

## **HRD Terms of Reference**

### **Consultants**

#### ***Knowledge and Learning + Logistic Support + Consultant*** **Operation #: RG-T3450**

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

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

There is a need for guaranteeing that AI is deployed responsibly and for making sure that policymakers have best practices and resources for effective decision-making in times of AI disruption. LAC governments must therefore develop capacity to confront these ethical issues if they are to implement AI technologies in a responsible and effective manner. The IDB, starting with the Department of the Social Sector, wants to develop analytic and practical skills to support the ethical and widespread use of AI for the provision of social services<sup>1</sup>. It will propose the foundations to improve LAC governments’ capacity building on AI-related issues, help establish a group of likeminded practitioners and experts, and will provide the IDB with the ability to serve as a space where new AI-based solutions can be assessed together with LAC governments with an eye towards ultimately scaling to policy.

#### **The team:**

The objective of this consultancy is to provide operational and analytical support to the design and implementation of the fAIr LAC initiative that aims to support the expansion of responsible AI for social impact in LAC.

#### **What you’ll do:**

- Coordinate with SCL Front Office and team members in the preparation of knowledge products on responsible AI for social impact.
- Provide support for SCL in the design and implementation of projects and initiatives addressing responsible AI through the fAIr LAC initiative.
- Provide support for the monitoring of operational and knowledge products in convergence.
- Support in the organization of workshops and other activities related to capacity building and raising awareness on AI for social impact.
- Engage in other activities agreed during the consultancy and coordinated by supervisor.

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<sup>1</sup> This work will relate to the Principles for Digital Development that the IDB has endorsed ([www.digitalprinciples.org](http://www.digitalprinciples.org)).

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#### **Skills you'll need:**

**Education:** Master's degree or equivalent in economics, development, public policy or any other related field.

**Experience:** 5 years of experience in project management including engagement with government officials and civil society.

**Languages:** Excellent oral and written communications skills in English and Spanish.

#### **Core and Technical Competencies:**

- Project management including engagement with government officials.
- Independent research in a recognized university, international organization, research center or government agency; experience in applied econometrics methods.
- Knowledge of digital tools, for social impact

#### **Opportunity Summary:**

- Type of contract and modality: Consultant.
- Length of contract: 18 months
- Location: Headquarters, Washington, DC, United States of America.
- Responsible person: Lead Specialist (SCL/SCL).
- 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:** Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

**About us:** At the Inter-American Development Bank, we're devoted 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.

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

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

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**Diversity:** The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, and religion. We encourage women, Afro-descendants and persons of indigenous origins to apply.

## **Regional SCL**

### **Developing and testing a evaluation tools for data-driven and AI products**

#### **Terms of Reference**

##### **Context**

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

In this context, through its technical cooperation scheme, the Bank is supporting the advancement of the ethical use of technology, in particular, Artificial Intelligence (AI), to help solve pressing social issues in the region. AI has become one of the most promising technologies to advance social and economic development, allowing for more efficient processes, democratized access to social services, and more effective decision making both in the public and private sectors.

However, the use of AI can also amplify risks to data privacy and human rights, and thus responsible and ethical principles must be engrained in the design of predictive AI models, especially those that have a direct impact on human lives.

While some governments and impact-driven companies are beginning to adapt AI-based technologies in LAC, there is a general lack of awareness, capacities, institutional collaboration, and ethical protocols in the region. This lack is resulting not only in decreased competitiveness, but also in a loss of the potential benefits AI can bring to the social realm. In order to support the region in advancing the responsible use of AI for social impact, it is necessary to contract Consulting Services with the capacity to study the status of AI in the LAC, identifying key players and creating a repository of best practices.

##### **Objectives of the Consultancy**

The general objectives of the consultancy are to:

##### **Evaluation tool for ethical assessment**

- Develop an evaluation tool for ethical assessment for IDB AI-related projects using best practices. This system will include an evaluation mechanism with a 4-step

ethical review system involving: self-evaluation, pre-screening with an ethics check, an ethics assessment, and agile evaluation.

### **Pilot algorithm audit**

- Carry out algorithmic audits for IDB AI-related projects that ranked high risk in the evaluation tool

### **Main activities:**

The consulting firm must implement the following activities:

- 1) Design and development of an evaluation tool for ethical assessment for IDB AI-related projects incorporating self-evaluation, pre-screening, ethics assessment, and agile evaluation.
- 2) Test the evaluation tool for ethical assessment for IDB AI-related projects in 3 – 5 internal use cases and adjust the tool as necessary.
- 3) Coordinate and lead 2 trainings with relevant internal teams at IDB on the evaluation tool for ethical assessment for IDB AI-related projects
  - Carry out algorithm audits for 3 IDB AI-related projects that ranked high risk in the evaluation tool
- 4) Train IDB teams in understanding the process of algorithm evaluation, procurement, and implementing recommendations.
- 5) Prepare a final report incorporating findings and recommendations on ethical evaluation tools and algorithmic evaluation for the IDB.

### **Deliverables**

- **Product 1:** An evaluation tool for ethical assessment for IDB AI-related projects including: self-evaluation, pre-screening with ethics check, full ethics assessment, and agile evaluation.
- **Product 2:** Reports on Internal testing within IDB using toolkit on 5 projects, with documentation on adjustments to the ethical review and rapid evaluation system made in response to each trial.
- **Product 3:** 2 In-person trainings with key IDB staff who will use the evaluation tool for ethical assessment for IDB AI-related projects as well as 2 Webinar trainings.
- **Product 4:** Algorithmic audits for 3 IDB AI-related projects that ranked high risk in the evaluation tool
- **Product 5:** one in-person training with IDB teams on understanding the process of algorithm evaluation, procurement, and implementing recommendations, in addition to 1 webinar on the same topic.

- **Product 6:** Final report with findings and recommendations on ethical evaluation tools and algorithm evaluation for the IDB.

### **Time frame**

By month 3: Products 1 and 2

By month 6: Product 3

By month: 12: Product 4

By month 15: Product 5

By month 18: Final report

### **Payment calendar**

- 20% after the presentation of the working plan
- 25% after the presentation of the evaluation assessment toolkit (Product 1)
- 20% after the testing of the evaluation assessment toolkit and training of IDB teams (Product 2 and Product 3)
- 25% after the three algorithmic evaluation reports (Product 4)
- 10% after training of IDB on process of algorithm evaluation (Product 5) and the final report (Product 6)

### **Experience of the consulting firm**

- The consultancy has to have at least 5 years of experience in the field of digitalization, digital economy, and exponential technologies.
- Experience in the analysis of innovation ecosystems, peer knowledge networks, data-driven innovation processes, and AI for Impact.

## **1. Minimal skills and profile of the consulting team**

### **1.1 Senior consultant**

- Professional background: Masters Degree in technology and or policy-related fields and/or more than 14 years of experience in the subject.
- Professional Experience:
  - At at least 10 years of work in jobs related to ITCs and social development.
  - At least 5 years of work in jobs related to the creation of peer networks
  - At least 5 years of work in jobs related to data and innovation
  - Experience assessing the status of AI ecosystems in developing countries
  - At least 10 years of work in jobs related to the generation of knowledge and learning platforms
- Languages: 100% written and oral English and Spanish
- Other skills: Leadership, inclusiveness, people-oriented, good communication, problem-solving, agility, and community integrator.

## 1.2 Policy Consultant

- Professional formation: Master's degree in technology and/or policy related fields and/or more than 14 years of experience in the subject.
- Professional Experience:
  - At at least 5 years of work in jobs related to ITCs and social impact.
  - At least 5 years of work in jobs related to the creation of peer networks
  - At least 5 years of work in jobs related to data and innovation
  - Experience assessing the status of AI ecosystems in developing countries
  - At least 10 years of work in jobs related to the generation of knowledge and learning platforms
- Languages: 100% written and oral English and Spanish
- Other skills: Leadership, inclusiveness, people-oriented, good communication, problem-solving, agility, and community integrator.

## 1.3 Research Assistant

- Professional formation: Undergraduate Degree
- Professional Experience:
  - At at least 1 year of work in jobs related to the digital economy, social sciences, ITCs and or social development.
  - At least 5 years of work in jobs related to the creation of peer networks
  - At least 5 years of work in jobs related to data and innovation
  - Experience assessing the status of AI ecosystems in developing countries
  - At least 10 years of work in jobs related to the generation of knowledge and learning platforms
- Languages: 100% written and oral English and Spanish
- Other skills: Leadership, inclusiveness, people-oriented, good communication, problem-solving, agility, and community integrator.

## Characteristics of the Consultancy

- **Category and modality:** Consulting firm
- **Duration of the contract:** 24 months
- **Location of Work:** External consultancy
- **Division Leader or Coordinator:** xxx

**Payment and conditions:** The compensation will be determined based on the policies and procedures of the Bank. Additionally, the candidates should be citizens of one of the member countries of the Bank.

**Consanguinity:** Based on the policies of the Bank, the candidates with family members (including fourth degree of consanguinity and second degree of affinity)

## **Regional SCL**

### **Terms of Reference**

#### ***Mapping study on the situation of AI in LAC and developing a Repository of AI for Social Good Use Cases and webpage***

### **Context**

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

In this context, through its technical cooperation scheme, the Bank is supporting the advancement of the ethical use of technology, in particular, Artificial Intelligence (AI), to help solve pressing social issues in the region. AI has become one of the most promising technologies to advance social and economic development, allowing for more efficient processes, democratizing access to social services and creating more effective decision making both in the public and private sectors.

However, the use of AI can also help amplify risks in terms of data privacy and human rights and thus responsible and ethical principles have to be engrained in the design of AI predictive models, especially those that have a direct impact on human lives.

Even though some governments and impact-driven companies are starting to adapt AI-based technologies in LAC, there is a general lack of awareness, capacities, institutional collaborations, and ethical protocols in the region that is not only resulting in a lack of competitiveness but in a loss in the potential benefits AI can bring to the social realm. In order to support the region in advancing the responsible use of AI for social impact, it is necessary to contract Services of Consulting that can study the status of AI in the LAC, identifying key players and create a repository of best practices.

### **Objectives of the Consultancy**

The general objectives of the consultancy are to:

- Analyze the status of AI for impact in different countries of LAC, provide a deeper understanding of the main players and local strategies in this field, generate

insights on the maturity level of AI policies, regulations, AI ethical protocols and identify best use cases of AI for good (with a special focus on AI for better social services).

- Develop a digital repository (digital platform or web page) of best practices and use cases that fosters a better understanding of AI's potential to solve pressing social challenges while emphasizing the need to integrate ethical and responsible protocols in its design and development.
- Foster knowledge transfers between key institutions in the region through online webinars that allow for a showcasing of best practices, lessons learned, opportunities and challenges in the deployment of responsible, ethical and human rights-centered AI for social impact.

### **Main activities:**

The Consultancy firm must design and develop an analysis on the status of AI for Impact in the region that maps key players, best practices, AI policies, regulations and ethical protocols in this field which will lay the foundations to identify potential collaborations with relevant stakeholders in the region and map successful use cases that can be replicated and scaled. Insights on what countries are more advanced in the field must be included as part of the study. Furthermore, the consultancy firm must use the information included in the analysis to develop a digital repository that showcases: key institutions, use cases and resources on AI for impact. This digital repository must serve as an educational tool and a knowledge transfer platform for practitioners and decision makers in the region.

The consulting firm must implement the following activities:

- 1) Development of a report that maps, analyses the status of AI for impact in the region (including the components mentioned above) from 10-12 countries in LAC and draws insights from findings.
- 2) Conceptual design, content creation and technical development of an online digital repository that includes mapped actors and use cases included in the Report. This digital repository should become a tool to promote inter-regional collaborations and a peer knowledge transfer network.
- 3) Implementation of an outreach strategy to introduce the digital platform to at least 50 main key players of the region to promote its use and dissemination.
- 4) Coordination of 3-5 online webinars among peers of the mapped institutions that are part of the repository to foster cross- country knowledge transfers among key players in the region.

- 5) Repository management: Updating the digital repository and adding additional content for 12 months.

### **Deliverables**

- **Product 1:** A preliminary report (draft) that includes the mapping and analysis of the status of AI for impact in the region including: key players, best practices, AI policies, AI regulations, ethical protocols and best cases. (From 10 to 12 countries in LAC)
- **Product 2:** A digital repository (in the form of a digital platform or webpage) that showcases key institutions and best use cases of AI for impact in the region.
- **Product 3:** A final report that includes the mapping and analysis of the status of AI for impact in the region including: key players, best practices, AI policies, AI regulations, ethical protocols, and best cases.
- **Product 4:** 3 to 5 online webinars that include as participants key institutions that are part of the repository.
- **Product 5:** A final report that includes number and names of actors contacted for the outreach strategy and a summary of new content additions to the repository.

### **Time frame**

By month 3: Product 1

By month 6: Product 2

By month: 8: Product 3

By month 16: Product 4

By month 18: Product 5

### **Payment calendar**

- 30% after the presentation of the working plan
- 30% after the presentation of the draft report (Product 1)
- 20% after the presentation and approval of the digital repository (Product 2)
- 10% after the presentation and approval of the final report (Product 3)
- 10% after the presentation of the report (Product 4) and the implementation of 2-3 webinars (Product 5)

### **Experience of the consulting firm**

- The consultancy firm has to have at least 5 years of experience in the field of digitalization, digital economy and exponential technologies.
- Experience in the analysis of innovation ecosystems, peer knowledge networks, data-driven innovation processes and AI for Impact.

## **Minimal skills and profile of the consulting team**

### **1.1 Lead consultant**

- Professional formation: Masters Degree in technology and or policy related fields and/or more than 14 years of experience in the subject.
- Professional Experience:
  - From 5 to 10 years of work in jobs related to ITCs and social impact.
  - At least 5 years of work in jobs related to the creation of peer networks
  - At least 5 years of work in jobs related to data and innovation
  - Experience assessing the status of AI ecosystems in developing countries
  - At least 10 years of work in jobs related to the generation of knowledge and learning platforms
- Languages: 100% written and oral English and Spanish
- Other skills: Leadership, inclusiveness, people-oriented, good communication, problem-solving, agility, and community integrator.

### **1.2 Policy Consultant**

- Professional formation: Masters Degree in technology and or policy related fields and/or more than 14 years of experience in the subject.
- Professional Experience:
  - At at least 5 years of work in jobs related to ITCs and social impact.
  - At least 5 years of work in jobs related to the creation of peer networks
  - At least 5 years of work in jobs related to data and innovation
  - Experience assessing the status of AI ecosystems in developing countries
  - At least 10 years of work in jobs related to the generation of knowledge and learning platforms
- Languages: 100% written and oral English and Spanish
- Other skills: Leadership, inclusiveness, people-oriented, good communication, problem-solving, agility, and community integrator.

### **1.3 Research Assistant**

- Professional formation: Undergraduate Degree
- Professional Experience:
  - At at least 1 year of work in jobs related to the digital economy, social sciences, ITCs and or social development.
  - At least 5 years of work in jobs related to the creation of peer networks
  - At least 5 years of work in jobs related to data and innovation
  - Experience assessing the status of AI ecosystems in developing countries
  - At least 10 years of work in jobs related to the generation of knowledge and learning platforms

- Languages: 100% written and oral English and Spanish
- Other skills: Leadership, inclusiveness, people-oriented, good communication, problem-solving, agility, and community integrator.

#### **Characteristics of the Consultancy**

- **Category and modality:** Consulting firm
- **Duration of the contract:** 18 months
- **Location of Work:** External consultancy
- **Division Leader or Coordinator:** César Buenadicha

**Payment and conditions:** The compensation will be determined based on the policies and procedures of the Bank. Additionally, the candidates should be citizens of one of the member countries of the Bank.

**Consanguinity:** Based on the policies of the Bank, the candidates with family members (including fourth degree of consanguinity and second degree of affinity).