

HRD Terms of Reference,

Consultants

Department _____

Regional Policy Dialogue Communication and logistics Consultant

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 Regional Policy Dialogue of the Inter-American Development Bank aims at promoting a high-level dialogue between the borrowing member countries and Bank officials. The Bank has identified eighteen networks in which the countries of Latin America and the Caribbean can share experiences, learn about practices outside the region, and explore opportunities for regional cooperation in matters that are critical for their participation in an increasingly globalized economy. As a result, government officials who are responsible for decision-making and public policy design from the 26 countries of Latin America and the Caribbean meet several times a year and participate in the Regional Policy Dialogue’s specialized areas, or networks.

Objectives

Support the organization of the Regional Meeting " _____ " in its communicational, content and logistical aspects, according to the needs of its development.

Activities

- Review the list of experts on the topics of the Regional Meeting, complete it and contact the experts to verify your interest in participating in the event.
- Prepare the dissemination materials that will be distributed to the participants of the Seminar.
- Collaborate in the registration and dissemination of the event.
- Develop a summary of the main agreements, proposals and discussions of the seminar, which serve as an input for the closing of the event.

Deliverable

- Summary of the main agreements, proposals and discussions of the seminar, which serve as an input for the closing of the event.

Qualifications

- Academic: Bachelor's Degree in social sciences, Communications or similar area.
- Languages: Proficiency in Spanish and English.
- He/she should be able to use the latest techniques in communication and dissemination tools to better reach and disseminate RPD’s material to target audience.

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Opportunity Summary

- Type of contract:
- Length of contract:
- Starting date:
- Location:
- 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 members 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

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

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

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Department -----

Regional Policy Dialogue Speaker Consultant

Background

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Objective

The objective is to provide participants in the political dialogue with an appreciation of the impact of the program that _____ has had on _____ and other countries in the region and how communities can and should be leaders in _____ of its most vulnerable inhabitants.

Activities

- Participate as a speaker in the Regional Policy Dialogue on the _____ panel, which will take place in Washington DC, _ and _ of _____ 201X.
- Prepare a presentation to support and expand the observations of Mr. / _____, which will demonstrate the applicability of the _____ program in _____ and in other countries of the region and the new developments of the strategy based on community participation.
- Offer support to Mr. / Mrs. _____ all information may be requested related to the documentation at the beginning of the _____ experience.

Deliverable

- Presentation

Payment

100% upon delivery of your presentation and participation during the two days at the event.

Qualifications:

Education: Advanced degree in Economics, Management Studies or related discipline

Experience: The consultant must be an expert on issues of _____ and _____ be familiar with the _____ program, not only in _____ but in other countries of the region. Extensive knowledge of _____ programs.

Languages: Excellent writing and spoken English and Spanish

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Opportunity Summary:

- Type of contract and modality: PEC
- Length of contract:
- Starting date:
- Location:
- 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.

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VPS/VPS

Regional Policy Dialogue Coordinator Consultant

Background

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Objective

To coordinate the RPD, which include: (i) monitoring the annual work plan of the Networks; (ii) reporting and evaluation of the program; and (iii) administration of the RPD program.

Main activities

- Support the Coordination of the RPD in the preparation and coordination of all activities related to the fulfillment of the Dialogue’s objectives.
- Monitor RPD execution. Prepare periodic monitoring reports to be reviewed at management meetings.
- Draft intermediate and final reports on RPD activities, outputs and results.
- Contribute to elaborate recommendations for the strengthening of the Dialogue and its networks.
- Monitor budget execution and prepare reconciliation of accounts. By the end of the year budget analysis and accrual reports will be required.
- Provide content and recommendations to redesign the Dialogue’s website. Monitor that all Networks official meeting materials are systematically uploaded to website and contents are updated. Coordinate with EXR and KNL to keep Dialogue website current with Bank systems and requirements. □
- Ensure that Networks maintain members/participants and other contacts database up-to-date.
- Promote the work of the Dialogue through constant contact with Dialogue members and Network technical coordinators and consultants.
- Liaise and support coordination with team members/specialists across Bank departments to identify potential areas of cross-sectoral work.

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Qualifications

- Academic Degree/ Level & Years of Professional Work Experience: Bachelor degree in finance, business, political science, international economics, or related fields.
- Languages: Proficiency in Spanish and English.
- Areas of Expertise: At least two years ideally at the IDB or another comparable institution in supporting program coordination.

Opportunity Summary

- Type of contract: Defined Term Contractual, Monthly
- Length of contract: 48 months
- Starting date:
- Location: *Headquarters, Washington D.C.*
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