposed insurance facility for water utilities in the Caribbean (CWUIC SP). CWUIC SP will be established as a segregated portfolio (SP) within CCRIF SPC. At this phase of development, CWUIC SP's main components, governance framework, potential sources of funding, and target members have been largely defined. CWUIC SP will pool water utilities together to build an economy of scale with diversified geographic risk to cover natural disaster risk. The envisioned climate insurance and resilience product would be the first in the region to work with water utility companies. It would be well supported by reinsurers and could provide additional claims capacity than is currently available in the traditional insurance market. CWUIC SP will have three components:

- **Component I:** Parametric hazard insurance product Response Program. Resources from this Component will finance support for post-disaster assistance and coordination between utilities to restore and rebuild water utilities post disaster, including: (i) the preparation of guidelines and provision of assistance to utilities for emergency preparedness plans; (ii) the development of procedures for the implementation of a parametric hazard insurance product response program; (iii) an emergency toolbox for participating utilities; (iv) the development and support of the implementation of agreements to pre-purchase equipment and materials required for emergencies (this TC operation will not finance the material or equipment purchased under such agreements); and (v) the preparation and delivery of training to water utilities on participation in the CWUIC SP response program. Products to be delivered under this Component will include sets of guidelines and procedures for the implementation of a Response Program, the design of agreements to pre-purchase material and/or equipment as well as the preparation and delivery of training courses for water utilities.
- **Component II:** Multi-peril risk modeling for natural disasters to design insurance policies. The exact terms of the insurance policies CWUIC SP will issue will be determined through CWUIC SP's risk modeling exercise and will be based on the amount of insurance that a participating water utility wishes to carry and on CWUIC SP's and CCRIF's internal approval mechanisms. Resources allocated to this Component will finance: (i) updating of water utilities major assets data, natural disaster events that have impacted water utilities, estimated losses, description of the areas impacted and damage incurred as well as measures taken to restore services and current risk insurance coverage if any; (ii) data collection and standardization for risk modeling; and (iii) inputs for updating of the risk model for a parametric hazard insurance product in the second and third year of operations. Products to be delivered under this Component will include updating of data sets for water utilities and the inputs necessary for updating of the multiperil risk model.
- **Component III:** Technical assistance to water utilities for proposals for resilient infrastructure projects. Resources from this Component will finance: (i) technical assistance to identify resilient infrastructure projects for the utilities; (ii) technical assistance and training to the utilities for the preparation of proposals for the financing of resilient infrastructure projects by financial institutions; and (iii) the assessment of projects submitted for financing. Products to be delivered under this Component will include consultants' reports and technical proposals for resilient infrastructure projects as well as material on training courses for the water utilities.

**Component IV:** CWUIC SP structuring. Resources allocated to this Component will finance the following consulting contracts: (i) technical specialists to manage each Component, as well as a project manager and financial, administrative and procurement specialists to execute the TC operation; (ii) training of CWUIC SP technical specialists; and (iii) consulting services to prepare a report that evaluation.

To advance the structuring of CWUIC SP, IDB, Caribbean Development Bank (CDB), and CCRIF SPC have agreed to collaborate in the preparation of a Multi-peril Water Utilities Model. The risk modeling will be carried out in three phases:

- Phase One: Propose Risk Modeling Approach
- Phase Two: Develop Risk Modeling
- Phase Three: Peer Review of the Risk Modeling.

Each of the abovementioned phases will be procured and contracted separately. The CWUIC SP Model will inform the preparation of a CWUIC SP Business Plan to be developed in 2022. The CWUIC SP Business Plan will include, but is not limited to, financial projections, expected sources of funding, a product description, and a risk assessment for CWUIC SP. CCRIF SPC will present this Business Plan to its Board for approval before submitting it, for approval, to its regulator—the Cayman Islands Monetary Authority (CIMA). CCRIF SPC will present this Business Plan to its regulator the Cayman Islands Monetary Authority (CIMA) for approval to establish CWUIC as an SP.

In parallel to establishing CWUIC as an SP, the IDB and CCRIF SPC with CDB's support are working to contract specialized consultants to support this effort. The Procurement, Finance, and Administration Specialist will be contracted to support the project team with the contracting of the activities with respect to procurement and fiduciary aspects.

**The team's mission:**

The Water and Sanitation Division (INE/WSA) within the Bank is committed to expanding access to quality services for low-income and vulnerable populations, promoting comprehensive and sustainable solutions, improving sector governance and financial sustainability, and incorporating the concept of water security in the sector, particularly by increasing wastewater treatment coverage, protecting supply watersheds, and reducing flooding risk. Considering these commitments, the Water and Sanitation Division is dedicated to knowledge production, management and dissemination that serves to assess needs and priorities, inform practices, advise clients, and contribute to an evidence-based approach to lending.

**What you'll do:**

The objective of the Role of the Procurement, Finance, and Administration Specialist is to carry out procurement, finance, and administrative duties to support the execution of the project activities and ensure the effective and efficient implementation and operation of CWUIC SP. The Procurement, Finance, and Administration Specialist will:

- Review all available CCRIF SPC procurement documents to facilitate the establishment of CWUIC SP Procurement Guidelines and Procedures (CWUIC PGP) for the management and implementation of all procurement activities.
- Develop, as required, any additional procurement documents for CWUIC SP.
- Establish and maintain a central procurement filing system.
- Develop and implement a robust CWUIC SP procurement monitoring system.
- Establish and update on a regular basis a register of qualified suppliers and consultants.
- Provide required documents regarding procurement to the IDB and other entities that provide funding for CWUIC SP.



- Confirm acceptability of goods and services received and make payments to vendors as they become due.
- Prepare bidding documents, including, clarifications and amendments to procurement documents, evaluation reports, and contract award decisions using the CWUIC SP standard procurement documents.
- Monitor and coordinate in the response to procurement inquiries and communicate the results of the evaluation process to bidders.
- Participate in procurement clarification meetings, if required.
- Participate and support in dealing with claims, bid challenges, and litigations relating to contracts and procurement.
- Prepare and update the CWUIC SP's Annual Procurement Plan.
- Procure office supplies, equipment, and software licensing.
- Develop and implement a robust CWUIC SP expenditure monitoring system to ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filed, maintained, and can be readily available for preparing financial statements and responding to financial audits.
- Coordinate with the CWUIC SP Project manager to ensure that adequate financial controls are in place to maintain proper accountability of all expenditures.
- Prepare and submit timely and reliable financial documents and reports as required.
- Support the CWUIC SP Project manager and the CWUIC SP Component Specialists in the preparation of the CWUIC SP Budget.
- Monitor the CWUIC SP Budget, expenditures, and contribute to the preparation of any CWUIC SP Budget revisions.
- Review and process CWUIC SP travel expenses.
- Manage payments for CWUIC SP office space rent and utilities.
- Liaise with the CWUIC SP Team, including the CWUIC SP Project Manager, Component 2 Specialist, and Component 3 Specialist in meeting the CWUIC SP objectives.
- Support the CWUIC SP Project Manager in the establishment of short-term objectives and long-range goals, and related plans and policies.
- Present regular reports on CWUIC SP's procurement activities and financials for CWUIC SP to the CWUIC SP Management Committee, CCRIF SPC Executive Team, CCRIF SPC Board, IDB, and CDB.
- Perform other related duties to benefit the mission of CWUIC SP as needed.
- The CWUIC SP Procurement, Finance, and Administration Specialist will prepare and submit quarterly reports on the activities carried out and the results achieved during the quarter.

### **What you'll need:**

#### **Citizenship:**

- [ *for **national consultants*** ] You are either a citizen of [insert name of country] or a citizen of one of our 48-member countries with residency or legal permit to work in [insert name of same

- Strong understanding of analysis and preparation of contracts, requisitions, supply orders, and supply requests.

degree of affinity, including spouse) working at the IDB Group.

**Education:** The qualified candidate must have a Bachelor's degree in Business Administration, Finance, Accounting, Project Management, or related field.

**Experience:** At least 6 years of working experience in procurement, finance, and carrying out administrative functions.

- Experience working with multilateral development agencies. A strong understanding of IDB and CDB procurement standards and best practice would be preferred.
- Strong project management skills and proficiency in project management tools and related technology would be preferred.
- Experience with donor funded projects.
- Strong understanding of financial analysis, financial reports, and budget reconciliation.
- Experience working in the Caribbean.

**Languages:** Excellent writing, presentation, and communication skills with a fluency in spoken and written English.

**Core and technical competencies:** The consultant must have demonstrated knowledge of procurement and fiduciary processes preferably with a multilateral agency. The consultant would have the ability to work independently, strong analytical abilities as demonstrated by academic achievements and experience. Excellent writing skills in English.

**Opportunity Summary:**

**Type of contract:** Consultant Full Time

**Length of contract:** 24 months, with the possibility of a one-year extension.

**Starting date:** August 2022

**Location:** The Procurement, Finance, and Administration Specialist will be based in the Caribbean and will be required to work virtually or in an office located in [TBD]. The Procurement, Finance and Administration Specialist is not expected to travel.

**Responsible person:** The CWUIC SP Procurement, Finance, and Administration Specialist will report directly to the project coordinator. Oversight will be conducted by the IDB (Corinne Cathala).

**Requirements:** You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

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Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, the LGBTQ+ community, persons with disabilities, afro-descendants, and indigenous people to apply.

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