

HRD Terms of Reference

Consultant to support the IDB Regional Platform of Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean (Component 1)

Location: remote

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

The Housing and Urban Development Division (CSD/HUD) supports national and local governments to promote sustainable urban development in the region. The Division designs and implements projects for sustainable urban development, neighborhood improvement, socio-urban integration, green housing production, and other investments that promote resilient and low-carbon growth of LAC cities and improve the quality of life of their populations.

We are looking for a proactive, experienced consultant who can support the IDB Cities Network team in its activities to implement the IDB Regional Platform of Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean. As a consultant, you will be responsible for establishing the operational foundation and ensuring the successful coordination and implementation of project activities to support climate finance and sustainable urban development at the subnational level. This support involves providing operational and technical support and expertise in to conceptualize the IDB Regional Platform of Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean for cities to engage with each other, improve dialogue between mayors and finance secretaries, and strengthen governance and resource mobilization for climate action.

You will work in IDB Cities Network, part of CSD/HUD department. This team's goals are to develop local governments and city leaders' capacities in urban management and planning, climate action, designing project proposals and resources mobilization; to enhance regional cooperation and dialogue through knowledge exchange and dissemination of good practices; and to leverage work with partner institutions and other cities networks to advance and promote sustainable urban development in LAC.

What you'll do:

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In order to fulfill the objective of the consultancy, without excluding other activities not mentioned that may become necessary during the development of the consultancy, the selected candidate must carry out the following activities:

- Support the conceptual proposal for the City Secretary of Finance Alliance, by providing support in the identification of champion cities, preparing and performing interviews with city officials, and supporting a preliminary diagnostic of challenges and opportunities faced by City Secretary of Finance to include climate change perspective into municipal budgets and governance systems.
- Support the definition and conceptualization of the City Secretary of Finance Alliance Governance, vision and appropriation, including definition of procedure manual, first presidency, technical secretariat, guidelines, procedures, and communication systems, focal points, evaluation framework, main themes to address in the first year of the alliance, work plan, roles, among other elements.
- Support the establishment of the Project executing unit, define operational guidelines that align with IDB procedures, and plan annual work plans with clear monitoring and reporting schedules. Throughout the year, prepare regular activity reports, compiling key milestones, lessons learned, and results into a comprehensive final report to document the project's achievements.
- Support the establishment of Evaluation Framework and Project Steering Committee (PSC). define baseline data, indicators, and targets for an effective evaluation framework, establishing clear roles and monitoring/reporting procedures. Conduct regular activity monitoring and provide progress reports based on the defined targets and indicators. Identify relevant actors to form the PSC, conduct the inaugural meeting, and schedule subsequent meetings with comprehensive documentation of proceedings, decisions, and action points.
- Provide expert advisory and technical support for the inclusion of topics and activities related to city climate finance strategies, investment plans, credit worthiness, climate budget and subnational climate finance.
- Provide operational and communication support and coordination for meetings, virtual or in-person activities.

Deliverables and Payments Timeline:

The selected candidate must submit reports of the activities carried out as described above, and others that are necessary.

- Each report will be delivered in a provisional version, subject to IDB comments, before the final version is edited.
- Deliveries and reports will be made electronically, in editable formats.

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- Each report must contain a minimum of 2 pages and may include annexes.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
<u>Activity report #1</u>	20%	2,5 months after signing the contract
<u>Activity report #2</u>	20%	5 months after signing the contract
<u>Activity report #3</u>	20%	7,5 months after signing the contract
<u>Activity report #4</u>	20%	10 months after signing the contract
<u>Activity report #5</u>	20%	12 months after signing the contract

For each consultation entrusted to this contract, the consultant and the responsible coordinator will previously agree on the number of days required to answer it. The consultant will remain available to answer any questions or clarifications HUD may have until the end of the contract.

Payments will be made upon the consultant's submission of invoices for each deliverable along with HUD's acceptance of the associated individual deliverables. The invoices will account for the number of days worked on a given deliverable, the activities performed, and the results delivered.

What you'll need

- **Education:** A Master's degree in urban planning, environment, climate change, public policy, economics, sociology, or a related field.
- **Experience:** At least five years of proven relevant work experience project management, particularly in governance and urban climate finance initiatives. Experience working with multiple stakeholders, including local governments across LAC as well as with international organizations.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

- Learn continuously
- Collaborate and share knowledge
- Focus on clients
- Communicate and influence
- Innovate and try new things
- Experience designing and implementing development projects, knowledge of IDB procedures, field experience in Latin American and the Caribbean, and familiarity with the international climate change finance partners will be considered a plus.

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- Excellent written and verbal communication skills, in English and Spanish; proven ability to communicate complex concepts and prepare clear and concise reports; proven experience as problem solver at the project level; analytic capacity and proven ability to carry a research agenda; excellent team player.

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 253 days in a period of 12 months.

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

Our culture

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

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About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

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HRD Terms of Reference

Consultancy services for final evaluation and audit (component 1)

Location: Remote

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

The Housing and Urban Development Division (CSD/HUD) supports national and local governments to promote sustainable urban development in the region. The Division designs and implements projects for sustainable urban development, neighborhood improvement, socio-urban integration, green housing production, and other investments that promote resilient and low-carbon growth of LAC cities and improve the quality of life of their populations.

We are looking for a proactive, experienced consultant to conduct an external evaluation and audit at the end of the project IDB Regional Platform of Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean.

What you'll do:

In order to fulfill the objective of the consultancy, without excluding other activities not mentioned that may become necessary during the development of the consultancy, the selected candidate must carry out the following activities:

- **Conduct Document Review:** Examine all relevant project documents to assess project outcomes, effectiveness, and alignment with the initial objectives, setting the foundation for a thorough evaluation.
- **Stakeholder Feedback Collection:** Gather feedback from key stakeholders involved in the project to gain insights into the project's performance and its impact on the intended beneficiaries.
- **Performance Analysis:** Analyze performance metrics against established targets to evaluate the project's success, identifying key achievements, challenges, and areas for improvement.
- **Final Evaluation Report Preparation:** Compile findings into a comprehensive evaluation report, including insights, lessons learned, and actionable recommendations for future initiatives.
- **Project Audit Execution and Report:** Conduct a detailed audit to verify financial accuracy, compliance with IDB procedures, and effective resource utilization. Document all findings in a comprehensive audit report, including any discrepancies and recommendations for enhanced financial management practices.

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Deliverables and Payments Timeline:

The selected candidate must submit reports of the activities carried out as described above, and others that are necessary.

- Each report will be delivered in a provisional version, subject to IDB comments, before the final version is edited.
- Deliveries and reports will be made electronically, in editable formats.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Product #1: <u>Workplan proposal</u>	20%	1 month after signing the contract
Product #2: <u>Draft Evaluation Report and Audit Report</u>	30%	3 months after signing the contract
Product #3: <u>Final Evaluation Report and Audit Report</u>	50%	6 months after signing the contract

For each consultation entrusted to this contract, the consultant and the responsible coordinator will previously agree on the number of days required to answer it. The consultant will remain available to answer any questions or clarifications HUD may have until the end of the contract.

Payments will be made upon the consultant's submission of invoices for each deliverable along with HUD's acceptance of the associated individual deliverables. The invoices will account for the number of days worked on a given deliverable, the activities performed, and the results delivered.

What you'll need

- **Education:** Master's degree in the areas of urban planning, environment, climate change, public policy, economics, sociology, civil engineering and/or architecture.
- **Experience:** At least five years of proven relevant work experience implementing an agenda on green infrastructure, climate change planning and governance, GHG emissions measurement, and/or the vertical integration of NDCs. Experience working in operations and/or research in bilateral or international organizations.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

- Learn continuously
- Collaborate and share knowledge
- Focus on clients

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- Communicate and influence
- Innovate and try new things
- Experience designing and implementing development projects, knowledge of IDB procedures, field experience in Latin American and the Caribbean, and familiarity with the international climate change finance partners will be considered a plus.
- Excellent written and verbal communication skills, in English and Spanish; proven ability to communicate complex concepts and prepare clear and concise reports; proven experience as problem solver at the project level; analytic capacity and proven ability to carry a research agenda; excellent team player.

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 30 days in a period of 6 months.

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

Our culture

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability,

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please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

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HRD Terms of Reference

Climate finance consultant for the conceptualization of a Regional Platform and Common Roadmap for Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean (component 2)

Location: Remote

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

The Housing and Urban Development Division (CSD/HUD) supports national and local governments to promote sustainable urban development in the region. The Division designs and implements projects for sustainable urban development, neighborhood improvement, socio-urban integration, green housing production, and other investments that promote resilient and low-carbon growth of LAC cities and improve the quality of life of their populations.

We are looking for a proactive, experienced consultant who can support the IDB Cities Network team in the conceptualization of a Regional Platform and Common Roadmap for Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean. As a consultant, you will lead efforts to define the baseline and conceptualize the Regional Platform, providing a strategic roadmap to enable collaboration among city finance secretaries on climate finance challenges.

You will work in IDB Cities Network, part of CSD/HUD department. This team's goals are to develop local governments and city leaders' capacities in urban management and planning, climate action, designing project proposals and resources mobilization; to enhance regional cooperation and dialogue through knowledge exchange and dissemination of good practices; and to leverage work with partner institutions and other cities networks to advance and promote sustainable urban development in LAC.

What you'll do:

- **Baseline assessment and diagnostic.** Conduct a comprehensive needs assessment to identify the climate finance challenges and opportunities within LAC cities. Consult with key stakeholders and experts to gather insights and perspectives on essential components for the platform. Define a clear vision and objectives for the platform based on identified needs.
- **Proposal for Platform and Roadmap.** Draft an initial design for the Regional Platform, outlining its core components, functionalities, and objectives. Review and refine the platform design and roadmap with stakeholders, ensuring alignment with

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IDB's climate action priorities. Design governance structures to facilitate effective decision-making and collaboration among member cities. Define operational protocols and guidelines to ensure the platform supports coordinated climate action across the region.

- **Stakeholder engagement.** Identify and engage representatives from beneficiary cities and strategic partners to foster support for the platform. Conduct introductory sessions and workshops to align stakeholders on the platform's objectives, governance, and operational framework. Build and maintain a network of collaborators to sustain long-term engagement and knowledge sharing.
- **Lessons learned and recommendations.** Compile a comprehensive report summarizing the platform's conceptualization process, key components, and recommendations for implementation. Document lessons learned, challenges, and potential pathways for scaling the platform to include additional cities and climate finance initiatives. Provide actionable recommendations for sustaining and evolving the platform to meet emerging climate finance needs in the region.

Deliverables and Payments Timeline:

The selected candidate must submit reports of the activities carried out as described above, and others that are necessary.

- Each report will be delivered in a provisional version, subject to IDB comments, before the final version is edited.
- Deliveries and reports will be made electronically, in editable formats.
- Each report must contain a minimum of 2 pages and may include annexes.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
<u>Activity report #1</u>	25%	1 months after signing the contract
<u>Activity report #2</u>	25%	2 months after signing the contract
<u>Activity report #3</u>	25%	4 months after signing the contract
<u>Activity report #4</u>	25%	6 months after signing the contract

For each consultation entrusted to this contract, the consultant and the responsible coordinator will previously agree on the number of days required to answer it. The consultant will remain available to answer any questions or clarifications HUD may have until the end of the contract.

Payments will be made upon the consultant's submission of invoices for each deliverable along with HUD's acceptance of the associated individual deliverables. The invoices will account for the number of days worked on a given deliverable, the activities performed, and the results delivered.

What you'll need

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- **Education:** A Master's degree in urban planning, environment, climate change, public policy, or a related field.
- **Experience:** At least five years of experience in project management, particularly in urban climate finance initiatives and platform development. Demonstrated experience leading collaborations and facilitating coordination among diverse stakeholders. Strong background in climate finance coordination. Strong organizational and project management skills.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

- Learn continuously
- Collaborate and share knowledge
- Focus on clients
- Communicate and influence
- Innovate and try new things
- Experience designing and implementing development projects, knowledge of IDB procedures, field experience in Latin American and the Caribbean, and familiarity with the international climate change finance partners will be considered a plus.
- Excellent written and verbal communication skills, in English and Spanish; proven ability to communicate complex concepts and prepare clear and concise reports; proven experience as problem solver at the project level; analytic capacity and proven ability to carry a research agenda; excellent team player.

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 120 days in a period of 12 months.

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

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Our culture

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About IDB

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https://twitter.com/the_IDB

HRD Terms of Reference

Consultant to support the outreach and communication activities of the Regional Platform for Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean (component 2)

Location: Remote

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

The Housing and Urban Development Division (CSD/HUD) supports national and local governments to promote sustainable urban development in the region. The Division designs and implements projects for sustainable urban development, neighborhood improvement, socio-urban integration, green housing production, and other investments that promote resilient and low-carbon growth of LAC cities and improve the quality of life of their populations.

We are looking for a proactive, experienced consultant who can support the IDB Cities Network team in its activities for the outreach and communication of the Regional Platform for Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean. As a consultant you will be responsible for developing and executing an outreach strategy to raise awareness of the platform, engage stakeholders, and disseminate information on climate finance initiatives for cities across the region.

You will work in IDB Cities Network, part of CSD/HUD department. This team's goals are to develop local governments and city leaders' capacities in urban management and planning, climate action, designing project proposals and resources mobilization; to enhance regional cooperation and dialogue through knowledge exchange and dissemination of good practices; and to leverage work with partner institutions and other cities networks to advance and promote sustainable urban development in LAC.

What you'll do:

In order to fulfill the objective of the consultancy, without excluding other activities not mentioned that may become necessary during the development of the consultancy, the selected candidate must carry out the following activities:

- Design a comprehensive outreach strategy that aligns with the objectives of the Regional Platform, targeting city finance secretaries, mayors, and key stakeholders in LAC. Identify and segment target audiences, craft key messages, and outline communication channels and timelines for effective engagement

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- Create engaging communication materials such as brochures, blogs, newsletters, presentations, and social media content to promote the platform's activities and objectives. Ensure all materials are aligned with IDB branding guidelines and are tailored to the needs and interests of target audiences.
- Disseminate platform content through multiple channels, including the IDB website, social media, email newsletters, and partner networks, to maximize visibility and reach.
- Monitor the effectiveness of outreach activities by tracking metrics such as audience engagement, website traffic, and social media reach.
- Regularly report on the performance of communication activities and provide recommendations for optimizing future outreach efforts.
- Organize webinars, public forums, and other events to engage with stakeholders and provide information on climate finance opportunities for cities.
- Compile feedback from outreach activities and events to continually improve the platform's communication strategy and public engagement efforts.

Deliverables and Payments Timeline:

The selected candidate must submit reports of the activities carried out as described above, and others that are necessary.

- Each report will be delivered in a provisional version, subject to IDB comments, before the final version is edited.
- Deliveries and reports will be made electronically, in editable formats.
- Each report must contain a minimum of 2 pages and may include annexes.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
<u>Activity report #1</u>	25%	1 months after signing the contract
<u>Activity report #2</u>	25%	2 months after signing the contract
<u>Activity report #3</u>	25%	4 months after signing the contract
<u>Activity report #4</u>	25%	6 months after signing the contract

For each consultation entrusted to this contract, the consultant and the responsible coordinator will previously agree on the number of days required to answer it. The consultant will remain available to answer any questions or clarifications HUD may have until the end of the contract.

Payments will be made upon the consultant's submission of invoices for each deliverable along with HUD's acceptance of the associated individual deliverables. The invoices will account for the number of days worked on a given deliverable, the activities performed, and the results delivered.

What you'll need

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- **Education:** A Bachelor's degree in communications, public relations, marketing, climate change, or a related field.
- **Experience:** At least three years of experience in outreach, communications, or public relations, particularly for climate finance or sustainable development projects.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

- Learn continuously
- Collaborate and share knowledge
- Focus on clients
- Communicate and influence
- Innovate and try new things
- Experience designing and implementing development projects, knowledge of IDB procedures, field experience in Latin American and the Caribbean, and familiarity with the international climate change finance partners will be considered a plus.
- Excellent written and verbal communication skills, in English and Spanish; proven ability to communicate complex concepts and prepare clear and concise reports; proven experience as problem solver at the project level; analytic capacity and proven ability to carry a research agenda; excellent team player.

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 120 days in a period of 12 months.

What we offer

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About IDB

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<https://www.facebook.com/IADB.org>

https://twitter.com/the_IDB

HRD Terms of Reference

Consultancy firm for Climate finance knowledge management and capacity building (component 3)

Location: Remote

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

The Housing and Urban Development Division (CSD/HUD) supports national and local governments to promote sustainable urban development in the region. The Division designs and implements projects for sustainable urban development, neighborhood improvement, socio-urban integration, green housing production, and other investments that promote resilient and low-carbon growth of LAC cities and improve the quality of life of their populations.

We are looking for a proactive, experienced consultant who can support the IDB Cities Network team in its activities on knowledge management and capacity building of the Regional Platform for Finance Secretaries of Cities on Climate Change in Latin America and the Caribbean. As a consultant you will develop and deliver training programs, organize capacity-building workshops, create toolkits and guidelines, and compile best practices to assist cities in implementing sustainable finance strategies and enhancing their climate resilience.

You will work in IDB Cities Network, part of CSD/HUD department. This team's goals are to develop local governments and city leaders' capacities in urban management and planning, climate action, designing project proposals and resources mobilization; to enhance regional cooperation and dialogue through knowledge exchange and dissemination of good practices; and to leverage work with partner institutions and other cities networks to advance and promote sustainable urban development in LAC.

What you'll do:

The selected consultant will focus on research, consultations, and extracting lessons learned from urban climate initiatives, with the aim of providing strategic recommendations for aligning city actions with NDCs. The key activities include:

- Design and implement training programs for city finance secretaries, focusing on climate finance strategies, sustainable finance, and urban resilience.
- Organize workshops, seminars, and webinars that address specific needs of cities in the region, fostering practical skills and knowledge.

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- Evaluate the effectiveness of each training session, collecting feedback to continuously improve the programs.
- Develop toolkits and frameworks for subnational climate finance strategies, guiding cities in implementing effective climate actions.
- Collaborate with stakeholders to tailor these frameworks to the specific financial and regulatory contexts of cities in Latin America and the Caribbean.
- Facilitate knowledge sharing on sustainable finance best practices, supporting cities in accessing and mobilizing climate finance.
- Gather and document best practices and lessons learned from cities' climate finance and resilience initiatives. Share these insights with platform members through reports, presentations, and online resources, encouraging replication of successful models.
- Track the progress of capacity-building activities, compiling periodic reports on engagement, participant feedback, and outcomes.
- Ensure all materials are accessible, user-friendly, and aligned with IDB standards.
- Provide a comprehensive final report summarizing the training programs, tools developed, best practices shared, and overall impact on the platform's goals.

Deliverables and Payments Timeline:

The selected candidate must submit reports of the activities carried out as described above, and others that are necessary.

- Each report will be delivered in a provisional version, subject to IDB comments, before the final version is edited.
- Deliveries and reports will be made electronically, in editable formats.
- Each report must contain a minimum of 2 pages and may include annexes.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Activity report #1	25%	1 months after signing the contract
Activity report #2	25%	2 months after signing the contract
Activity report #3	25%	4 months after signing the contract
Activity report #4	25%	6 months after signing the contract

For each consultation entrusted to this contract, the consultant and the responsible coordinator will previously agree on the number of days required to answer it. The consultant will remain available to answer any questions or clarifications HUD may have until the end of the contract.

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HRD Terms of Reference

account for the number of days worked on a given deliverable, the activities performed, and the results delivered.

What you'll need

- **Education:** A Master's degree in urban planning, climate change, public policy, finance, or a related field.
- **Experience:** At least five years of experience in capacity building, training development, and sustainable finance projects. Experience working with LAC cities will be appreciated.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

- Learn continuously
- Collaborate and share knowledge
- Focus on clients
- Communicate and influence
- Innovate and try new things
- Experience designing and implementing development projects, knowledge of IDB procedures, field experience in Latin American and the Caribbean, and familiarity with the international climate change finance partners will be considered a plus.
- Excellent written and verbal communication skills, in English and Spanish; proven ability to communicate complex concepts and prepare clear and concise reports; proven experience as problem solver at the project level; analytic capacity and proven ability to carry a research agenda; excellent team player.

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, IDB/IDB Invest requires all new hires to be fully vaccinated against COVID-19.

Type of contract and duration:

- **Type of contract:** Consultancy firm
- **Length of contract:** 120 days in a period of 12 months.

What we offer

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

HRD Terms of Reference

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

Our culture

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Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

Follow us:

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<https://www.facebook.com/IADB.org>

https://twitter.com/the_IDB

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Selection process # RG-T4603-P00X

TERMS OF REFERENCE

(Insert Title Name of the Assignment/Consultancy)

Regional

RG-T4603

Technical Cooperation Number]

[Web link to approved document]

TECHNICAL COOPERATION NAME

1. Background and Justification

1.1. *(Provide a brief background of any information that is important to understand in order to accomplish the project/contract goals.)*

1.2. *(Provide a brief justification for the existence of this project/contract explaining why the project/contract is needed. This will help the consulting firms to better understand the overall direction and context of the project/contract and its goals. This justification should be clear and precise to identify quantifiable measure of success for the end of the project.)*

2. Objectives

2.1. *(Provide a brief statement of what you expect to accomplish as a result of this project/contract. What are your overall goals and objectives (provide a bulleted tiered listing if necessary.)*

3. Scope of Services

3.1. *(Provide detailed consulting service requirements needed to make the project/contract successful.)*

4. Key Activities

4.1. *(Include a description of all tasks which need to be completed for successful completion of this project/contract.)*

5. Expected Outcome and Deliverables

5.1. *(Describe the general outcome(s) expected from this project/contract. Against each of the tasks*

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and activities listed above there should be a corresponding deliverable.)

6. Project Schedule and Milestones

6.1. *(Define the schedule of deliverables and milestones for this project/contract. It is imperative that all milestones, tasks, and schedule information be as accurate as possible since consulting firms will need to consider these items in their proposals.)*

7. Reporting Requirements

7.1. *(Describe the reports consulting firm will have to submit for each phase of the project. For example: the scope and timing of progress reports; the need for presentations/ workshops; the coverage and timing of reports, setting out the results of the consultancy. Also define the language of the reports)*

8. Acceptance Criteria

8.1. *(Define how you will accept the deliverables resulting from this TOR. The acceptance of deliverables must be clearly defined and understood by all parties. This section should include a description of how both parties will know when work is acceptable, how it will be accepted, and who is authorized to accept the work.)*

9. Consulting Firm and Team Requirements

9.1. *(Describe the general experience and main characteristics expected to be met by the consulting firm, as well as the composition of the team to carry out the consultancy. If necessary, indicate the characteristics that are expected from each of the key experts that will make up the work team, including abilities, experience, etc.)*

10. Other Requirements

10.1. *(Describe any special requirements, such as security requirements, any IT access restrictions/requirements or system downtime/maintenance if required.)*

11. Supervision and Reporting

11.1. *Specify to whom the consulting firm will be reporting to, meetings, frequency, who will give comments to any reports, approve reports, documents, work, and give comments or any instructions for changes. It shall be Firm's responsibility for ensuring that such meetings are*

HRD Terms of Reference

conducted and such reports are submitted to the Bank.

12. Schedule of Payments

- 12.1.** 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.
- 12.2.** The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

Payment Schedule	
<i>Deliverable</i>	%
1. <i>Describe deliverable</i>	xxx%
2. <i>Describe deliverable</i>	xxx%
3. <i>Describe deliverable</i>	xxx%
TOTAL	100%

Climate finance expert to scale up climate finance in LAC Cities

Location: Remote

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people

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find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

The Housing and Urban Development Division (CSD/HUD) supports national and local governments to promote sustainable urban development in the region. The Division designs and implements projects for sustainable urban development, neighborhood improvement, socio-urban integration, green housing production, and other investments that promote resilient and low-carbon growth of LAC cities and improve the quality of life of their populations.

We are looking for a proactive, experienced Climate finance expert who can support the IDB Cities Network team to scale up climate finance in LAC Cities As a consultant you will assist cities in creating robust climate finance strategies, designing green financial instruments, developing funding proposals, building investment pipelines, and enhancing financial management practices to increase access to climate finance and sustainable investment opportunities.

You will work in IDB Cities Network, part of CSD/HUD department. This team's goals are to develop local governments and city leaders' capacities in urban management and planning, climate action, designing project proposals and resources mobilization; to enhance regional cooperation and dialogue through knowledge exchange and dissemination of good practices; and to leverage work with partner institutions and other cities networks to advance and promote sustainable urban development in LAC.

What you'll do:

- Collaborate with city finance secretaries to identify and assess climate finance needs. Create tailored climate finance strategies that align with each city's unique environmental goals and financial capabilities.
- Facilitate stakeholder engagement to ensure the strategies meet local priorities and leverage regional opportunities.
- Guide cities through the process of structuring and issuing green bonds, including compliance with international standards and best practices.
- Support cities in establishing local taxonomies for green finance to enhance transparency and attract sustainable investments.
- Assist cities in preparing compelling funding proposals for climate-related projects, ensuring alignment with the requirements of international climate finance institutions.
- Evaluate current financial management practices and recommend enhancements to ensure efficient use of climate finance.
- Deliver guidance on integrating climate considerations into budgeting and financial planning processes.

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Document successful case studies and best practices in climate finance from cities across the region. Compile lessons learned from previous climate finance initiatives to inform future projects and strategies.

- Share these insights with platform members through reports and presentations to facilitate knowledge exchange and replication.

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- **Experience:** At least five years of experience in climate finance, sustainable finance, or project finance, with a focus on developing countries.
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Key skills:

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HRD Terms of Reference

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Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 120 days in a period of 6 months.

What we offer

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