

## TERMS OF REFERENCE 1

### TERMS OF REFERENCE FOR A CONSULTING FIRM TO IMPLEMENT THE EXPERIMENT ON THE IMPACT OF GENERATIVE AI ON PUBLIC OFFICIALS

Country: Regional

TC Number: RG-T4602

TC Name: Maximizing the development effectiveness of generative AI in the public sector

#### 1. **Background and Justification**

- 1.1. The Innovation in Citizen Services (ICS) division of the Inter-American Development Bank (IDB) is spearheading a study on the development impact of Generative Artificial Intelligence (GAI) in the public sector. This study aims to generate knowledge on GAI's influence on public sector decision-making, including its effects on productivity, technical quality, bias, noise, and effort.*
- 1.2. The study will involve an experiment with public officials to measure GAI's impact on key decision-making processes.*
- 1.3. The IDB seeks the services of a consulting firm to assist in implementing this experimental study, including participant recruitment, survey administration, experiment execution, and data collection.*

#### 2. **Objectives**

- 2.1. The primary objective of this consultancy is to help with the implement the experimental evaluation designed by the IDB team, which includes administering entry and exit surveys, facilitating the execution of the experiment, and collecting and delivering the resulting data.*

#### 3. **Scope of Services**

- 3.1. The consulting firm (CF) will implement a laboratory experiment designed by the IDB Team. Participants will be randomly assigned to treatment groups (where GAI is utilized to assist decision-making) and control groups (without access to GAI). The CF will ensure that the participants complete a series of tasks designed to measure productivity, decision quality, and biases.*

#### 4. **Key Activities**

- 4.1. **Comments on the questionnaires:** The Bank will provide a draft of the entry and exit surveys. The consulting firm (CF) will review the survey to if necessary. The CF will also be responsible for coding the surveys in the software of its choice, indicating the data collection tool to be used in the Request for Proposals (RFP).*

- 4.2. Survey methodology:** *The CF will present a methodology for surveying and implementing the experiment, clarifying relevant characteristics of the survey that the CF and the Bank deem important. This methodology will be delivered alongside the work plan.*
- 4.3. Formation and training of the survey and facilitation team for the experiment:** *The CF will assemble a suitable team of facilitators and supervisors for both surveys. The estimated number of survey staff and supervisors must be specified in the RFP and the work plan. The CF will also develop and conduct training for the team to ensure that everyone is competent in the application of the surveys and supervision of the experiment. Preferably, this training will be delivered in a hybrid format, allowing members of the Bank's team to participate while the consulting firm conducts the training. The Bank and the consulting firm will collaborate to provide a detailed manual that surveyors can consult during data collection.*
- 4.4. Implementation of the experiment:** *The consulting firm will carry out the implementation following guidelines agreed upon with the Bank. The work plan will indicate the method for collecting data (on paper or in software), as well as the methodology for systematizing, cleaning, managing, processing, and storing the data.*
- 4.5. Supervision activities:** *The CF will ensure the execution of supervision and quality control activities for the survey. As part of the proposed supervision activities, the CF will send preliminary data sets to the Bank each week.*
- 4.6. Final dataset and lessons learned:** *The CF will produce a dataset accompanied by a codebook for each survey and experiment, with cleaned and coded data in a format such as .xls, .R, .dta, or similar as agreed upon by the consulting firm and the Bank. The consulting firm will present a brief final report summarizing the lessons learned from this data collection and suggestions for future data collections of this kind.*

## **5. Expected Outcome and Deliverables**

- 5.1. Deliverable 1:** *A detailed work plan that must include the fact that experiment implementation will take place in Months 2 and 3 of the consultancy, and data entry and cleaning in Month 4. Additionally, a brief report on the training provided to facilitators will be required.*
- 5.2. Deliverable 2:** *A report on the implementation of the experiment.*
- 5.3. Deliverable 3:** *A clean dataset of the sample along with the respective codebook. The dataset should be in a format such as .xls, .R, .dta, or a similar format as agreed upon by the consulting firm and the Bank. The dataset must include the data from the entry and exit surveys and the experiment results.*

## **6. Project Schedule and Milestones**

- 6.1.** This consultancy should be completed within 4 months from the signing of the contract. Below is the proposed timeline with key milestones for each month:
  - 6.1.1. Month 1:** Review of the work plan, recruitment of participants, training of

facilitators, and pilot implementation.

**6.1.2. Months 2 and 3:** Conducting the entry and exit surveys and implementing the experiment.

**6.1.3. Month 4:** Data cleaning.

**6.2.** This timeline may be subject to adjustments as agreed upon by the consulting firm and the Bank.

## **7. Reporting Requirements**

- 7.1.** The consulting firm must submit biweekly reports to the Bank on the progress of the project. The reports should include updated information on the progress of each activity, any problems or challenges that have arisen during the implementation, and how they have been resolved.
- 7.2.** The consulting firm must submit a final report summarizing recommendations for improving the data collection process, including any limitations or difficulties encountered during the process.
- 7.3.** All deliverables, including datasets, codebooks, and reports, must be submitted digitally via email to the project team. The dataset should be provided in .xls, .R, .dta, or a similar format, as agreed upon between the consulting firm and the Bank.
- 7.4.** Any modifications to the schedule or scope of work must be promptly communicated to the Bank and agreed upon in writing by both parties.
- 7.5.** The consulting firm must be open to holding virtual meetings at the request of the Bank team members to discuss progress, address any concerns, and provide updates on the project. These meetings may be held via videoconference or other means agreed upon by both parties.

## **8. Acceptance Criteria**

- 8.1.** The deliverables will be considered accepted only after they have been reviewed and approved in writing via email by the members of the Bank's team.

## **9. Supervision and Reporting**

- 9.1.** The supervisor for this consultancy will be Benjamin Roseth. The consulting firm will maintain regular communication with the supervisor and their team throughout the project, providing them with updated information on the progress of each activity and any issues or challenges that arise during execution.

## **10. Schedule of Payments**

- 10.1.** 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.
- 10.2.** The IDB Official Exchange Rate indicated in the RFP will be applied for necessary

conversions of local currency payments.

<b>Payment Schedule</b>	
<b><i>Deliverable</i></b>	<b>%</b>
1. <i>Deliverable 1</i>	15%
2. <i>Deliverable 2</i>	35%
3. <i>Deliverable 3</i>	50%
<b>TOTAL</b>	100%

## TERMS OF REFERENCE 2

### Consultant for research support on the impact of AI on public service officials

#### Background:

The Innovation in Citizen Services (ICS) division of the Inter-American Development Bank (IDB) is leading an initiative to explore the impact of Generative Artificial Intelligence (GAI) on decision-making within the public sector. This project aims to assess how AI influences public servants' productivity, technical decision quality, bias, noise, and overall effort. The experiment will gather data through surveys, observational tasks, and other instruments, with a focus on evaluating AI's impact on tasks such as disciplinary actions and decision nudges.

To support the successful execution of this project, the IDB is seeking a Research Assistant. The selected candidate will be responsible for assisting in the design of surveys, developing experiment frameworks, conducting data analysis, and producing descriptive statistics from the collected data.

#### What you'll do:

The Research Assistant will be responsible for the following activities:

1. **Survey Design:** Collaborate in the creation of entry and exit surveys to assess participants' baseline characteristics, attitudes, and experiences.
2. **Experiment Design Support:** Assist in designing the tasks, evaluation rubrics, and GAI prompts used in the experiments.
3. **Data Collection Tools:** Work with the research team to refine data collection instruments that align with experimental goals.
4. **Data Cleaning and Management:** Clean and organize collected data to prepare it for analysis.
5. **Descriptive Statistics and Initial Data Analysis:** Conduct initial analysis, producing **descriptive statistics** and summary reports that offer insights into the experimental data.
6. **Documentation and Reporting:** Maintain detailed documentation of the experiment design, data collection processes, and data analysis techniques. Prepare regular progress reports to update the team on the status of the data collection, cleaning, and analysis tasks.

#### Skills you'll need:

The Consultant should possess:

- Master's degree in economics, public policy, data science, or a related field.
- At least 2 years of experience in survey design, experiment design, data cleaning, and data analysis for research purposes.
- Strong quantitative skills with experience in using statistical analysis software such as Stata, R, or Python for data cleaning and descriptive analysis.
- Experience in experimental design (desirable).
- Knowledge of AI and its applications in public administration is a plus.
- Excellent attention to detail, especially in managing and analyzing large datasets.
- Strong communication skills, both written and verbal, for reporting and presenting data findings.

**Payment schedule:**

Deliverable	Delivery date (weeks after contract signature)	% of contract amount
1. Design of entry and exit surveys	15	25
2. Data collection rubrics and finalized design experiment	30	25
3. Cleaned dataset and summary statistics	45	25
4. Summary report	60	25
Total		100

- **Type of contract:** Individual Contract
- **Length of contract:** 15 months
- **Location:** Remote
- **Responsible person:** Benjamin Roseth, Modernization of the State Senior Specialist, broseth@iadb.org

**Requirements:** You must be a citizen of one of the [IDB's 48 member countries](#) and have no family members currently working at the IDB Group.

**Our culture:** Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

**About us:** At the Inter-American Development Bank, we're devoted to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

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

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

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

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

### TERMS OF REFERENCE 3

#### Consultant to Edit and Translate the Final Report on the impact of GAI on public servants

##### Background:

The Innovation in Citizen Services (ICS) division of the Inter-American Development Bank (IDB) is committed to exploring how Generative Artificial Intelligence (GAI) impacts public sector decision-making, focusing on efficiency, quality, bias reduction, and effort. This experiment is part of a broader initiative to improve the use of GAI in the public sector, with the goal of enhancing public service delivery in Latin America and the Caribbean.

The project involves a series of experiments with public servants that assess the influence of AI on decision quality and productivity. As this research reaches its conclusion, the IDB seeks a consultant to ensure the production and dissemination of high-quality, professionally prepared reports summarizing the findings. These reports will be presented to a broad audience, including government officials, international development professionals, and academia. The consultant's role will focus on editing, translating, and designing the final reports, ensuring they are accessible and clear in both English and Spanish.

##### What you'll do:

The consultant will be responsible for the following activities:

- **Editing:** Review the final report to ensure it is well-structured, free of errors, and clearly conveys the key findings and recommendations. Conduct a final review of both the English and Spanish versions of the report(s) to ensure no errors remain and all content is properly aligned.
- **Translation:** Translate the edited report(s) from English to Spanish, ensuring that all technical terminology and context are accurately conveyed.
- Prepare the report(s) in formats suitable for online distribution and physical presentation (e.g., PDF, web-friendly versions).

##### Skills you'll need:

The Consultant should possess:

- At least 5 years of professional experience in editing and translation, preferably in the context of technical or governmental documents.
- Expert-level proficiency in English and Spanish, with demonstrated experience in translating academic texts between the two languages.
- Strong attention to detail and the ability to deliver high-quality work under tight deadlines.
- Master's degree in linguistics, communications, or a related field.

##### Payment schedule:

Deliverable	Delivery date (weeks after contract signature)	% of contract amount
5. Edited English version of the final report	6	25
6. Translated version in Spanish	12	25
7. Final designed version of both language reports	14	25



Deliverable	Delivery date (weeks after contract signature)	% of contract amount
8. Report(s) ready for dissemination (formatted)	15	25
Total		100

- **Type of contract:** Individual Contract
- **Length of contract:** 15 weeks
- **Location:** Remote
- **Responsible person:** Benjamin Roseth, Modernization of the State Senior Specialist, broseth@iadb.org

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