

TERMS OF REFERENCE

REGIONAL
RG-T3671

STRENGTHENING GOVERNANCE TOWARDS AN INCREASED MAINSTREAMING OF ENVIRONMENTAL AND SOCIAL SUSTAINABILITY

CONTENTS OF CONSULTANCIES

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HRD Terms of Reference, New Template 2018
For PEC consultancies

REGIONAL

RG-T3671 **STRENGTHENING GOVERNANCE TOWARDS AN INCREASED MAINSTREAMING OF ENVIRONMENTAL AND SOCIAL SUSTAINABILITY**

CONSULTANCY: Multidimensional Country Diagnostic Assessments

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the main source of multilateral 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 member countries.
- 1.2. The IDBG has embraced sustainability as a core element of its work in Latin America and the Caribbean. To that end, the IDB has made a commitment to maximizing the positive environmental and social outcomes of our work (“do good”) while minimizing risks and negative impacts on people and the environment (“do no harm”). From the establishment of environmental and social policies, which proactively mainstream environmental and social¹ sustainability, to their modernization into an integrated Environmental and Social Policy Framework (ESPF)² that manages environmental and social risks in IDB operations, the IDB is making sure that both actions, the “do good” and the “do no harm”, are considered in its work.
- 1.3. IDB’s Mainstreaming Action Plan for Environmental and Social Sustainability focuses on IDB’s proactive action to maximize environmental and social outcomes. This focus is reflected in the [“Update to the Institutional Strategy, Development Solutions that Reignite Growth and Improve Lives”](#) (UIS) (AB-3190-2), which renews IDBG’s commitment to accelerate progress on gender equality, diversity, and inclusion; climate change and environmental sustainability; and institutional capacity and the rule of law in order to enhance IDB’s ability to mainstream these critical issues in meeting the region’s development challenges.
- 1.4. The IDB considers environmental and social challenges and opportunities in all areas of its work, including country strategies, sector strategies, and its operational program. The IDB’s value proposition relies on its capacity to provide member countries and clients

¹ For the purpose of this document social sustainability is sociocultural, which entails, besides consideration of how IDB-financed activities affect people in terms of poverty, equity, social cohesion, diversity, and quality of life, the recognition that there are different cultures with distinct beliefs systems, different social organizations, distinct economic systems, territorial management, among others.

² The ESPF is currently in preparation. When it goes into effect in 2021, the ESPF will supersede, with the exception of their mainstreaming aspects, IDB’s environmental and social policies.

tailored products, knowledge, and instruments (financial and non-financial) to address their specific challenges and conditions in all aspects of sustainability.

- 1.5. The Technical Cooperation “Strengthening Governance towards an Increased Mainstreaming of Environmental and Social Sustainability” contributes to the achievement of the Mainstreaming Action Plan’s results regarding upstreaming and capacity building activities aimed at incorporating the environmental and social perspectives in the development processes of LAC countries. The RG-T3671 TC includes the development of country diagnostic assessments of multiple dimensions of sustainability to inform dialogue with countries.

2. The team’s mission:

- 2.1. To expand and improve the quality of the Bank’s operational and analytical work in considering the environmental and social sustainability dimensions in the development process of IDB’s member countries.

3. Consultancy objective(s):

- 3.1. To produce a set of multidimensional country diagnostic assessments to identify and assess environmental and social issues to be considered during the preparation of each country strategy process (see table 1).

Table 1. Environmental and Social Dimensions

Gender equality and diversity		Climate change and environmental sustainability	Institutional Capacity and Rule of Law
Diversity	Gender equality	Environment/Natural Capital (e.g., biodiversity, ecosystem services, circular economy)	Institutional, legal, and regulatory frameworks related to environmental and social issues
	Development with identity of Indigenous Peoples	Climate change (mitigation and adaptation)	
	Inclusion of diverse populations, such as African descendants, persons with disabilities and LGBTQ+	Disaster risk management	

- 3.2. The assessments will provide clear information on key environmental and social challenges and opportunities, including in the transition to an inclusive and sustainable recovery. The analysis will constitute an important source of baseline information and contribute to focusing political dialogue and cooperation with the country on key opportunity areas to bolster an inclusive and sustainable development.

4. What you’ll do (Main Activities):

- 4.1. The consultant’s work plan per each country assessment should include but not necessarily be limited to the following activities:

- Interviews with relevant officials from a selection of national and local authorities, key international donors, plus key national and international civil society.

- Review of key documents and reports, including policies, legislation, and regulations; monitoring data; and environmental, climate change, gender and diversity performance indicators.
- On the basis of the outline and time schedule given in these Terms of Reference, a detailed work plan should be proposed.

4.2. The assessment will deliver the following results:

- an assessment of the state of the environment and key environmental factors and trends, including those related to biodiversity, disaster risk management and climate change.
- an assessment of the main links between the state of the environment and economic development.
- an assessment of national environmental and climate change policy and legislation/regulations, institutions and capacities, and the involvement of civil society in environmental and climate change matters. When available, the team will use IDB's [Environmental Governance Indicators](#) Country Profiles and the [iGOPP: Index of Governance and Public Policy in Disaster Risk Management](#) to inform their work.
- An analysis of the main gender and diversity issues across development sectors in the country, drawing on survey data, country studies and administrative information. The team should collaborate closely with the IDBs gender and diversity division to inform their work in this area.
- an assessment of existing institutional arrangements for mainstreaming environmental and social matters at sector level;
- recommendations and, as far as possible, guidelines or criteria for mainstreaming environmental and social aspects in programming areas. These recommendations should support the preparation of the country strategy.

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Terms of Reference Template - Component II “Strengthening of governance systems for environmental and social sustainability”

*Activities to be carried out will be selected according to the selection and criteria defined in the TC document

Job Title: Strengthening institutional capacity for environmental and social sustainability consultant

Background

Established in 1959, the Inter-American Development Bank (IDB) is the main source of multilateral 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 member countries.

The IDBG has embraced sustainability as a core element of its work in Latin America and the Caribbean. To that end, the IDB has made a commitment to maximizing the positive environmental and social outcomes of our work (“do good”) while minimizing risks and negative impacts on people and the environment (“do no harm”). From the establishment of environmental and social policies, which proactively mainstream environmental and social sustainability, to their modernization into an integrated Environmental and Social Policy Framework (ESPF) that manages environmental and social risks in IDB operations, the IDB is making sure that both actions, the “do good” and the “do no harm”, are considered in its work.

IDB’s Mainstreaming Action Plan for Environmental and Social Sustainability focuses on IDB’s proactive action to maximize environmental and social outcomes. This focus is reflected in the “Update to the Institutional Strategy, Development Solutions that Reignite Growth and Improve Lives” (UIS) (AB-3190-2), which renews IDBG’s commitment to accelerate progress on gender equality, diversity, and inclusion; climate change and environmental sustainability; and institutional capacity and the rule of law in order to enhance IDB’s ability to mainstream these critical issues in meeting the region’s development challenges.

The IDB considers environmental and social challenges and opportunities in all areas of its work, including country strategies, sector strategies, and its operational program. The IDB’s value proposition relies on its capacity to provide member countries and clients tailored products, knowledge, and instruments (financial and non-financial) to address their specific challenges and conditions in all aspects of sustainability.

Background of this search: The [department/unit] is looking for a professional with expertise in [professional description] and proven experience in [indicate background] to [indicate activity/project/intervention to be performed].

The [department/unit] is currently working on [name of the activity/project/intervention] to support [borrowing member country]’s efforts to strengthening its institutional capacity for mainstreaming social and environmental sustainability in priority sectors.

The objective of this consultancy is to [describe objective and beneficiary public institution].

This consultancy will contribute to the achievement of the results of the IDB's Mainstreaming Action Plan for Environmental and Social Sustainability, specifically of those related to upstreaming and capacity building activities aimed at incorporating the environmental and social perspectives in the development processes of LAC countries.

The team's mission: [Describe the unit/department's mission].

What you'll do:

- [Indicate first responsibility]
- [Indicate second responsibility]
- [Indicate third responsibility]
- [Indicate fourth responsibility]

...

Deliverables: [enumerate the expected deliverables for this activity/project/intervention].

Payments timeline: [Only include payment schedules or percentages related to expected results].

Payment number and Percentage	Deliverable
1st. Payment [number]%	[Describe de deliverable and condition]
2nd. Payment [number]%	[Describe de deliverable and condition]
3rd. Payment [number]%	[Describe de deliverable and condition]
4th. Payment [number]%	[Describe de deliverable and condition]

What you'll need:

Citizenship:

- [for ***national PEC***] 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 PEC***] You are a citizen of one of our 48-member countries.

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: [describe/indicate required education]

Experience: [describe/indicate required experience]

Languages: [describe/indicate required languages]

Core and Technical Competencies:

Opportunity Summary:

- Type of contract and modality: [indicate type of contract and modality]
- Length of contract: [indicate length of contract]
- Starting date: [indicate the starting date]
- Location: [indicate the location of the consultancy]

- Responsible person: [indicate the responsible person]
- 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, LGBTQ+, 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 on 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.

HRD Terms of Reference, New Template 2018
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RG-T3671 **STRENGTHENING GOVERNANCE TOWARDS AN INCREASED MAINSTREAMING OF ENVIRONMENTAL AND SOCIAL SUSTAINABILITY**

CONSULTANCY: Design of ABC courses

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the main source of multilateral 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 member countries.
- 1.2. The IDBG has embraced sustainability as a core element of its work in Latin America and the Caribbean. To that end, the IDB has made a commitment to maximizing the positive environmental and social outcomes of our work (“do good”) while minimizing risks and negative impacts on people and the environment (“do no harm”). From the establishment of environmental and social policies, which proactively mainstream environmental and social³ sustainability, to their modernization into an integrated Environmental and Social Policy Framework (ESPF)⁴ that manages environmental and social risks in IDB operations, the IDB is making sure that both actions, the “do good” and the “do no harm”, are considered in its work.
- 1.3. IDB’s Mainstreaming Action Plan for Environmental and Social Sustainability focuses on IDB’s proactive action to maximize environmental and social outcomes. This focus is reflected in the [“Update to the Institutional Strategy, Development Solutions that Reignite Growth and Improve Lives”](#) (UIS) (AB-3190-2), which renews IDBG’s commitment to accelerate progress on gender equality, diversity, and inclusion; climate change and environmental sustainability; and institutional capacity and the rule of law in order to enhance IDB’s ability to mainstream these critical issues in meeting the region’s development challenges.
- 1.4. The IDB considers environmental and social challenges and opportunities in all areas of its work, including country strategies, sector strategies, and its operational program. The IDB’s value proposition relies on its capacity to provide member countries and clients tailored products, knowledge, and instruments (financial and non-financial) to address their specific challenges and conditions in all aspects of sustainability.
- 1.5. The Technical Cooperation “Strengthening Governance towards an Increased

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Mainstreaming of Environmental and Social Sustainability” contributes to the achievement of the Mainstreaming Action Plan’s results regarding upstreaming and capacity building activities aimed at incorporating the environmental and social perspectives in the development processes of LAC countries. The RG-T3671 TC includes the development of country diagnostic assessments of multiple dimensions of sustainability to inform dialogue with countries.

- 1.6. The Operations Learning Program, offered by Knowledge, Innovation and Communication Sector (KIC), is a cross-cutting IDB program that helps improve the Bank’s interventions, which support economic and social development in Latin America and the Caribbean, particularly Sovereign-Guaranteed lending operations. The program strengthens the technical capacity of IDB staff and its development partners in the region. It works with several Bank departments to create learning experiences that are relevant to the teams that prepare and implement development projects financed by the Bank. The program offers face-to-face workshops, online courses, courses guided by a tutor (Small Private Online Courses or SPOCs), and Massive Open Online Courses (MOOCs), among others.

2. The team’s mission:

To expand and improve the quality of the Bank’s operational and analytical work in considering the environmental and social sustainability dimensions in the development process of IDB’s member countries.

3. Consultancy objective(s):

- 3.1. The objective of this consultancy is to design the content of the ABC courses on gender, diversity, disaster risk management, natural capital, and biodiversity during 2020-2021 and content of support material such as infographics and country profiles. The development of these courses will be done as a team with the consultant and subject matter experts from the IDB (VPS and KIC).

4. What you’ll do (Main Activities):

- 4.1. Working in a team with the subject matter experts (SME), with other people involved in the course, and under the coordination of the IDB, the consultant will perform the following activities for the preparation of the course:

- Prepare proposals for analyzing training needs adapted to the particulars of each knowledge area and training modality.
- Prepare Learning Framework Documents (LFD), in coordination with subject matter experts (SMEs) and the program’s management.
- Prepare instructional design documents that reflect the pedagogical model and learning resources, in coordination with SMEs and the program’s management.
- Prepare training proposals in the program’s different thematic areas.

- Define learning objectives for courses and modules, in coordination with the team.
- Design the modular structure of each course and the type, sequence, and duration of learning resources and activities.
- Define strategies for the formative and summative assessment of each course, including, among others, designing open response assessments (ORA) and their corresponding rubrics.
- Ensure the pedagogical quality of each of the courses' training resources and, in general, any instructional materials needed to create an effective learning experience in the program.
- Ensure that courses are aligned with Quality Matters (QM) standards (i.e., ensure the alignment of the course's learning objectives, contents, activities, and assessments).
- Define and review the objectives, structure, and guided questions of instructional scripts for developing multimedia products (videos, podcasts, etc.), and review storyboards.
- Define and review the objectives, structure, and guided questions for developing readings, case studies, and practical exercises.
- Update pedagogical activities and materials according to any updates that there may be in each thematic area or the changing needs of the program's target population.
- Draft guidelines for participants to properly carry out course learning activities.
- Prepare metadata for the digital badge using the Operations Learning Program standards. Make sure the abilities and knowledge are appropriately addressed.
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- Prepare the course description and provide inputs for promotional activities.
- Review the appropriate use of the content terminology and acronyms of the course in the first edition and its translations to other languages.
- Review the appropriate diversity and inclusion approach in all course elements.
- Coordinate instructional design activities carried out by other instructional designers of the Operations Learning Program.
- Propose best practices in the field of instructional design and provide innovative approaches in this area to ensure the program's continuous improvement.

4.2. Once the courses are finished, the instructional designer will assist in the evaluation of the pilot course by following up on its development. After completion, the consultant will

implement modifications agreed during revision and evaluation by the IDB.

4.3. To accomplish their objectives, the consultant will be provided with the following material

- Participant profile;
- Background information on the course topic;
- Technical inputs

5. Deliverables and Payments timeline:

The consultant must provide the following deliverables for each course.

- 5.1. Learning Framework Document approved, including learning objectives, target audience, length of the course, required dedication for the participants, type of resources, assessment strategy and other instructional elements.
- 5.2. Learning content with pedagogical instructions approved: including course and modules titles, descriptions of general and specific objectives, pedagogical logic and descriptions of the content for each module, such as activities, materials, infographics, scripts, and formative and summative assessment of each module.
- 5.3. Operations Learning Program pedagogical quality rubric approved. This tool helps make sure that courses align with Program and Quality Matters (QM) standards.

The final deliverables must be presented in Microsoft Office format.

6. Payment schedule:

It will make every payment after received each course designed. The consultant must deliver the three main products for each course described above.

7. What you'll need:

Citizenship:

- You are a citizen of one of our 48-member countries.

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: At a minimum, an undergraduate degree, preferably in pedagogy, education, psychology, or related fields. Master's Degree desirable

Experience: At least 5 years of professional experience, including at least 2 years of experience as an instructional designer. Experience in remote education aimed at public or private sector officials is required.

Languages: Excellent written and spoken English and Spanish.

8. Opportunity Summary:

- **Consultancy category and modality:** Products and External Services Contractual (PEC), Lump Sum.
- **Length of Contract:** 18 months.
- **Starting date:** February 2021.
- **Location:** The contractual will provide services from his/her place of work, with a high level of interaction with the project team via /phone internet. It may include 1 travel mission to headquarters in the event he/she is required to work directly with staff.
- **Responsible person:** Claudia Useche, Senior Knowledge and Learning Specialist (KIC/KLD).

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

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RG-T3671. STRENGTHENING GOVERNANCE TOWARDS AN INCREASED MAINSTREAMING OF ENVIRONMENTAL AND SOCIAL SUSTAINABILITY

CONSULTANCY: GRAPHIC DESIGN OF ABC COURSES

Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the main source of multilateral 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 member countries.
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development processes of LAC countries. The RG-T3671 TC includes the development of country diagnostic assessments of multiple dimensions of sustainability to inform dialogue with countries.

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2. The team's mission:

To expand and improve the quality of the Bank's operational and analytical work in considering the environmental and social sustainability dimensions in the development process of IDB's member countries.

3. Consultancy objective(s):

- 3.1. The objective of this consultancy is to develop the graphic content of the ABC courses on gender, diversity, disaster risk management, natural capital, and biodiversity during 2020-2021 and graphic design of support material such as infographics and country profiles. The development of these courses will be done as a team with the consultant and subject matter experts from the IDB (VPS and KIC).

4. What you'll do (Main Activities):

The consultant will produce videos, illustrated images and promotional banners related to the New IDB's Environmental and Social Policy Framework, for both the internal and external audience, and in the three languages: English, Spanish and Portuguese.

The activities and responsibilities include, but are not limited to:

- Participate in coordination meetings.
- Follow the quality standards determined by the Operations Learning Program on videos post-production and readings layout. The Bank will grant access to the quality standards of the program.
- Follow the instructions to incorporate text, images and animations included in each video's instructional script.
- Develop, together with the program's team, a graphic style for the edition and layout (Brandbook).
- Develop, together with the program's team, a deliveries schedule.
- All products must have an initial and ending screen, according to the defined style.
- Interactively develop the process together with program's team.
- Include changes requested by the program's team, for both videos and readings.
- Verify all products delivered for review and validation by the program's team, include all the required changes. The Bank will grant a reviewing check list.
- Make sure all products delivered do not have any typos and spelling mistakes.

Deliverables characteristics

Videos: Animated videos developed in different languages, considering:

- Provide a link to the first version of every edited video (Youtube or private link), allowing the program's team to review and validate.
- Create consecutive versions including all changes requested by the program's team.
- Include opening screens from the Operations Learning Program and the Project Learning Academy in every final version of the videos.
- The final version of the videos will be delivered in the three different formats detailed next:
 - **Format 1:**
 - QuickTime Movie (MOV) – Maximum Render Quality.
 - Dimensions: 1920 x 1080 (FullHD 1080p).
 - Codec: H.264.
 - **Format 2:**
 - YouTube generated compressed file (MP4) – This file, which corresponds to the final version, must be downloaded from YouTube.
 - Dimensions: 1080p.
 - Codec: H.264.
 - **Format 3:**
 - Source files (Adobe Premiere Files) for all videos, including images, links, videos and supporting animations, music and audios, and any other additional resources used during the project, except for material provided by the Program.

Banners: Promotional banners developed in different dimensions and languages, which need to consider the following guidelines:

- Guidelines established in the course identity manual.
- Four (4) promotional banner proposals, where the editor will try different colors and designs, for them to be approved by the program's team.
- Once the final design for both the internal and external audience promotional banners is approved, these should be developed according to the following requirements and adjusting the content to the several languages of the course (SP-EN-PT-FR).

Banner	Audience	Size (px)	Format
Banner SuccessFactors	Internal	180 x 180 pixels	JPG
Banner INDES 1	External	257 x 79	JPG
Banner INDES 2	External	1280 x 292	JPG
Banner INDES 3	External	258 x 172	JPG
Eportal desktop/laptop	Internal	573 x 247	JPG
Eportal smartphone	Internal	420 x 160	JPG
Infolinks	Internal	410 x 600	JPG
Banner Operations Learning Program	Internal	1920 x 370	JPG

Banner Operations Learning Program 2	Internal	1920x438	JPG
Operations Learning Program calendar	Internal	345 x 237	JPG
Banner edX 1	External	1134 x 675	JPG
Banner edX 2	External	1440 x 260	JPG
Thumbnail edX	External	378 x 225	JPG
Facebook banner 1.	External	1200 x 1200	JPG
Facebook banner 2.	External	1280 x 630	JPG
Twitter banner 1	External	590 x 295	JPG
Twitter banner 2	External	590 x 295	JPG
Thumbnail edX	External	1280 x 720	JPG

- All banners must be developed by the objective they follow (internal or external promotion), and the platform where they will be used (INDES Website, OLP Website, edX or Social Media).
- Include the Operations Learning Program and Project Learning Academy Program logo in the banner's final version.
- Be developed according to the program's team guidelines.

Course images: Illustrated images for each course in different languages, which need to consider the following:

- Guidelines established by the course identity manual.
- Be developed by the objective they follow, and the platform where they will be used.
- Be developed according to the technical's team guidelines.

Deliverables and payment schedule:

The payments will be made by product delivered and to the Bank's satisfaction according to the following specifications:

- Up to XX minutes of adjusted (typos, changes, screens) animated videos.
- Up to XX content and promotional banners.
- Up to XX illustrated images for the theoretical development of the course modules.
- Creation of a "Look&feel" for the course resources.

9. Payment schedule:

It will make payment after received every product under IDB satisfaction.

10. What you'll need:

Citizenship:

- You are a citizen of one of our 48-member countries.

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: Graduated in graphic design, animation, or audiovisual post-production.

Experience: A minimum of 5 years' experience in animation, graphic design, video edition, and illustrated products creation.

Languages: Excellent written and spoken Spanish. Knowledge of English would be desirable.

11. Opportunity Summary:

- **Consultancy category and modality:** Products and External Services Contractual (PEC), Lump Sum.
- **Length of Contract:** 18 months.
- **Starting date:** February 2021.
- **Location:** The contractual will provide services from his/her place of work, with a high level of interaction with the project team via /phone internet. It may include 1 travel mission to headquarters in the event he/she is required to work directly with staff.
- **Responsible person:** Claudia Useche, Senior Knowledge and Learning Specialist (KIC/KLD).
- **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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REGIONAL

RG-T3671

STRENGTHENING GOVERNANCE TOWARDS AN INCREASED MAINSTREAMING OF ENVIRONMENTAL AND SOCIAL SUSTAINABILITY

CONSULTANCY: TRANSLATIONS OF ABC COURSES

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the main source of multilateral 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 member countries.
- 1.2. The IDBG has embraced sustainability as a core element of its work in Latin America and the Caribbean. To that end, the IDB has made a commitment to maximizing the positive environmental and social outcomes of our work (“do good”) while minimizing risks and negative impacts on people and the environment (“do no harm”). From the establishment of environmental and social policies, which proactively mainstream environmental and social sustainability, to their modernization into an integrated Environmental and Social Policy Framework (ESPF)⁸ that manages environmental and social risks in IDB operations, the IDB is making sure that both actions, the “do good” and the “do no harm”, are considered in its work.
- 1.3. IDB’s Mainstreaming Action Plan for Environmental and Social Sustainability focuses on IDB’s proactive action to maximize environmental and social outcomes. This focus is reflected in the [“Update to the Institutional Strategy, Development Solutions that Reignite Growth and Improve Lives”](#) (UIS) (AB-3190-2), which renews IDBG’s commitment to accelerate progress on gender equality, diversity, and inclusion; climate change and environmental sustainability; and institutional capacity and the rule of law in order to enhance IDB’s ability to mainstream these critical issues in meeting the region’s development challenges.
- 1.4. The IDB considers environmental and social challenges and opportunities in all areas of its work, including country strategies, sector strategies, and its operational program. The IDB’s value proposition relies on its capacity to provide member countries and clients tailored products, knowledge, and instruments (financial and non-financial) to address their specific challenges and conditions in all aspects of sustainability.
- 1.5. The Technical Cooperation “Strengthening Governance towards an Increased

⁷ For the purpose of this document social sustainability is sociocultural, which entails, besides consideration of how IDB-financed activities affect people in terms of poverty, equity, social cohesion, diversity, and quality of life, the recognition that there are different cultures with distinct beliefs systems, different social organizations, distinct economic systems, territorial management, among others.

⁸ The ESPF is currently in preparation. When it goes into effect in 2021, the ESPF will supersede, with the exception of their mainstreaming aspects, IDB’s environmental and social policies.

Mainstreaming of Environmental and Social Sustainability” contributes to the achievement of the Mainstreaming Action Plan’s results regarding upstreaming and capacity building activities aimed at incorporating the environmental and social perspectives in the development processes of LAC countries. The RG-T3671 TC includes the development of country diagnostic assessments of multiple dimensions of sustainability to inform dialogue with countries.

- 1.6. The Operations Learning Program, offered by Knowledge, Innovation and Communication Sector (KIC), is a cross-cutting IDB program that helps improve the Bank’s interventions, which support economic and social development in Latin America and the Caribbean, particularly Sovereign-Guaranteed lending operations. The program strengthens the technical capacity of IDB staff and its development partners in the region. It works with several Bank departments to create learning experiences that are relevant to the teams that prepare and implement development projects financed by the Bank. The program offers face-to-face workshops, online courses, courses guided by a tutor (Small Private Online Courses or SPOCs), and Massive Open Online Courses (MOOCs), among others.

2. The team’s mission:

To expand and improve the quality of the Bank’s operational and analytical work in considering the environmental and social sustainability dimensions in the development process of IDB’s member countries.

3. Consultancy objective(s):

The objective of this consultancy is to translate the content (Spanish to English or English to Spanish) of the ABC courses on gender, diversity, disaster risk management, natural capital, and biodiversity during 2020-2021. The content also includes graphic support materials, such as infographics and country profiles. The development of the deliverables for this project will be supported by a team of consultants and subject matter experts from the IDB (VPS and KIC).

- Content editing includes spelling, grammar, and style checking. By content, we refer to:
 - Descriptions
 - Readings
 - Interactive exercises
 - Video scripts
 - Video subtitles
 - Infographics
 - Banners
 - Evaluative and summative questionnaires
 - Other similar documents
- Follow the IDB quality standards regarding accessibility when creating products. In other words, the products must be - as far as possible - accessible to all audiences (for example, accessible to people with vision impairment).
- Use simple and precise language for the translating and editing the content. Language must be understandable to the general Spanish and English-speaking public. Likewise, it must take into consideration the use of technical language as recommended by content experts.
- Correct spelling and grammar of the course contents and their respective updates, following the guidelines of the Royal Academy of the Spanish Language and the IDB.

- Edit the style of content following the guidelines of the Royal Academy of the Spanish Language and Latin American Spanish for content in Spanish, and American English for content in English.
- All content must be edited in .docx files. If the original .docx file is not found, the editor should create a .docx document. The track changes tool must be activated when editing the document.
- In case of doubts related to the meaning of specific concepts, use of synonyms or other general doubts, the editor must inform the IDB to resolve them. Doubts can be identified and explained by the editor using track changes.
- Send the translated or edited documents through the program's SharePoint. If Sharepoint does not work, you can use WeTransfer, or Dropbox, in case the teams have a Dropbox account. The use of a system other than SharePoint to share documents must have the approval of the IDB team.

Deliverables and Payment Schedule:

Words translated or edited in Spanish/English in .docx (Microsoft Word) documents, Other Microsoft Office programs may be required.

Payment will be made per word translated or edited up to a maximum of XXX thousand words.

4. What you will need:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **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:** Bachelor's degree in communications, writing, literature, translation, content creations and edition, or related fields.
- **Experience:** 5 years of demonstrable experience in editing and proofreading content in Spanish and English in Latin America and the Caribbean. Work experience in international organizations or similar desirable.
- **Languages:** English and Spanish required.

5. Core and Technical Competencies:

- Excellent spelling and content writing.
- Ability to analyze and understand content.
- Commitment to deadlines.
- Availability to support the team in crucial processes for the development of the course.

6. Opportunity Summary:

- **Consultancy category and modality:** Products and External Services Contractual (PEC), Lump Sum.
- **Length of Contract:** xx months.
- **Starting date:** xx.
- **Location:** The contractual will provide services from his/her place of work, with a high level of interaction with the project team via /phone internet. It may include 1 travel mission to headquarters in the event he/she is required to work directly with staff.
- **Responsible person:** Claudia Useche, Senior Knowledge and Learning Specialist (KIC/KLD).
- **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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CONSULTANCY: Knowledge Product Coordination of ABC courses

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (IDB) is the main source of multilateral 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 member countries.
- 1.2. The IDBG has embraced sustainability as a core element of its work in Latin America and the Caribbean. To that end, the IDB has made a commitment to maximizing the positive environmental and social outcomes of our work (“do good”) while minimizing risks and negative impacts on people and the environment (“do no harm”). From the establishment of environmental and social policies, which proactively mainstream environmental and social^{2F2F}⁹ sustainability, to their modernization into an integrated Environmental and Social Policy Framework (ESPF)^{3F3F}¹⁰ that manages environmental and social risks in IDB operations, the IDB is making sure that both actions, the “do good” and the “do no harm”, are considered in its work.
- 1.3. IDB’s Mainstreaming Action Plan for Environmental and Social Sustainability focuses on IDB’s proactive action to maximize environmental and social outcomes. This focus is reflected in the [“Update to the Institutional Strategy, Development Solutions that Reignite Growth and Improve Lives”](#) (UIS) (AB-3190-2), which renews IDBG’s commitment to accelerate progress on gender equality, diversity, and inclusion; climate change and environmental sustainability; and institutional capacity and the rule of law in order to enhance IDB’s ability to mainstream these critical issues in meeting the region’s development challenges.
- 1.4. The IDB considers environmental and social challenges and opportunities in all areas of its work, including country strategies, sector strategies, and its operational program. The IDB’s value proposition relies on its capacity to provide member countries and clients tailored products, knowledge, and instruments (financial and non-financial) to address their specific challenges and conditions in all aspects of sustainability.
- 1.5. The Technical Cooperation “Strengthening Governance towards an Increased Mainstreaming of Environmental and Social Sustainability” contributes to the achievement of the Mainstreaming Action Plan’s results regarding upstreaming and capacity building activities aimed at incorporating the environmental and social perspectives in the development processes of LAC countries. The RG-T3671 TC includes the development of country diagnostic assessments of multiple dimensions of sustainability to inform dialogue with countries.
- 1.6. The Operations Learning Program, offered by Knowledge, Innovation and Communication Sector (KIC), is a cross-cutting IDB program that helps improve the Bank’s interventions, which support economic and social development in Latin America and the Caribbean, particularly Sovereign-Guaranteed lending operations. The program strengthens the technical capacity of IDB staff and its development partners in the region. It works with

⁹ For the purpose of this document social sustainability is sociocultural, which entails, besides consideration of how IDB-financed activities affect people in terms of poverty, equity, social cohesion, diversity, and quality of life, the recognition that there are different cultures with distinct beliefs systems, different social organizations, distinct economic systems, territorial management, among others.

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several Bank departments to create learning experiences that are relevant to the teams that prepare and implement development projects financed by the Bank. The program offers face-to-face workshops, online courses, courses guided by a tutor (Small Private Online Courses or SPOCs), and Massive Open Online Courses (MOOCs), among others.

2. The team's mission:

- 2.1. To expand and improve the quality of the Bank's operational and analytical work in considering the environmental and social sustainability dimensions in the development process of IDB's member countries.

3. Consultancy objective(s):

- 3.1. The objective of this consultancy is to support design, production, implementation, and evaluation of the ABC courses on gender, diversity, disaster risk management, natural capital, and biodiversity during 2021 and content of support material such as infographics and country profiles. The development of these courses will be done as a team with the consultant and subject matter experts from the IDB (VPS and KIC).

4. What you'll do (Main Activities):

Working in a team and under the coordination of the IDB, the consultant will perform the following activities for the preparation of the course:

- Create or update planning for learning courses projects
- Create or update information about our programs' training selection on the Bank's knowledge management platform (SuccessFactors): items, offerings, learning packages, surveys, participant registration, badges, and certificates, among others
- Review and guarantee the quality of the contents of learning resources, such as videos, readings, and infographics
- Coordinate the creation or update of virtual platforms for internal and external courses or other learning resources, ensuring their appropriate configuration
- Participate in the design of work sessions, prepare agendas, invitations, participant registration, and other logistic aspects.
- Coordinate scheduled workshops with the logistics team or the Bank's Country Offices in the region
- Prepare descriptions of the program's knowledge products to facilitate their dissemination among the audience
- Update the contents of the Operations Learning Program website relative to his training.
- Prepare the necessary information for issuing digital credentials. It includes making sure badge quality, coordination of test of every emission, record of the participant's information, and control of emissions.
- Review information inconsistencies that may arise in SuccessFactors about this training.
- Prepare performance reports that allow for learning from experience and making continuous improvements
- All other activities that may be necessary to achieve the consultancy's objectives

5. Deliverables and Payments timeline:

Delivering a report ABC course progress monthly. It should include each course's planning

performance, the main risks that could impact the courses' scope, time, cost, and quality.

The final deliverables must be presented in Microsoft Office format

6. Payment schedule:

It will make every payment after received the consultant report under IDB satisfaction.

What you'll need:

Citizenship:

- You are a citizen of one of our 48-member countries.

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: Bachelor of Arts, communications, international relations, management, or other related fields. Master's degree desirable.

Experience: At least 3 years of professional experience, including at least 1 years of experience in event coordination. Experience with multilateral organizations is desirable.

Languages: Excellent written and spoken English. Knowledge of Spanish would be desirable.

Core and Technical Competencies: Instructional design, teaching online; project planning and management; integration within multidisciplinary and remote teams.

7. Opportunity Summary:

- **Consultancy category and modality:** Products and External Services Contractual (PEC), Lump Sum.
- **Length of Contract:** 24 months.
- **Starting date:** February 2021.
- **Location:** The contractual will provide services from his/her place of work, with a high level of interaction with the project team via /phone internet. It may include 1 travel mission to headquarters in the event he/she is required to work directly with staff.
- **Responsible person:** Claudia Useche, Senior Knowledge and Learning Specialist (KIC/KLD).
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DRAFT/BORRADOR