

**SUPPORT TO THE CITIES LAB ACTIVITIES TO PROMOTE URBAN EXPERIMENTATION AND CIVIC
INNOVATION IN LAC CITIES**

RG-T3397

CERTIFICATION

I hereby certify that this operation was approved for financing under the **OC Strategic Development Program for Sustainability (SUS)** through a communication dated February 11, 2019 and signed by Jane Silva. Also, I certify that resources from said fund are available for up to **US\$800,000** in order to finance the activities described and budgeted in this document. This certification reserves resource for the referenced project for a period of four (4) calendar months counted from the date of eligibility from the funding source. If the project is not approved by the IDB within that period, the reserve of resources will be cancelled, except in the case a new certification is granted. The commitment and disbursement of these resources shall be made only by the Bank in US dollars. The same currency shall be used to stipulate the remuneration and payments to consultants, except in the case of local consultants working in their own borrowing member country who shall have their remuneration defined and paid in the currency of such country. No resources of the Fund shall be made available to cover amounts greater than the amount certified herein above for the implementation of this operation. Amounts greater than the certified amount may arise from commitments on contracts denominated in a currency other than the Fund currency, resulting in currency exchange rate differences, representing a risk that will not be absorbed by the Fund.

Certified by:

Original Signed

April/4/2019

Sonia M. Rivera
Chief

Date

Grants and Co-Financing Management Unit
ORP/GCM

Approved by:

Original Signed

April/25/2019

Juan Pablo Bonilla
Manager

Date

Climate Change and Sustainable Development Sector
(CSD/CSD)

TECHNICAL COOPERATION DOCUMENT

I. Basic Information

Country/Region:	Regional
TC Name:	Support to the Cities LAB activities to promote urban experimentation and civic innovation in LAC cities
TC Number:	RG-T3397
Team Leader/Members:	Andres Blanco, Team Leader; Maria Camila Uribe Alternate Team Leader; Sarah Benton; Federica Volpe; David Razu; Juan Pablo Lopez Gross; Tamara Egger; Isidora Larrain, Dianela Avila; and Jessica Guzman (CSD/HUD); Natalia Laguyas (MIF/OPU); Louis-Francois Chretien (LEG/SGO).
Taxonomy:	Research and Dissemination
Date of TC Abstract authorization:	February 11 th 2019
Beneficiary:	IDB's borrowing member countries
Executing Agency:	Inter-American Development Bank (IDB)
Donors providing funding:	Ordinary Capital Strategic Development Program for Sustainability (SUS)
IDB funding requested:	US\$800,000
Local counterpart funding:	N/A
Disbursement period:	24 months
Required start date:	May 2019
Type of consultants:	Consulting firm and individual consultants
Prepared by Unit:	Housing and Urban Development Division (CSD/HUD)
Unit of Disbursement Responsibility:	Climate Change and Sustainable Development Sector (CSD/HUD)
TC included in Country Strategy:	N/A
TC included in CPD:	N/A
Alignment to the Update to the Institutional Strategy (2010-2020):	(i) Social Inclusion and Equality; (ii) Productivity and Innovation; and (iii) Institutional capacity and rule of law

II. Objectives and Justification

- 2.1 **Objective.** The main objective of this Technical Cooperation (TC) is to promote civic innovation and urban experimentation in cities of Latin America and the Caribbean (LAC) through the iterative work of the Cities LAB to achieve a more sustainable, inclusive, equitable urban development in the region. This TC will finance the necessary actions for the continuation of the Cities LAB activities, such as development of proofs of concepts and idea generating activities, which will contribute to the generation of new and disruptive practices and processes in the area of urban planning and development. The LAB will work directly with the client cities of the Bank, as well as with the operational divisions within the IDB Group to support and inform multisectoral operations and to improve effectiveness in the delivery of development assistance to the countries of the region.
- 2.2 **Justification.** The complex urbanization processes in LAC require more platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines

involved with city and urban issues. Considering that most cities in the region have low institutional capacity, promoting experiences that strengthen institutions involved in urban management, improve productivity, and innovate public management is valuable.

- 2.3 The cities of the region also face great challenges due to inadequate planning and radical recent changes in our environment. But, there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge, it was necessary to establish a mechanism to acquire it in a sustainable way, to internalize it among the areas of the Bank that operate in the urban area, and to adapt it to the Latin American and Caribbean context.
- 2.4 In recent years, cities have been experimenting with new ideas for solving problems through the creation of public or civic innovation “laboratories” (Bason, 2013; Evans, Karvonen & Raven, 2016). Following recent trends in the private sector with laboratories and incubators for advancing technologies, these “laboratories” can be created within public institutions and serve as mechanisms for promoting and managing change from within. These laboratories promote different approaches to project development and implementation, ranging from ideating novel project ideas in themselves to encouraging alternative modes of financing. These “laboratories” use a variety of methodologies; however, design thinking is one of the most often used methodological frameworks to solve complex problems creatively.
- 2.5 Design thinking has become popular in the last decade for its effectiveness in innovation processes. It is centered on an iterative process that attempts to properly identify and define a problem with a human-centered focus, ideate solutions, and continuously improve these ideas through prototyping or experimenting. These prototypes are evaluated for functionality and feasibility and constantly improved and retried, feeding back into this iterative process leading to a process of constant innovation (Brown, 2008). Currently, this methodology is being adopted worldwide by both the public and private sector to propose new systems, services, products, and businesses. Exploring, prototyping and evaluating new possibilities in sustainable urban development requires access to available information on best case practices and models of innovative urban interventions. By creating a laboratory for urban innovation within the IDB, the Housing and Urban Development Division (HUD) has an additional opportunity to influence better decision-making and implementation of best practices in cities with the objective of improving economic, social and environmental sustainability.
- 2.6 The Cities LAB is a Technical Assistance Program created in 2017 ‘Support for the Development of a Laboratory for Urban Innovation in Cities of LAC’ (RG-T2983; ATN/OC-16489-RG) as an evolution of the work of the Emerging and Sustainable Cities Initiative (ESCI)¹ within HUD, and through a platform of innovation, co-design, experimentation, and lessons learned it seeks to transform sustainable urban development in LAC. This TC will build on the initial results of the RG-T2983 and its best practices. Specifically, during 2018, the LAB worked closely with specialists in the region, local government counterparts, and civil society actors to position experimentation as a tool for the design of interventions by supporting loans under execution and continued policy dialogue in several countries with pilot projects including proofs of concept for tactical urbanism in Panama City,

¹ The Emerging and Sustainable Cities Initiative (ESCI) was a multi-sectoral, evidence-based urban planning methodology used in over 73 medium-sized cities in the region to develop action plans for sustainable development.

São Luis (Brazil), and Santiago (Chile); placemaking activities in Mexico; and activations of urban space in the Dominican Republic. Additionally, the LAB, in collaboration with academic institutions, private sector, and Bank specialists, strengthened exploration of innovative ideas in the fields of Housing and Urban Development by carrying out several ideation activities.² Moreover, the LAB provided continuity to the dialog and dissemination process started with the mayors involved in ESCI with a continuous flow of communication and dissemination with partners and the public with the publication of blogs, videos, and a handbook.³ From these experiences, the main lessons learned are the strong demand from local authorities for rapid solutions to urban problems and for innovative urban management. Additionally, we learned the importance of a streamlined and continuous communication of the project in all its phases, from its early adoption to its results.

- 2.7 Building on these lessons learned, the Cities LAB will continue to use a process that is iterative in character, with a constant cycle of exploration, experimentation, evaluation, scaling-up, and dissemination, in order to best meet the needs and demands of the clients with targeted and feasible solutions. The Cities LAB will conduct prototyping of innovative urban interventions that arise from a co-design process with Bank staff and stakeholders; evaluate experiences and case studies to produce knowledge products; seek internal and external funding for clients and assists with proposals; and offer innovative services to the different areas of the Bank that operate in the urban area.
- 2.8 The Cities LAB is an environment to think about ideas and new solutions, and to create knowledge; with the goals of producing actionable solutions in programs throughout the region, supporting Bank specialists, and solving problems in a quick and responsive manner. The Cities LAB works in an integrated way with the design and execution of operations so that the solutions offered within the projects are innovative, scalable and serve as a replicable case study for similar problems in other countries. It also seeks to generate interdisciplinary collaboration platforms among academics, professionals and specialists who are leading discussions and innovation processes globally in urban design, planning, governance, environment, among others.

² The activities are: the first [continental Hackathon](#) for urban mobility, which took place in 9 cities across 5 countries with over 1,000 participants and with the multisector support of Housing and Urban Development Division (HUD), Transport Division (TSP), The Knowledge, Innovation and Communication Sector (KIC), and The Information Technology Department (ITE); a collaboration with the Technical University of Vienna (TU Wien) and Columbia University to advance participatory processes in urban analysis and design in the Dominican Republic; a [university competition](#) in the topics of urban planning and design, innovation, and cultural heritage (Santiago, Chile), in which more than 400 students from 37 LAC universities participated; a workshop co-organized with Waze (Buenos Aires, Argentina) where more than 10 cities participated to explore solutions to urban problems; a tactical urbanism workshop co-organized with the IDB Cities Network during the Annual Mayor's Forum (Medellin, Colombia) in which more than 50 mayors from 17 countries participated; an innovation laboratories workshop (Washington, D.C) in which 11 international urban laboratories and 6 cities from LAC participated, with the result that 1 of those cities, Santiago (Chile), publicly announced its decision to create an Urban Lab with the support of the Cities LAB; and the development of an additional TC for US\$500,000 (RG-T3261) to work on the topic of urban experimentation in public spaces in LAC

³ Specifically, 13 blogs via the [IDB Sustainable Cities](#) platform, 7 of which received more than 1,000 visits each; 1 [blog](#) on the IDB Moviliblog platform; 2 blogs on the IDB Improving Lives platform ([Panama](#) and [São Luis](#)); 7 videos to inspire other cities to experiment in similar ways with their underutilized and/or abandoned urban spaces (examples: [Santo Domingo Este](#); [Panama](#); [Mexico](#)); and 1 [publication](#) that serves as a handbook for participatory planning methodologies, which compiles the lessons learned from the Urban Design Labs carried out in conjunction with ESCI across more than 20 cities in LAC from 2013-2018.

- 2.9 Looking forward, the Cities LAB will continue to collaborate with the 'Support for the Consolidation and Implementation of the Sustainable Cities Network of the IDB' (RG- T3027; ATN/OC-16519-RG) to implement the Bank's policy on Sustainable Urban Development and Climate Change. The synergies created between the LAB and the Network will continue to improve operational efficiency by linking available supply of state-of-the-art knowledge with the demand of our cities for innovative solutions that favor their sustainable development, in the broad sense of the term.
- 2.10 The Cities LAB will also collaborate with the new IDB Lab (previously, the Multilateral Investment Fund MIF) to find synergies in areas related to the urban theme. While the Cities LAB works primarily on urban innovation with and in the public sector, the IDB Lab works as the IDB Group's business accelerator focusing on catalyzing innovation for inclusion with a focus on small and medium businesses, Non- governmental organizations (NGOs) and civil society, and entrepreneurs. Of their areas of focus, the theme of inclusive cities is an area where the Cities Lab and the IDB Lab can complement each other to find solutions for the citizens, especially vulnerable populations, of the region.
- 2.11 **Strategic Alignments.** This TC is consistent with the Update to the Institutional Strategy UIS (AB-3008) and is expected to contribute to the Corporate Results Framework (CRF) 2016-2019 (GN-2727-6) through the development challenges of: (i) Social Inclusion and Equality by providing inclusive infrastructure and infrastructure services; (ii) Productivity and Innovation by mainstreaming innovation in urban operations; and (iii) Institutional capacity and rule of law by supporting local capacity building in new city management practices and innovative urban planning. The TC is also aligned with the cross-cutting theme of Climate Change and Environmental Sustainability as it includes urban experimentations to promote the adoption of sustainability behaviors, climate change mitigation and adaptation measures. This TC is aligned with the, Urban Development and Housing Sector Framework (GN-2732-6) by mirroring its general objective of extending the benefits of sustainable urbanization to cities of LAC. Furthermore, it aligns with the Ordinary Capital Strategic Development Program for Sustainability (OC- SDP for Sustainability) Results Framework (GN-2819-1) in that it will support municipal governments to prepare in innovative ways for challenges related to rapid urban growth and climate change in a sustainable manner.
- 2.12 It is also consistent with the principles and commitments assumed by the New Urban Agenda agreed in Habitat III (Quito, United Nations 2016), among which are to: (i) ensure the development of sustainable and inclusive urban economies by promoting high productivity, competitiveness and innovation; and (ii) ensure environmental sustainability by promoting the use of clean energy; the sustainable use of land and resources in urban development; encouraging sustainable consumption and production patterns; and strengthening urban resilience. Implementing this Urban Agenda contributes to the achievement of the United Nations Sustainable Development Goals (SDG), and in particular Goal 11 to make cities and human settlements inclusive, secure, resilient and sustainable.

III. Description of Activities / Components and Budget

- 3.1 This TC is composed of three (3) components:
- 3.2 **Component 1: Urban experimentation and civic innovation pilots (US\$540,000).** The objective of this component is to support the design, development, and

implementation of pilot projects. It incorporates the iterative design process of proofs of concept – exploration, design, implementation, and recommendations for scaling-up. The activities under this component include brainstorming sessions, research and data analysis, ideating, designing pilot projects for new processes, projects and programs, developing innovative solutions, testing ideas, pitching proposals and project ideas to clients, implementing pilot interventions, and measuring performance of tests. Each pilot or proof of concept will be evaluated for feasibility, scalability, effectiveness and degree of innovation to determine if it will be implemented. These pilot projects aim to serve as demonstrations of the transformative potential of innovative actions so that they can be replicated and scaled. For pilot projects whose evaluation shows the potential for scaling-up, the Cities LAB team will assist the client with the identification of potential lines of financing, both internally from the Bank, as well as from the public and private sector, including alternative financing solutions like public private partnerships. Collaboration will be made at this stage with the Bank's new Public-Private Partnership Team (VPC/PPP) to optimize efforts in this area.

- 3.3 The expected results under this component, will include support in design thinking and prototyping of innovative ideas to HUD's existing and future operations and to different areas of the IDB Group working in urban-related topics – including IDB Invest. This also includes assistance to cities in the preparation of proposals and applications for external (grant) funding; assistance to Bank teams in loan project and/or TC preparation and in PPP project identification and preparation.
- 3.4 Several pilots (approximately 5), whose purpose is to apply innovative tools to a well-identified urban problem, will be identified and carried out with financing of this component. This component will finance the contracting of individuals and firms to support efforts to identify problems and solutions and implement them on a temporary, experimental basis. This component will finance the missions for pilots. Based on the experience of previous projects, each pilot requires three missions: an initial technical visit for the identification stage, a second visit for the phase of the implementation, and a final trip for the conclusion of the project and recollection of results and information for the evaluation. Pilot projects will be prioritized to complement projects under way within the Bank's operations portfolio, without prejudice to the sector to which they belong, and even more weight will be given to those with a multi-sectoral impact. The LAB will select projects in cities in order to balance topics and regional coverage.
- 3.5 **Component 2: Evaluation strategies (US\$110,000).** This component seeks to develop an evaluation methodology for each pilot project and implement them in an iterative manner in each phase of each pilot. Monitoring and evaluation are fundamental to validate a pilot and generate the evidence that serves the greatest innovation, knowledge and learning for our cities. Before, during, and after each pilot project, performance measures must be taken, having identified the following at the onset of implementation: (i) objective of the measurement; (ii) indicators of outputs and outcomes with the actors involved; and (iii) method and frequency of data collection based on the rapid system to measure the change. These activities are used to adapt the project implementation according to needs, evaluate their efficiency, use as learning and provide feedback and input to other similar projects. The participation of the corresponding sectoral areas of the IDB Group is expected, as well as SPD's experience in carrying out impact assessments. Even in cases where a pilot project or proof of concept does not achieve its goal, the Bank can use it as a learning experience to share with other cities and to inform similar projects.

- 3.6 **Component 3: Communication strategy (US\$150,000).** Communication serves to share successful cases and lessons learned during the implementation phase with cities in the region, creating a communication link with local governments and main stakeholders interested in implementing urban interventions such as universities, private companies, and various divisions of the IDB. This component will develop and implement a communication strategy for the Cities LAB and for each pilot project; facilitates the systematization and documentation of each project, the creation and dissemination of publications and knowledge products, the day-to-day socialization of each pilot project with clients, counterpart, and communities (social media, blogs, creation of graphic and visual art, etc.); and supports other dissemination activities aligned with the objective of the Cities LAB.
- 3.7 This component will finance the design and implementation of this strategy. This strategy will be implemented in parallel and in coordination with the Cities Network in order to most effectively disseminate the best practices and lessons learned in the implementation of this TC and its urban experimentation and civic innovation pilots. The target audience for this dissemination is centered around the decisionmakers of the cities of the region, universities, private companies, and the various divisions of the IDB Group. The goal is to not only disseminate knowledge of new design, development and urban planning practices, but also to encourage the constant exchange, generation, and collaboration of ideas and new solutions in the region. Through knowledge sharing activities (for example, participation in regional thematic workshops and seminars), publications, social media, and support to labs in the region, the Cities LAB can open new avenues of research and development and continue to feed the iterative process by constant communication with experts and practitioners in urban development.
- 3.8 **Expected Results.** The main expected result of this TC is that cities will have incorporated innovative urban development tools and processes into their city management and development based on the interventions conducted under the Cities LAB. The outcome of this TC will build on the successes of the Cities LAB's first year of operation on how to design, implement, evaluate, and disseminate pilot projects. The expected results and corresponding indicators for monitoring and evaluating the success of this TC can be found in the results matrix in the Annex to this document.
- 3.9 The total budget of this TC is US\$800,000 to be financed through the Strategic Development Program for Sustainability (SUS) with resources from the Ordinary Capital (OC).

Table 1. Indicative Budget (US\$)

Component / Activity	Description	IDB Funding	Total Funding
Component 1.	Urban experimentation and civic innovation pilots	US\$540,000	US\$540,000
Component 2.	Evaluation strategies	US\$110,000	US\$110,000
Component 3.	Communication strategy	US\$150,000	US\$150,000
Total		US\$800,000	US\$800,000

IV. Executing Agency and Execution Structure

- 4.1 The Bank will be the executing agency given that the activities to be financed with this regional research and dissemination TC will cover multiple countries and institutions in LAC and it will be more efficient to manage the resources due to the knowledge of IDB

internal processes and procedures. The Housing and Urban Development Division (CSD/HUD) will be responsible for the technical supervision and administration of this TC. Before starting each pilot, the team will request non-objection letters from the corresponding authorities.

- 4.2 The activities to be executed are included in the Procurement Plan and will be contracted in accordance with Bank policies as follows: (i) AM-650 for Individual consultants; (ii) GN-2765-1 and Guidelines OP-1155-4 for Consulting Firms for services of an intellectual nature and; (iii) GN-2303-20 for logistics and other related services; (iv) according to GN-2629, the Bank will only hire consulting services of intellectual nature and not works, or goods and it does not extend to services for software development or software acquisition, except as provided in the Policy for the Selection and Contracting of Consulting Firms for Bank-Executed Operational Work.

V. Major Issues

- 5.1 Two potential risks have been identified for the execution of this TC and the achievement of expected results: (i) lack of smooth coordination between various sectors and areas of the IDB group that operate in the urban environment; and (ii) complexity in the coordination with stakeholders and external actors that might affect the normal and continuous development of Cities LAB processes and outputs.
- 5.2 Minimizing the possibility of these risks occurring is already being addressed by the coordinating team of the Cities LAB within HUD. The main mitigation method for both risks is to build upon the experience and lessons learned from the execution of RG- T2983 (for the initial development of the Cities LAB); and to coordinate with specialists in the region from the early stages of the design of pilots to foster continuous dialog with client cities for improved results. The HUD Sector Framework documents the division's past successes when it comes to multi- sectoral actions by the Bank which required coordinated efforts across sectors. These actions create synergies within the Bank.
- 5.3 Additionally, in 2018 under RG-T2983, the relationship and integration structure with other sectors and areas of the IDB Group, as well as with external partners, was defined. The Cities LAB will continue to nurture these relationships and coordinate continued specialist participation as focal points for the Cities LAB and future external partnerships to support the Cities LAB's activities and contributions to the multi-sectoral work of the IDB Group.

VI. Exceptions to Bank Policy

- 6.1 No exceptions to Bank policy have been identified.

VII. Environmental and Social Strategy

- 7.1 The components financed by this TC will not have negative environmental or social impacts. On the contrary, the outputs are expected to have positive environmental and social impacts, by promoting policy and practice that supports improvements in urban and environmental conditions and quality of life of inhabitants. According to the Environment and Safeguard Compliance Policy (OP-703) this operation is classified as category "C". (See [Safeguards Policy Filter Report](#) and the [Safeguard Screening Form](#)).

VIII. Required Annexes:

Annex I: [Results Matrix](#)

Annex II: [Terms of Reference](#)

Annex III: [Procurement Plan](#)








Results Matrix

Outcomes

Outcome:	1 Cities have incorporated innovative urban development tools and processes into their city management and he interventions conducted under the Cities LAB.						
Indicators	Flags*	Unit of Measure	Baseline	Baseline Year	Means of verification	EOP	
1.1 Cities incorporating innovative urban development tools and processes		cities (#)	3.00	2018	report	P	7.00
						P(a)	
						A	

CRF Indicator

Outputs: Annual Physical and Financial Progress

1 Urban experimentation and civic innovation pilots						Physical Progress				Financial Progress				Theme	Fund	Flags
Outputs	Output Description	Unit of Measure	Baseline	Baseline Year	Means of verification	2019	2020	EOP	2019	2020	EOP					
1.1 Pilot interventions implemented	Innovative pilot interventions implemented	Pilots (#)	4	2018	report	P	2	3	5	P	216000	324000	540000	Sustainable Infrastructure		
						P(a)			0	P(a)			0			
						A				A						
2 Evaluation Strategies						Physical Progress				Financial Progress				Theme	Fund	Flags
Outputs	Output Description	Unit of Measure	Baseline	Baseline Year	Means of verification	2019	2020	EOP	2019	2020	EOP					
2.1 Experimental impact evaluation (ex-ante or ex-post) performed	Evaluations performed of pilot interventions	Evaluation Final Report (#)	4	2018	report	P	2	3	5	P	44000	66000	110000	Sustainable Infrastructure		
						P(a)			0	P(a)			0			
						A				A						
3 Communication Strategy						Physical Progress				Financial Progress				Theme	Fund	Flags
Outputs	Output Description	Unit of Measure	Baseline	Baseline Year	Means of verification	2019	2020	EOP	2019	2020	EOP					
3.1 Training workshops delivered	Cities LAB training workshops delivered for knowledge sharing, exchange and dissemination	Workshops (#)	7	2018	report	P	1	1	2	P	25000	25000	50000	Sustainable Cities		
						P(a)			0	P(a)			0			
						A				A						
3.2 Discussion papers developed	Knowledge products produced to disseminate lessons learned from Cities LAB	Papers (#)	0	2018	document	P		1	1	P		25000	25000	Sustainable Cities		
						P(a)			0	P(a)			0			
						A				A						
3.3 Brown bag events organized	Knowledge exchanges and sharing of lessons learned between external experts and the IDB / Cities LAB	Brown bags (#)	1	2018	report	P	1		1	P	5000		5000	Sustainable Cities		
						P(a)			0	P(a)			0			
						A				A						
3.4 Communication strategy for Cities LAB		report(#)	0	2018	report	P		1	1	P	0	70000	70000	Sustainable Cities	SUS	
						P(a)			0	P(a)			0			
						A				A						

Other Cost

Total Cost

	2019	2020	Total Cost
P	\$290,000.00	\$510,000.00	\$800,000.00
P(a)			
A			

Summary of the Terms of References

Component 1	Individual Senior Consultant	provide technical assistance to the Cities LAB and technical review and support of the pilot projects developed by firms for the Cities LAB.	<u>EZSHARE-878850660-27</u>
	Individual Junior Consultant	To provide support for technical review and inputs to the pilot projects developed by firms for the Cities LAB	<u>EZSHARE-878850660-26</u>
	Consulting Firm	To develop the activities to implement the new ideas elaborated within the Cities LAB.	<u>EZSHARE-878850660-18</u>
Component 2	Individual Consultant-Evaluation	The contractual will support the Cities LAB team by designing, implementing, and reviewing evaluation strategies for each pilot projects developed within the Cities LAB.	<u>EZSHARE-878850660 -16</u>
Component 3	Individual Consultant-Communication	To develop and implement a Communication Strategy for the Cities LAB to properly disseminate the work of the LAB and positions it as a leader in urban experimentation and civic innovation within the bank and in the region	<u>EZSHARE-878850660-28</u>

HRD Terms of Reference, New Template 2018

Consultants

CSD/HUD Technical support and technical review of Cities LAB pilot projects Senior Consultant

Background:

The complex urbanization processes in LAC require more and more platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines involved with the city and urban issues. Considering that most of the cities in the region have low institutional capacity, experiences that can strengthen the institutions involved in urban management, improve productivity, and innovate public management are valuable. The cities of the region also face great challenges due to the inadequate planning and the radical recent changes in our environment. But there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge and these innovative experiences and respond to a growing demand from the Bank's client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established the Cities LAB in 2017 to develop, disseminate and collaborate on and experiment with innovative models and practices of urban development and urban management with the cities of the region.

The main objective of this Technical Cooperation (TC) is to promote civic innovation and urban experimentation in LAC cities through the iterative work of the Cities LAB to achieve a more sustainable, inclusive, equitable urban development in the Region. The Cities LAB activities will contribute to the generation of new and disruptive practices and processes in the area of urban planning and development in LAC. The LAB will work directly with the client cities of the Bank, as well as with the operational divisions within the IDB Group to support multisectoral operations and to improve effectiveness in the delivery of development assistance to the countries of the region.

The team:

The Cities LAB works in an integrated way with the design and execution of operations so that the solutions offered within the projects are innovative, scalable and serve as a replicable case study for similar problems in other countries. It also seeks to generate interdisciplinary collaboration platforms among academics, professionals and specialists who are leading discussions and innovation processes globally in urban design, planning, governance, environment, among others. The process used in the Cities LAB is iterative in character, with a constant cycle of exploration, experimentation, evaluation, scaling-up, and dissemination, in order to best meet the needs and demands of the clients with targeted and feasible solutions.

The team's mission:

Our objective is to promote the sustainable development of cities in Latin America and the Caribbean through knowledge and investment that promote inclusion, productivity and resilience.

What you'll do: The contractual will provide technical assistance to the Cities LAB and technical review and support of the pilot projects developed by firms for the Cities LAB. The technical inputs provided by this contractual will contribute to the generation of innovative practices and processes within the realm of urban issues in client cities of the Bank and within the Bank.

HRD Terms of Reference, New Template 2018

Consultants

Main activities

The selected candidate will provide technical advisory services to the consulting firm(s) to ensure effective and coordinated development and delivery of quality products. The candidate will also review the reports and technical studies sent by the consulting firm(s) to the Bank during the formulation and implementation of the pilot projects within the framework of the Technical Cooperation.

The contractual must evaluate the proposals and other deliverables according to the following criteria:

- General quality of the products, including the technical rigor and assumptions included in the diagnosis and design phase;
- The level of institutional validation of other key actors during the design of proposals;
- The relevance of the products to advance innovation in the region.

Therefore, the selected candidate must:

- Provide technical support to the Cities LAB to identify opportunities and interpret demands of clients and to facilitate successful origination, design, and implementation of multi-sectoral pilot projects to foster city innovations and sustainability.
- Develop new and foster existing strategic alliances and partnerships to expand the outreach of the Cities LAB and to provide resources to cities.
- Contribute to the preparation of pilot project documents by providing the technical knowledge and advice associated with the pilot project(s).
- Accompany the technical dialogue with local authorities and the consulting firm(s) to ensure an adequate development of the products related to the pilot project(s)
- Ensure effective compliance with the conditions foreseen for the execution of the pilot project(s).
- Participate in missions and workshops related to the pilot project(s) and the execution of this TC, making technical contributions to the scope of the agreed commitments during them.
- Deliver a knowledge systematization report to illustrate good practices and identify opportunities for replication and scaling of the pilot project.

Deliverables:

The selected candidate must submit quarterly reports of the activities carried out. All reports must be submitted to the Bank in an electronic file. The report should include a cover page, main document, and all annexes. Files in Zip format will not be accepted as final reports due to the regulations of the Archives Administration Section.

What you'll need:

Citizenship: You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

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

HRD Terms of Reference, New Template 2018

Consultants

Education: Master's degree or equivalent in Urban and Regional Planning, Business Administration, Urban Design, Architecture (with urban focus), International Relations, project management, or other related disciplines.

Experience: a minimum of five years of relevant professional experience, or the equivalent combination of education and experience.

Languages: Fluent in Spanish and English; Portuguese is a plus

Core and Technical Competencies: Minimum of 5 years' working experience in applying theoretical and practical knowledge in housing and urban development and activities related to the ToR, particularly knowledge, research and analysis, and project preparation and business plans.

Opportunity Summary:

Type of contract and modality: Consultant

Length of contract: 12 months

Starting date: TBD

Location: HQ with international travels

Responsible person: Lead Specialist in the Housing and Urban Development Division (CSD/HUD)

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.

We encourage women, afro-descendants, people of indigenous origins, and persons with disabilities 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

Consultants

CSD/HUD Technical support and technical review of Cities LAB pilot projects Junior Consultant

Background:

The complex urbanization processes in LAC require more and more platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines involved with the city and urban issues. Considering that most of the cities in the region have low institutional capacity, experiences that can strengthen the institutions involved in urban management, improve productivity, and innovate public management are valuable. The cities of the region also face great challenges due to the inadequate planning and the radical recent changes in our environment. But, there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge and these innovative experiences and respond to a growing demand from the Bank's client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established the Cities LAB in 2017 to develop, disseminate and collaborate on and experiment with innovative models and practices of urban development and urban management with the cities of the region.

The main objective of this Technical Cooperation (TC) is to promote civic innovation and urban experimentation in LAC cities through the iterative work of the Cities LAB to achieve a more sustainable, inclusive, equitable urban development in the Region. The Cities LAB activities will contribute to the generation of new and disruptive practices and processes in the area of urban planning and development in LAC. The LAB will work directly with the client cities of the Bank, as well as with the operational divisions within the IDB Group to support multisectoral operations and to improve effectiveness in the delivery of development assistance to the countries of the region.

The team:

The Cities LAB works in an integrated way with the design and execution of operations so that the solutions offered within the projects are innovative, scalable and serve as a replicable case study for similar problems in other countries. It also seeks to generate interdisciplinary collaboration platforms among academics, professionals and specialists who are leading discussions and innovation processes globally in urban design, planning, governance, environment, among others. The process used in the Cities LAB is iterative in character, with a constant cycle of exploration, experimentation, evaluation, scaling-up, and dissemination, in order to best meet the needs and demands of the clients with targeted and feasible solutions.

The team's mission:

Our objective is to promote the sustainable development of cities in Latin America and the Caribbean through knowledge and investment that promote inclusion, productivity and resilience.

What you'll do:

The contractual will provide support for technical review and inputs to the pilot projects developed by firms for the Cities LAB. The technical inputs provided by this contractual will contribute to the generation of innovative practices and processes within the realm of urban issues in client cities of the Bank and within the Bank.

HRD Terms of Reference

Consultants

Main activities

The selected candidate will provide technical advisory support to the Cities LAB and consulting firm(s) to ensure effective and coordinated development and delivery of quality products. The candidate will also review the reports and technical studies sent by the consulting firm(s) to the Bank during the formulation and implementation of the pilot projects within the framework of the Technical Cooperation.

Therefore, the following activities are expected of the selected candidate:

- Support the preparation of project documents by providing the technical knowledge and advice (profiles, proposals, operations plans, progress and monitoring reports, etc.) associated with the pilot project(s).
- Accompany the technical dialogue with local authorities and the consulting firm(s) to ensure an adequate development of the products related to the pilot project(s).
- Advice, review, and validate deliverables to ensure the quality of TCs products.
- Participate in missions and workshops related to the pilot project(s) and the execution of this TC, making technical contributions to the scope of the agreed commitments during them.

Deliverables:

The selected candidate must submit quarterly reports of the activities carried out. All reports must be submitted to the Bank in an electronic file. The report should include a cover page, main document, and all annexes. Files in Zip format will not be accepted as final reports due to the regulations of the Archives Administration Section.

What you'll need:

Citizenship: You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

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

Education: Bachelor's degree or equivalent, a minimum of two years of relevant professional experience, or the equivalent combination of education and experience, in Urban and Regional Planning, Business Administration, Urban Design, Architecture (with urban focus), International Relations, project management, or other related disciplines.

Languages: Fluent in Spanish and English, and Portuguese is a plus

Core and Technical Competencies: Minimum of 2 years' working experience in applying theoretical and practical knowledge in housing and urban development and activities related to the ToR, particularly knowledge, research and analysis, and project preparation and business plans.

Opportunity Summary:

Type of contract and modality: Consultant

Length of contract: 12 months

HRD Terms of Reference

Consultants

Location: HQ with international travels

Starting date: TBD

Responsible person: Lead Specialist in the Housing and Urban Development Division (CSD/HUD)

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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TERMS OF REFERENCE

Design and implementation of pilot projects in urban development

Regional

Regional RG-T2983 Support for the development of a laboratory for urban innovation in cities of LAC.

1. Background and Justification

- 1.1.** 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.
- 1.2.** The complex urbanization processes in LAC require more and more platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines involved with the city and urban issues. Considering that most of the cities in the region have low institutional capacity, experiences that can strengthen the institutions involved in urban management, improve productivity, and innovate public management are valuable. The cities of the region also face great challenges due to the inadequate planning and the radical recent changes in our environment. But, there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge and these innovative experiences and respond to a growing demand from the Bank's client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established the Cities LAB in 2017 to develop, disseminate and collaborate on and experiment with innovative models and practices of urban development and urban management with the cities of the region.
- 1.3.** The main objective of this Technical Cooperation (TC) is to promote civic innovation and urban experimentation in LAC cities through the iterative work of the Cities LAB to achieve a more sustainable, inclusive, equitable urban development in the Region. This TC will finance the necessary actions for the continuation of the Cities LAB activities, which will contribute to the generation of new and disruptive practices and processes in the area of urban planning and development. The LAB will work directly with the client cities of the Bank, as well as with the operational divisions within the IDB Group to support multisectoral operations and to improve effectiveness in the delivery of development assistance to the countries of the region.
- 1.4.** The Cities LAB works in an integrated way with the design and execution of operations so that the solutions offered within the projects are innovative, scalable and serve as a replicable case study for similar problems in other countries. It also seeks to generate interdisciplinary

collaboration platforms among academics, professionals and specialists who are leading discussions and innovation processes globally in urban design, planning, governance, environment, among others. The process used in the Cities LAB is iterative in character, with a constant cycle of exploration, experimentation, evaluation, scaling-up, and dissemination, in order to best meet the needs and demands of the clients with targeted and feasible solutions.

2. Objectives

2.1. The main objective of this consultancy is to develop the activities to implement the new ideas elaborated within the Cities LAB. The firm will design and put into practice the pilot projects created by the Cities LAB in order to help mainstream innovation and design thinking into urban planning and development in cities of Latin American and the Caribbean (LAC) and into operations development at the IDB Group.

3. Key Activities

3.1. The selected firm will:

- a) Reconnaissance and data collection for the city and selected site, to include stakeholder interviews and site visits, to identify challenges and gaps and potentials for intervention.
- b) Elaborate design of prototypes or pilot projects. Pilot project designs should include an interactive / participative process to ensure the feasibility and buy-in of the project by the respective stakeholders and community.
- c) Elaborate implementation plan of pilot project(s) including timing, partners, options for scaling-up and financing mechanisms.
- d) Capacity building activities to support the capacity of local and national officials to understand, make use of, and replicate activities under this consultancy

4. Expected Outcome and Deliverables

4.1. The consultancy will provide following deliverables:

- a) General work plan and technical proposal of methodology to be used
- b) Work plan
- c) Pilot project proposal
- d) Midpoint Presentation
- e) Draft Report
- f) Final Report (to include Executive Summary and Implementation Plan)
- g) Final Presentation

5. Qualifications

5.1. The consulting firm must have at least 15 years of experience in in the area of urban development, urban planning, urban innovation, design thinking, local economic development, tactical urbanism, or similar.

5.2. The project team leader (who must be a Partner at the firm) must hold at least a Master's degree

in urban planning, urban studies, urban economics or a similar field, and should have at least 10 years of professional experience in research, design, and implementation of urban development projects in both developing and developed countries.

- 5.3. Multidisciplinary team. Key personnel must have expertise in urban regeneration, urban design, urban planning, urban development, or similar, in developing countries.
- 5.4. Knowledge of the institutional, legal framework of financial schemes associated with urban development.

6. Acceptance Criteria

- 6.1. The written deliverables should be clearly written (precise, concise and evidence-driven), in English or Spanish (depending on the project beneficiary country) with excellent quality pictures and diagrams and with a clear structure for future practical implementations.
- 6.2. The written deliverables should be clearly written (precise, concise and evidence-driven), in English or Spanish (depending on project beneficiary country) with excellent quality pictures and diagrams and with a clear structure for future practical implementations.

7. Supervision and Reporting

- 7.1. The consulting firm will report to the supervisor, the team Leader Andres Guillermo Blanco Blanco, Lead Specialist in the Housing and Urban Development Division (CSD/HUD) ABLANCO@iadb.org
- 7.2. It is the Firm's responsibility to ensure that the necessary meetings are conducted and that the reports are submitted to the Bank on time.

8. Schedule of Payments

- 8.1. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 8.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.
- 8.3. Payments will be made upon submission and approval of the deliverables according to the following:

Payment Schedule		
Deliverable	%	Timing
1. Work plan	10%	Two weeks after signing contract
2. Report I	20%	Two months after submitting work plan
3. Report II	30%	Five months after submitting Report I
4. Report III	40%	Three months after submitting interim report II
TOTAL	100%	

HRD Terms of Reference, New Template 2018

Consultants

CSD/HUD Evaluation strategies for Cities LAB pilot projects Consultant

Background:

The complex urbanization processes in LAC require more and more platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines involved with the city and urban issues. Considering that most of the cities in the region have low institutional capacity, experiences that can strengthen the institutions involved in urban management, improve productivity, and innovate public management are valuable. The cities of the region also face great challenges due to the inadequate planning and the radical recent changes in our environment. But, there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge and these innovative experiences and respond to a growing demand from the Bank's client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established the Cities LAB in 2017 to develop, disseminate and collaborate on and experiment with innovative models and practices of urban development and urban management with the cities of the region.

The main objective of this Technical Cooperation (TC) is to promote civic innovation and urban experimentation in LAC cities through the iterative work of the Cities LAB to achieve a more sustainable, inclusive, equitable urban development in the Region. The Cities LAB activities will contribute to the generation of new and disruptive practices and processes in the area of urban planning and development in LAC. The LAB will work directly with the client cities of the Bank, as well as with the operational divisions within the IDB Group to support multisectoral operations and to improve effectiveness in the delivery of development assistance to the countries of the region.

The team:

The Cities LAB works in an integrated way with the design and execution of operations so that the solutions offered within the projects are innovative, scalable and serve as a replicable case study for similar problems in other countries. It also seeks to generate interdisciplinary collaboration platforms among academics, professionals and specialists who are leading discussions and innovation processes globally in urban design, planning, governance, environment, among others. The process used in the Cities LAB is iterative in character, with a constant cycle of exploration, experimentation, evaluation, scaling-up, and dissemination, in order to best meet the needs and demands of the clients with targeted and feasible solutions.

The team's mission:

Our objective is to promote the sustainable development of cities in Latin America and the Caribbean through knowledge and investment that promote inclusion, productivity and resilience.

What you'll do:

The contractual will support the Cities LAB team by designing, implementing, and reviewing evaluation strategies for each pilot projects developed within the Cities LAB. The technical inputs provided by this contractual will contribute to the generation of innovative practices and processes within the realm of urban issues in client cities of the Bank and within the Bank.

Main activities

HRD Terms of Reference, New Template 2018

Consultants

The selected candidate will develop evaluation strategies for each pilot project and implement them in an iterative manner in each phase of each pilot in coordination with the team of the Cities LAB to ensure effective and coordinated development and delivery of quality products.

The contractual will provide technical inputs before, during, and after each project and propose the appropriate methodologies to validate and measure the performance of pilots. Knowledge gained from evaluation studies will provide critical input to the appropriate design of future pilot projects.

Therefore, the selected candidate must:

- Design the evaluation strategies identifying (i) objective of the measurement; (ii) indicators of outputs and outcomes with the actors involved; and (iii) method and frequency of data collection based on the rapid system to measure the change.
- Review and revise the strategies and adapt the project implementation according to needs, evaluate their efficiency, provide feedback and input to other similar projects
- Contribute to the preparation of project documents by providing the technical knowledge and advice (profiles, proposals, operations plans, progress and monitoring reports, etc.) associated with the pilot project(s).
- Accompany the technical dialogue with local authorities to ensure an adequate development of the pilot project(s)
- Participate in missions and workshops related to the pilot project(s) and the execution of this TC, making technical contributions to the scope of the agreed commitments during them.
- Deliver a knowledge systematization report to illustrate good practices and identify opportunities for replication and scaling of the pilot project.

Deliverables:

The selected candidate must submit reports of the activities carried out and of the evaluations developed and implemented. All reports must be submitted to the Bank in an electronic file. The report should include a cover page, main document, and all annexes. Files in Zip format will not be accepted as final reports due to the regulations of the Archives Administration Section.

What you'll need:

Citizenship: You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

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

Education: Master's degree or equivalent, a minimum of five years of relevant professional experience, or the equivalent combination of education and experience, in Economics, Statistics, Research Methods, Urban and Regional Planning, Urban Design, Architecture (with urban focus), International Relations, project management, or other related disciplines.

Languages: Fluent in Spanish and English, and Portuguese is a plus

Core and Technical Competencies: Minimum of 5 years' working experience in applying theoretical and practical knowledge in designing and implementing evaluation strategies, preferably related on housing,

HRD Terms of Reference, New Template 2018

Consultants

and urban development and activities related to the ToR, particularly knowledge, research and analysis, and project preparation and business plans.

Opportunity Summary:

Type of contract and modality: Consultant

Length of contract: 12 months

Starting date: TBD

Location: HQ with international travels

Responsible person: Lead Specialist in the Housing and Urban Development Division (CSD/HUD)

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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CSD/HUD Consultant in Communications Strategies for Cities LAB

The complex urbanization processes in LAC require more and more platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines involved with the city and urban issues. Considering that most of the cities in the region have low institutional capacity, experiences that can strengthen the institutions involved in urban management, improve productivity, and innovate public management are valuable. The cities of the region also face great challenges due to the inadequate planning and the radical recent changes in our environment. But, there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge and these innovative experiences and respond to a growing demand from the Bank's client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established the Cities LAB in 2017 to develop, disseminate and collaborate on and experiment with innovative models and practices of urban development and urban management with the cities of the region.

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The team:

The Cities LAB works in an integrated way with the design and execution of operations so that the solutions offered within the projects are innovative, scalable and serve as a replicable case study for similar problems in other countries. It also seeks to generate interdisciplinary collaboration platforms among academics, professionals and specialists who are leading discussions and innovation processes globally in urban design, planning, governance, environment, among others. The process used in the Cities LAB is iterative in character, with a constant cycle of exploration, experimentation, evaluation, scaling-up, and dissemination, in order to best meet the needs and demands of the clients with targeted and feasible solutions.

The team's mission:

Our objective is to promote the sustainable development of cities in Latin America and the Caribbean through knowledge and investment that promote inclusion, productivity and resilience.

What you'll do:

The objective of the consultancy is to develop and implement a Communication Strategy for the Cities LAB to properly disseminate the work of the LAB and position it as a leader in urban experimentation and civic innovation within the bank and in the region. This strategy will be in line with the Housing and Urban

HRD Terms of Reference, New Template 2018

Consultants

Development Division and it will to convey to internal and external audiences¹ on the Divisions strategic lines of action, operations and knowledge products. The Contractual work will require coordination and interaction with the Bank's Knowledge Innovation and Communication Department (KIC) and will also support and collaborate in the Division's operational activities.

Main activities

The selected candidate will:

- Design, implement and evaluate a communications strategy with short, medium and long-term goals and design an action plan to achieve them:
 - Identify key internal and external audiences for specific communication purposes, of the Cities LAB products.
 - Direct, prepare and implement a media outreach plan and recommend best practices/channels to approach each audience.
 - Create an editorial/digital outline derived from the LAB projects and priorities.
 - Periodically assess the performance of the plans and adjust them to effectively accomplish the set goals.
 - Estimate the budget and resources required for each activity.
 - Support partnerships with local media, NGOs, universities, and professional associations to promote Cities LAB products and operations in their webpages or on other channels.
 - Provide training as needed to the division personnel on the use of tools and platforms involved in the communication strategy.
- Define branding (identity light) of the Cities LAB.
 - Establish a communication plan inserted on the division's plan.
 - Guide the register, documentation, and analysis of the activities/projects results.
- Events
 - Assist the LAB Team Members and key stakeholders in meetings/consultations. Identify the stakeholders and their groups and prioritize the key talking points.
 - Support the LAB team in the design and implementation communication strategies to promote LAB events, seminars, workshops and other activities, and coordinate with the project portfolio of the Cities Network and the rest of the Division
 - Provide innovating communication guidelines and trainings to improve the speaker's performance. Support and provide additional content for presentations.
- Knowledge Products
 - Oversee and assist in the production and publication of the Cities LAB knowledge products, print and digital.
 - Perform a quality control of these knowledge products, based on the Bank's quality guidelines.
 - Produce articles and other types of narratives or scripts for audiovisual content (videos, podcast, radio, etc).
- Dissemination
 - Development of blog posts and workshops reports.
 - Generate content for Traditional Media

¹ The internal audience includes other Units/Divisions/Departments within the IDB. The external audience consists of Latin America and the Caribbean (LAC) national and state governments, NGOs and other organizations with similar missions, beneficiary communities, media and other key audiences.

HRD Terms of Reference, New Template 2018

Consultants

What you'll need:

Citizenship: You are a citizen of one of our 48-member countries. We may offer assistance with relocation and visa applications for you and your eligible dependents.

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

Education: A minimum of a master's degree in a relevant field/discipline such as social communication, media, marketing, design, business administration (concentration in marketing), or equivalent. Minimum 5 years of relevant professional experience as a designer or journalist, in a communication department or equivalent position.

Languages: Strong written and oral communication skills in both English and Spanish; Portuguese is a plus.

Core and Technical Competencies: Local Government/Public Administration, Urban Planning, Public Relations, Journalism and Communications, Graphic Design. Experience in designing and leading communication plans. Experience managing teams and budgets. A proven ability to take initiative and work independently, and to work in a dynamic fast-paced work environment. Attention to detail without losing quality. Ability to work under short deadlines. A high degree of integrity and commitment to achieving results through teamwork; a strong willingness and a proven ability to work across sectors; and an ability to earn the trust of peers. Proven ability to work effectively in complex, multi-disciplinary and multi-cultural teams; superior inter-personal skills, client-orientation, diplomatic skills, and mature judgment as well as sensitivity to social and cultural issues. Proficiency in social medias and design softwares (Adobe Creative Suite, etc.).

Opportunity Summary:

Type of contract and modality: Consultant

Length of contract: 12 months

Starting date: TBD

Location: HQ with international travels

Responsible person: Lead Specialist in the Housing and Urban Development Division (CSD/HUD)

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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Consultants

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PROCUREMENT PLAN FOR IDB-EXECUTED OPERATIONS														
Country: Regional						Executing Agency: IDB						UDR: CSD/HUD		
Project number: RG-T3397						Project name: Support for the development of a laboratory for urban innovation in cities of LAC								
Period covered by the Plan: 15 months 2019-2021						Total Project Amount: \$ 800,000								
Component	Procurement Type (1) (2)	Service type (1) (2)	Description	Estimated contract cost (US\$)	Selection Method (2)	Type of Contract	Source of Financing and Percentage				Estimated date of the procurement notice	Estimated contract start date	Estimated contract length	Comments
							IDB/MIF		Other External Donor					
							Amount	%	Amount	%				
Component 1	A. Consulting services	Consulting Firm (GN-2765)	firm to carry out design and carry out proofs of concept	\$ 330,000	SCS	Lump Sum	\$ 330,000	100%	\$ -	0%	TBD			multiple firms
Component 1	A. Consulting services	Individual Consultant (AM-650)	Senior Consultant - LAB support to design and implementation of proofs of concepts	\$ 95,000	ICQ	Lump Sum	\$ 95,000	100%	\$ -	0%	TBD			1 consultant for 1 year
Component 1	A. Consulting services	Individual Consultant (AM-650)	Junior Consultant - LAB support to design and implementation of proofs of concepts	\$ 75,000	ICQ	Lump Sum	\$ 75,000	100%	\$ -	0%	TBD			1 consultant for 1 year
Component 1	C. Non consulting services	Corporate Procurement (GN-2303)	Consultants travel expenses for regional idea generating activities, technical site visits, and project supervision.	\$ 40,000		Lump Sum	\$ 40,000	100%	\$ -	0%	TBD			Multiple missions per pilot project (5 projects)
Component 2	A. Consulting services	Individual Consultant (AM-650)	Consultant - LAB support to design and carry out evaluation strategies	\$ 95,000	ICQ	Lump Sum	\$ 95,000	100%	\$ -	0%	TBD			1 consultant for 1 year
Component 2	C. Non consulting services	Corporate Procurement (GN-2303)	Travel expenses related to field visits to develop evaluation strategies tailored to each project.	\$ 15,000		Lump Sum	\$ 10,000	100%	\$ -	0%	TBD			
Component 3	A. Consulting services	Individual Consultant (AM-650)	Consultant - LAB support for communication strategy	\$ 70,000	ICQ	Lump Sum	\$ 75,000	100%	\$ -	0%	TBD			1 consultant for 1 year
Component 3	C. Non consulting services	Corporate Procurement (GN-2303)	Travel expenses related to dissemination events	\$ 20,000		Lump Sum	\$ 20,000	100%	\$ -	0%	TBD			
Component 3	C. Non consulting services	Corporate Procurement (GN-2303)	Expenses related to carrying out international workshops, dissemination events, and design, edition and printing of publications	\$ 60,000		Lump Sum	\$ 60,000	100%	\$ -	0%	TBD			
Prepared by:			TOTALS	\$ 800,000			\$ 800,000	100%	\$ -	0%				
(1) Grouping together of similar procurement is recommended, such as publications, travel, etc. If there are a number of similar individual contracts to be executed at different times, they can be grouped together under a single heading with an explanation in the comments column indicating the average individual amount and the period during which the contract would be executed. For example: an export promotion project that includes travel to participate in fairs would have an item called "airfare for fairs", an estimated total value od US\$5,000, and an explanation in the Comments column: "This is for approximately four different airfares to participate in fairs in the region in years X and X1".														
(2) (i) Individual consultants: ICQ: Individual Consultant Selection Based on Qualifications; SSS: Single Source Selection. Selection process to be done in accordance with AM-650.														
(2) (ii) Consulting firms: Per GN-2765-1, Consulting Firm selection methods for Bank-executed Operations are: Single Source Selection (SSS); Simplified Competitive Selection (<=250K) (SCS); Fully Competitive (>250K) (FCS); and Framework Agreement Task Order (TO). All Consulting Firm selection processes under this policy must use the electronic module in Convergence.														
(2) (iii) Goods: Per GN-2765-1, par. A.2.2.c: "The procurement of goods and related services, except when such goods and related services are necessary to achieve the objectives of the Bank-executed Operational Work and are included in the consulting services contract and represent less than ten percent (10%) of the consulting services contract value."														