**Energy Division (INE/ENE)  
Energy Database**

**RG-T2603  
Visualizations Consultancy**

**Terms of Reference**

1. BACKGROUND
   1. The objective of this project is to deepen and broaden the scope of the INE/ENE Energy Database by showcasing new research and knowledge products focused on Latin America and the Caribbean’s most pressing energy challenges. The Energy Database was originally developed by the Energy Innovation Center of the Energy Division, funded by RG-T1884 and RG-T2048. Additional support was provided by the Government of Alberta through a Project Specific Grant - RG-X1171. The original scope of the Energy Database was to transform the information contained in the Energy Dossiers (also funded by RG-T1884 and RG-T2048) into readily accessible knowledge.
   2. To achieve the goals of this TC, the project will: (i) fund the creation of new datasets that are key to delivering projects that improve the sustainability of our borrowing member countries’ energy matrix. To ensure the relevance of the new datasets with the Bank’s operations, a survey of data/information priorities was conducted among the Energy Division’s specialists and analysts; (ii) fund the creation of new visualizations that will best translate the datasets and implement them into the online Energy Database hosted in the Bank’s website; (iii) Disseminate and promote the updated Energy Database. Consultation will be sought with the Bank’s member countries prior to the publication of any of the new visualizations to ensure that the data accurately depicts the countries’ energy matrix.
   3. The Energy Database was designed following the most advance web protocols (linked open data), and updates to the existing visualizations do not require outside web specialists. Insofar as the existing content, processing new IEA data requires approximately 30 hours of work by an internal ENE consultant. Note that IEA updates the dataset once a year with a two year lag (i.e. data for 2013 will be published in the fall of 2015). Insofar as the Institutional Frameworks dataset, once the information is entered, additions and revisions are only required when new laws are enacted. It is expected that new datasets will be designed to ensure seamless updates.
   4. This product is proving to be a valuable resource to our borrowing member countries as they are able to see the evolution of their energy production and use to plan for a sustainable future. The Energy Database is the perfect tool to derive policy prescriptions and analyze regulatory frameworks – both a necessary element for successful project/loan development and design. It also assists the bank’s support of data-gathering efforts currently under way in the region, particularly those in the Caribbean, by contextualizing the situation in each country and region. In the case of countries where the information is not available from sources that are cross-comparable, the information will be included and a note will be made regarding its singular data-gathering methodology.
2. OBJECTIVES
   1. This consultancy will design new visualizations that best translate the datasets - produced and provided by the Energy Division - and implement them into the online Energy Database hosted by the Bank’s website.
   2. Maintain and improve the Data Visualizations of the Energy Database. In particular, this proposal includes the overhaul and expansion of existing visualizations, the incorporation of new datasets into the data-processing pipeline, and the creation of new visualizations along with instructional videos in English and Spanish.
3. DESCRIPTION OF ACTIVITIES

The following activities describe the scope of work:

* 1. Maintenance activities. These include the tracking and fixes of current and new products as they become available online. Such activities are to be executed on demand during the whole duration of the project. No distinct deliverable products are to be formally presented, but new versions of the software will be routinely transferred to the administrators of the website.
  2. Data analysis. Consists of defining and understanding the formats and contents of the new data series to be handled by the software and devising strategies for parsing and storing them in a form suitable for querying from within the visualization modules. As a result of this effort, a data analysis document will be prepared.
  3. Programming of data import scripts. Includes the writing of software for (1) reading the new data series and storing them into a relational database and (2) creating consolidated views on this data in the form of JSON files, which are suitable for use in the visualization products. Deliverable products for this activity are the import scripts and corresponding user documentation.
  4. Modification of existing visualizations. This task consists of pinpointing small changes to be incorporated into existing visualizations as well as adding options for exhibiting alternative energy units. Two batches of overhauled versions of the visualizations are foreseen: a first batch of new versions containing only small and cosmetic changes and a second batch containing the alternative energy unit functionalities.
  5. Definition of new visualizations. Aims to determine which aspects of the data will be focused by the new visualizations. The development team will work with the IDB personnel to reach a consensus decision on this issue.
  6. Design of new visualizations. Static sketches and mock-ups will be created by the development team and submitted to the IDB staff for appraisal. This activity includes three new visualizations as well as the new designs for the Institutional Timeline visualization. Up to two rounds of design sketches and mock-ups of all visualizations are to be delivered.
  7. Implementation of new visualizations. Visualization software modules for the new visualizations as well as the overhauled timeline visualizations are to be prepared and submitted to the IDB. A beta (tentative) version of each visualization is to be presented, followed by a revised and final version.
  8. Instructional videos preparation. This task entails the writing of a guide addressing the most important aspects of each visualization product to be used as a basis for the English script to be concluded by the IDB staff. A short video footage will be made dubbed with a sample narration of the corresponding script delivered by a non-professional narrator, when needed. The IDB staff will record the English and Spanish versions of the scripts by professional narrators, as well as the sound and image mixing. A new video will be produced for each new or changed visualization. The delivered videos will be dubbed in English only.
  9. Index page preparation. Consists of adapting the current index page to accommodate the new visualizations as well as updating the visual elements to reflect the modified visualizations. The modified index page is to be delivered for the final integration of all products.
  10. Integration of the new visualizations into the site. All components will be assembled together and uploaded into the new visualization homepage, with subsequent testing and debugging. The integration includes the configuration of translation tables of all keywords using the IDB multi-language translation mechanism. The development team will make available a table with all keywords used in the visualization products along with their corresponding English meanings, and the IDB staff will provide suitable translations for every other desired language.

1. REPORTS / OUTPUTS
   1. Maintenance of the current visualization products and associated data input pipeline. This includes the debugging of current software as well as its adaptation to new requirements with respect to look and feel, translations and/or disposition of visual elements.
   2. Development of software to read and process up to three new kinds of time series per country per year, for instance, GDP (Gross Domestic Product), Population, and Average energy prices. The data is to be provided by the bank staff in the form of Excel spreadsheets. Technical details regarding the actual format and number of said spreadsheets are to be established prior to the development of the software.
   3. Modification of the current energy visualizations so as to allow energy amounts to be displayed in alternative units, such as percentages of the country’s GDP and/or price per capita.
   4. Enriching the quantitative content of visualizations so that more visual elements are labeled with numeric values. This effort will be guided by suggestions of the IDB staff, aided by the design team.
   5. Modification of some visualizations so they behave more dynamically, for instance, by replacing menus with slide bars.
   6. Design and development of up new visualizations for the new datasets provided by the Energy Division. These will complement the current set of eleven visualizations.
   7. Creation of instructional videos for all new and modified visualizations.
   8. Adaptation of the visualization index and all menus and other interaction widgets to reflect the changed and new content.
   9. Incorporation of Spanish translations to all visualizations.
2. SCHEDULE OF PAYMENT
   1. The schedule of payment will be agreed upon with the consultancy
3. COORDINATION
   1. Team Leader or Coordinator: Ramon Espinasa, Lead Energy Specialist (INE/ENE) ramones@iadb.org and, Annette Hester, (INE/ENE) ahester@iadb.org
4. CHARACTERISTICS OF THE CONSULTANCY
   1. Consultancy Category & Modality: Consultancy Firm
   2. Contract Duration: July 1, 2015 – June 15, 2017
   3. Place(s) of work: Rio de Janeiro, Rio de Janeiro, Brazil
5. Qualifications
   1. Academic Degree/level and years of professional experience: over 15 years of experience
   2. Language: English and Portuguese, Spanish is recommended
   3. Areas of expertise: Graphic design, Computer software development
   4. Skills: any other features deemed relevant to carry-out the work

**ENERGY DIVISION (INE/ENE)  
ENERGY DATABASE**

**RG-T2603**

**web developer**

**terms of reference**

1. Background
   1. The objective of this project is to deepen and broaden the scope of the INE/ENE Energy Database by showcasing new research and knowledge products focused on Latin America and the Caribbean’s most pressing energy challenges. The Energy Database was originally developed by the Energy Innovation Center of the Energy Division, funded by RG-T1884 and RG-T2048. Additional support was provided by the Government of Alberta through a Project Specific Grant - RG-X1171. The original scope of the Energy Database was to transform the information contained in the Energy Dossiers (also funded by RG-T1884 and RG-T2048) into readily accessible knowledge.
   2. To achieve the goals of this TC, the project will: (i) fund the creation of new datasets that are key to delivering projects that improve the sustainability of our borrowing member countries’ energy matrix. To ensure the relevance of the new datasets with the Bank’s operations, a survey of data/information priorities was conducted among the Energy Division’s specialists and analysts; (ii) fund the creation of new visualizations that will best translate the datasets and implement them into the online Energy Database hosted in the Bank’s website; (iii) Disseminate and promote the updated Energy Database. Consultation will be sought with the Bank’s member countries prior to the publication of any of the new visualizations to ensure that the data accurately depicts the countries’ energy matrix.
   3. The Energy Database was designed following the most advance web protocols (linked open data), and updates to the existing visualizations do not require outside web specialists. Insofar as the existing content, processing new IEA data requires approximately 30 hours of work by an internal ENE consultant. Note that IEA updates the dataset once a year with a two year lag (i.e. data for 2013 will be published in the fall of 2015). Insofar as the Institutional Frameworks dataset, once the information is entered, additions and revisions are only required when new laws are enacted. It is expected that new datasets will be designed to ensure seamless updates.
   4. This product is proving to be a valuable resource to our borrowing member countries as they are able to see the evolution of their energy production and use to plan for a sustainable future. The Energy Database is the perfect tool to derive policy prescriptions and analyze regulatory frameworks – both a necessary element for successful project/loan development and design. It also assists the bank’s support of data-gathering efforts currently under way in the region, particularly those in the Caribbean, by contextualizing the situation in each country and region. In the case of countries where the information is not available from sources that are cross-comparable, the information will be included and a note will be made regarding its singular data-gathering methodology.
2. **Consultancy objective(s)**
   1. This consultancy is designed to maintain the current Energy Database. Additions include the development of new features including: incorporating the new Datasets and Visualizations to the Bank’s website.
3. **Main Activities**

The following activities describe the scope of work:

* 1. Data Entry: Insert and format the content and images provided by the Energy Database team in both English and Spanish websites.
  2. Web pages: Create and modify webpages as requested by the Energy Database team.
  3. Development and design: Development of new modules and administrative tools. It also includes graphical adjustments and their implementation. Incorporate the Energy Database's new visualizations and user interface into the existing website, as designed and produced by the Visualization Consultancy, approved by the Energy Database Team.
  4. WMS: Enhance the administrative tool to manage video boxes on the home page. Also add new features like controlling the way links will open if external or internally.
  5. Training: Virtual training to manage the website through the Content Management System. Support to the administrative team.

1. **Reports / outputs (Optional)**
   1. EBFactory will work under the supervision of the Energy Division Team.
   2. These services may be performed remotely to the extent technically feasible and allowable in accordance with IDB network security policies. All work will be consistent with IDB technical standards.
   3. EBFactory will not provide content or translation. The Energy Database team is responsible for all content creation and editing. Content and edits must be delivered to EBFactory on time in order to meet the projected deadlines.
   4. IDB will be responsible for database maintenance and code backups. All the databases and code will be under the established Bank IT procedures.
   5. Occasional on-site work or meetings may be required in the event a problem cannot be solved remotely, or if needed to plan and implement any new functionality.
   6. Any new development will required a proposal in terms of cost and implementation time.
2. **Schedule of payment** 
   1. The schedule of payment will be agreed upon with the consultancy
3. **Coordination**
   1. Team Leader or Coordinator: Ramon Espinasa, Lead Energy Specialist (INE/ENE) [ramones@iadb.org](mailto:ramones@iadb.org)
4. **Characteristics of the consultancy**
   1. Consultancy Category & Modality: Consultancy Firm
   2. Contract Duration: July 1, 2015 – June 15, 2017
   3. Place(s) of work: Colombia
5. **Qualifications:** 
   1. Academic Degree/level and years of professional experience: over 10 years of experience
   2. Language: English and Spanish
   3. Areas of expertise: web developer with particular expertise in IDB web systems and templates
   4. Skills: any other features deemed relevant to carry-out the work (optional)

**Energy Division (INE/ENE)  
Energy Database**

**RG-T2603**

**Project Coordinator**

**Terms of Reference**

1. **BACKGROUND**
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2. **CONSULTANCY OBJECTIVES**
   1. The main objective is to make the Energy Database a well-respected, innovative, and constructive database in the Americas and globally, that will prove to be a valuable resource that aids in identifying the region’s most pressing energy challenges.

* 1. The consultant will be the Project Coordinator (PC). As such, the PC will be responsible for all aspects pertaining to the management of the Energy Database, as detailed in Section III.

1. **ACTIVITIES**
   1. The PC will be responsible for: (i) strategic planning; (ii) implementing the existing business plan and adjusting it for the next cycle, subject to approval by the IDB’s Energy Division Chief or the Energy Database Team Leader; (iii) monitoring budget expenditures approved by the Energy Division Chief or the Energy Database Team Leader; (iv) hiring support staff and all project related contract positions, subject to approval by the Energy Division Chief or the Energy Database Team Leader; (v) negotiating directly or through a personally assigned representative partnership agreements; (vi) all fundraising activities, including governments, foundations, and private enterprise, after consultation and with the approval of the Energy Division Chief or the Energy Database Team Leader, within a framework agreed with the Energy Division Chief or the Energy Database Team Leader; and (vii) preparing evaluation and reporting of activities to fulfill all institutional requirements for the approval of the Energy Division Chief or the Energy Database Team Leader.
   2. Official approvals for items will be secured by Energy Division Chief or the Energy Database Team Leader. All Partnership agreements are to be done in consultation with IDB’s Outreach and Partnership Unit (ORP); fund raising activities will also be done in conjunction with ORP; and communication activities will be conducted in coordination with IDB’s External Relations Unit (EXR)
   3. The PC will ensure that the requirements detailed in TC document of RG-T2603 are fulfilled.
   4. The PC will identify and secure partnerships with other relevant international multilateral organizations/institutions; think-tanks and government agencies
2. **SCHEDULE OF PAYMENT**
   1. Payments will be made on a bi-monthly basis.
3. **COORDINATION**
   1. The consultancy’s work will be coordinated by Ariel Yepes, Energy Division Chief, and Ramón Espinasa Energy Database Team Leader, Oil and Gas Specialist of the Energy Division of the Infrastructure and Environment Department (INE/ENE).
4. **CHARACTERISTICS OF THE CONSULTANCY**
   1. Consultancy Category & Modality: Consultant
   2. Place of Work: IADB Headquarters, 1300 New York Avenue NW, Washington, DC
   3. Duration: July 1,2015 – June 15, 2017
5. **QUALIFICATIONS:** 
   1. Education: A Master’s Degree in Economics, Finance, Business Administration or other related areas Ph.D. is desirable. A minimum of twenty (15) years of working experience is required.
   2. Languages: Fluent in English, Spanish, and working knowledge of Portuguese and French desirable.
   3. Other: (i) proven ability to fundraise, manage budgets and personnel, along with excellent communication skills – including knowledge of web and social media platforms; (ii) interpersonal and teamwork capacity; and (iii) the ability to work independently, with the initiative and responsibility necessary for this management level.

**Energy Division (INE/ENE)  
Energy Database**

**RG-T2603**

**Analyst**

**TERMS OF REFERENCE**

1. BACKGROUND
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2. CONSULTANCY OBJECTIVE(S)
   1. The principal objective of the consultancy will be to perform research and analytical tasks required for the expansion of the Energy Database. Specifically, the aim of this consultancy is to deepen and broaden the energy matrices produced for all the countries in the Latin America and Caribbean region via a quantitative approach using information from the International Energy Agency.
   2. The consultancy will also provide qualitative support to the analysis of energy institutional frameworks of each country in the LAC region. These tasks will be coordinated with the framework analyst and the team leader and performed as required on a case by case basis. Similarly, the consultancy will serve to provide administrative support to the Energy Database team leader as required.
3. ACTIVITIES
   1. Produce, using a well-defined quantitative methodology, the datasets summarizing the:(i) electricity prices, particularly the tariffs at the country and regional levels (ii) Energy consumption by income bracket and (iii) Disaggregation of biomass data. Following the construction of these databases, the consultant will also build graphical representations of these energy matrices.
   2. Produce datasets that serve to normalize the datasets already hosted on the Energy Database, including: (i) comparative chart of electricity by source over time, (ii) Energy Intensity, the addition of ratios in the visualization to allow for the calculation of energy intensity as percentage of GDP or Population (iii) Energy trade between Countries.
   3. Provide support to the Energy Database team during the editing and review process of all the material produced.
   4. Assist in the development of an interactive dataset and interact providing support to the visualizations and web external consultants.
   5. Perform activities and tasks as required by Division Chief.
4. SCHEDULE OF PAYMENT
   1. The schedule of payment will be carried out on a monthly basis
5. COORDINATION
   1. Team Leader or Coordinator: Ramon Espinasa, Lead Energy Specialist (INE/ENE) [ramones@iadb.org](mailto:ramones@iadb.org)
6. CHARACTERISTICS OF THE CONSULTANCY
   1. Type of consultancy: Consultant
   2. Starting date and duration: July 1, 2015 – June 15, 2017
   3. Place of work: IADB Headquarters, 1300 New York Avenue NW, Washington, DC
7. QUALIFICATIONS:
   1. Undergraduate degree in economics, international affairs, public policy, political science or related field is required. Master’s degree in international affairs, economics, public policy, political science or related field is preferred. At least 2 years of relevant work is required. Fluency in Spanish and English is required.

**Energy Division (INE/ENE)  
Energy Database**

**RG-T2603  
Research Fellow**

**TERMS OF REFERENCE**

1. **BACKGROUND**
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2. **OBJECTIVE(S)** 
   1. The objective of this consultancy is to support the expansion and deepening of the Energy Database and assist with the research/knowledge agenda of the Energy Database team.
   2. The consultancy will also assist with all logistical matters regarding the Energy Database.
3. **MAIN ACTIVITIES**
   1. Assist the development of terms of reference for additional consultancies to deliver on the objectives of Energy Database. Coordinate all administrative tasks as assigned by the Project coordinator.
   2. Support the organization of the online Energy Database, specifically following up on all logistical activities.
   3. Contribute to publication efforts, including the preparation of reports, and other material.
   4. Energy Database internal/external webpage: coordination with the graphic artist to upload all activities mentioned above in the intranet and extranet.
   5. Assist with budget expenditures approved by INE/ENE and maintain an updated budget.
   6. Aid in the coordination of workshops, BBLs, and other activities to promote and disseminate the Energy Database.
   7. Provide support to the Energy Database team during the editing and review process of all the material produced.
4. **SCHEDULE OF PAYMENT** 
   1. Payment will be made on a bi-monthly basis.
5. **COORDINATION**
   1. Team Leader or Coordinator: Ramon Espinasa, Lead Energy Specialist (INE/ENE) ramones@iadb.org and, Annette Hester, (INE/ENE) ahester@iadb.org
6. **CHARACTERISTICS OF THE FELLOWSHIP**
   1. Category & Modality: Research Fellow
   2. Contract Duration: July 1, 2015 – June 15, 2017
   3. Place of work: Washington, DC
7. **QUALIFICATIONS:** 
   1. Academic Degree/level and years of professional experience: The Research Fellow must have at least a Bachelor’s degree in International Development, Economics, Energy, Environment, or a related discipline.
   2. Language: Proficient in both Spanish and English, written and spoken.
   3. Areas of expertise: 2 years of experience with project management and/or development.
   4. Knowledge of LAC access to energy and development issues.
   5. Highly proficient in conducting internet research and utilizing current web technology, etc.
   6. Advanced knowledge of Microsoft Office applications (Excel, Word, PowerPoint, Outlook, etc).
   7. Database management and data reporting experience is a plus.
   8. Skills: The consultant should be able to multi-task and be highly organized. Ability to act independently, creatively, and under own initiative.