

Terms of reference 1**Project Associate Consultant for the Project “Building a Statistical Framework to Measure Vulnerability in the Caribbean Community” (RG-T4607)****Post of Duty: 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

We are looking for a graduate-level professional with knowledge and experience in coordinating statistical projects to serve as project associate for the Project “Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM).

You will work in the Innovation in Citizen Services Division (ICS) of the IDB focuses on improving the capacity of governments to deliver public services. This consultancy will provide support to the Digital Government cluster, specifically to the Statistical Team, whose work focuses on strengthening the statistical capacity of Latin American and Caribbean countries, that is, their capacity to produce and disseminate quality data, in a sustained and timely manner, to promote evidence-based policy making.

What you’ll do:

This consultancy will focus on the following tasks:

- Coordinate project actions in coordination with the Executing Agency, the participating NSOs, and the IDB.
- Supervise the activities of the contracted consultants, ensuring compliance with the project objectives.
- Leading on results reporting.

Deliverables and Payments Timeline:

Payments will be made against the following deliverables:

- 1) Work plan.
- 2) Project progress report 1.
- 3) Project progress report 2.
- 4) Final report.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Product 1	20%	March 2025
Product 2	30%	December 2025
Product 3	30%	December 2026
Product 4	20%	October 2027
Total	100%	-

What you'll need

- **Education:** Master's degree (or equivalent advanced degree) in statistics, economics, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 years of progressive experience coordinating research o statistical projects with government offices/NSOs.
- **Languages:** Proficiency in English.

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

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.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 36 months
- **Work Location:** Remote.

Terms of reference 2**Initial diagnostic consultancy on the situation in CARICOM countries for the measurement of vulnerability (RG-T4607)****Post of Duty: 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

We are looking for a professional with knowledge and experience in statistics for the measurement of vulnerability through household surveys, for the Project “Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM).

You will work in the Innovation in Citizen Services Division (ICS) of the IDB focuses on improving the capacity of governments to deliver public services. This consultancy will provide support to the Digital Government cluster, specifically to the Statistical Team, whose work focuses on strengthening the statistical capacity of Latin American and Caribbean countries, that is, their capacity to produce and disseminate quality data, in a sustained and timely manner, to promote evidence-based policy making.

What you’ll do:

This consultancy will focus on the following tasks:

- Initial assessment on the current state of the existing national household surveys.
- Review international standards, methodologies and best practices for measuring vulnerability.
- Develop instrument proposal to measure vulnerability among CARICOM countries.

Deliverables and Payments Timeline:

Payments will be made against the following deliverables:

- 1) Work plan.
- 2) Report 1. Current State of Vulnerability through national household surveys
- 3) Report 2. International standards, methodologies and best practices for measuring vulnerability.
- 4) Report 3. Instrument proposal to measure vulnerability among CARICOM countries

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Product 1	20%	October 2025
Product 2	30%	February 2026
Product 3	30%	June 2026
Product 4	20%	December 2026
Total	100%	-

What you'll need

- **Education:** Master's degree (or equivalent advanced degree) in statistics, economics, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 years of progressive experience coordinating research o statistical projects with government offices/NSOs; experience in measuring (using quantitative methods) the vulnerability of people through surveys.
- **Languages:** Proficiency in English.

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

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.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 18 months
- **Work Location:** Remote.

Terms of reference 3**Consultancy for the design of a tool to measure vulnerability through household surveys in CARICOM countries (RG-T4607)****Post of Duty: 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

We are looking for a professional with knowledge and experience in statistics for the measurement of vulnerability through household surveys, for the Project “Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM).

You will work in the Innovation in Citizen Services Division (ICS) of the IDB focuses on improving the capacity of governments to deliver public services. This consultancy will provide support to the Digital Government cluster, specifically to the Statistical Team, whose work focuses on strengthening the statistical capacity of Latin American and Caribbean countries, that is, their capacity to produce and disseminate quality data, in a sustained and timely manner, to promote evidence-based policy making.

What you’ll do:

- Design questionnaire to measure vulnerability through household surveys.
- Programming the questionnaire for CAPI implementation.
- Design tabulations of results for the proposed indicators.
- Develop interviewer's manual

Deliverables and Payments Timeline:

Payments will be made against the following deliverables:

- 1) Work plan.
- 2) Report 1. Questionnaire design.
- 3) Report 2. CAPI implementations inform.
- 4) Report 3. Tabulations proposals.
- 5) Report 4. Interviewer's manual.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Product 1	20%	October 2025
Product 2	20%	February 2026
Product 3	20%	June 2026
Product 4	20%	December 2026
Product 5	20%	February 2027
Total	100%	-

What you'll need

- **Education:** Master's degree (or equivalent advanced degree) in statistics, economics, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 10 years of progressive experience coordinating research or statistical projects with government offices/NSOs; experience in measuring (using quantitative methods) the vulnerability of people through surveys.
- **Languages:** Proficiency in English.

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

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.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 18 months
- **Work Location:** Remote.

Terms of reference 4**Consultancy for the development of methodological guidelines for measuring vulnerability through household surveys in CARICOM countries (RG-T4607)****Post of Duty: 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

We are looking for a professional with knowledge and experience in statistics for the measurement of vulnerability through household surveys, for the Project “Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM).

You will work in the Innovation in Citizen Services Division (ICS) of the IDB focuses on improving the capacity of governments to deliver public services. This consultancy will provide support to the Digital Government cluster, specifically to the Statistical Team, whose work focuses on strengthening the statistical capacity of Latin American and Caribbean countries, that is, their capacity to produce and disseminate quality data, in a sustained and timely manner, to promote evidence-based policy making.

What you’ll do:

- Development of clear guidelines for administering the vulnerability instrument.
- Select contents and define optimal methods to disseminate the contents of the guides and reports.

Deliverables and Payments Timeline:

Payments will be made against the following deliverables:

- 1) Work plan.
- 2) Guidelines first draft.
- 3) Final methodological guidelines.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Product 1	20%	June 2026
Product 2	20%	December 2026
Product 3	20%	February 2027
Total	100%	-

What you’ll need

- **Education:** Master’s degree (or equivalent advanced degree) in statistics, economics, communications, or other fields relevant to the responsibilities of the role.

- **Experience:** At least 5 years of progressive experience coordinating research or statistical projects with government offices/NSOs; experience in knowledge dissemination.
- **Languages:** Proficiency in English.

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

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.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 12 months
- **Work Location:** Remote.

Terms of reference 5

Consultancy for the design of workshops and training for the measurement of vulnerability and other quantitative tools through household surveys in CARICOM countries (RG-T4607)

Post of Duty: 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

We are looking for a professional with knowledge and experience in statistics for the measurement of vulnerability through household surveys and for the generation of statistical capabilities, for the Project “Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM).

You will work in the Innovation in Citizen Services Division (ICS) of the IDB focuses on improving the capacity of governments to deliver public services. This consultancy will provide support to the Digital Government cluster, specifically to the Statistical Team, whose work focuses on strengthening the statistical capacity of Latin American and Caribbean countries, that is, their capacity to produce and disseminate quality data, in a sustained and timely manner, to promote evidence-based policy making.

What you’ll do:

- Design training products in areas such as:
 - Survey design.
 - Data collection techniques.
 - Data entry and quality control.
 - Cross-cultural considerations
 - Use of technology.
 - Survey data analysis
 - Ethics and privacy.
 - Official statistical communications.
 - Indicator fundamentals, among others.

Deliverables and Payments Timeline:

Payments will be made against the following deliverables:

- 1) Work plan.
- 2) Trainings reports.

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Product 1	30%	December 2026
Product 2	70%	July 2027
Total	100%	-

What you'll need

- **Education:** Master's degree (or equivalent advanced degree) in statistics, economics, communications, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 10 years of progressive experience coordinating research or statistical projects with government offices/NSOs; experience in knowledge dissemination; experience in applied quantitative methods.
- **Languages:** Proficiency in English.

Key skills:

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

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.

Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 18 months
- **Work Location:** Remote.

TERMS OF REFERENCE 6

Consultancy for the design and preparation of guidelines, methodologies and reports for the administration of the vulnerability measurement tool, within the framework of the project “Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM)”

REGIONAL

ATN/

RG-T4607

[Web link to approved document]

Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM)

1. Background and Justification

- 1.1.** The Region works closely to systematically reduce poverty, unemployment and social exclusion by collectively addressing the impacts of poverty and unemployment. However, regional issues of hunger and malnutrition have worsened because of challenges exacerbated by the COVID-19 pandemic, climate change, humanitarian crises, violence, instability and inequalities. In particular, the climate crisis has resulted in long-standing structural issues magnifying the challenges of CARICOM SIDS.
- 1.2.** In addition, certain population groups are disproportionately affected by climate change since vulnerability to climate impacts varies based on exposure, sensitivity and adaptive capacity. In general, certain sectors of employment are more susceptible to the impacts of climate events rendering the persons employed in those sectors vulnerable. Measuring vulnerability is essential for understanding exposure and designing effective policies that would promote equitable sustainable development. Further, the development and implementation of adaptation strategies in CARICOM that integrate climate resilience into economic development and planning, as well as access to financing for disaster response, are often constrained by the general lack of reliable, comparable and up-to-date data and indicators that identify at-risk populations and other social, economic and environmental disparities.
- 1.3.** Engagements and interventions on such matters are best informed by the results of regular multipurpose surveys that capture the multidimensional characteristics of vulnerability, along with other socioeconomic and environmental factors. The information generated from these surveys would give a reflection of the situation confronting CARICOM Member States, including their wealth, wealth distribution and their general standard of living. It could also inform policies aimed towards creating more sustainable and resilient economies, as well as attracting greater financing for development.
- 1.4.** Insufficiently reliable, comparable, and up-to-date data, as well as the unavailability of relevant

indicators, undermine the efforts of the region to develop data driven policies, including for at-risk populations, and to advocate on its own behalf in relevant international fora. Therefore, this project aims to prioritize the development of institutional capacity across CARICOM Member States by building the statistical framework to measure poverty and other vulnerability indicators through the development of a comprehensive suite of tools and instruments.

2. Objectives

The primary aim of this consultancy is to develop a clear guide for the administration of the vulnerability measurement instrument through household surveys.

3. Key Activities

3.1. Define the most appropriate communication methodology for the products.

3.2. Design the methodological guides and reports in coordination with the consultants and counterparts linked to the project.

3.3. Produce (physical and virtual) documents for dissemination.

4. Expected Outcome and Deliverables

4.1. The firm will provide the following deliverables:

Product No. 1: Work plan.

Product No. 2: First draft of methodological guidelines and report.

Product No. 3: Methodological guidelines and final reports.

5. Project Schedule and Milestones

5.1. The work shall be carried out in 12 months from the time of the contract signature.

6. Acceptance Criteria

6.1. The Consulting Firm shall maintain regular communication with the client's point of contact in carrying out the activities and developing all deliverables described in this contract. The Consulting Firm shall obtain the IDB's approval of the completion of each Service Request activity before associated payments will be processed.

6.2. A Bank representative will be copied on all communications between the Consulting Firm and the Client.

6.3. All project deliverables will be presented at a professional level in English. Deliverables will be edited by native-level English speakers to ensure the appropriate language level.

6.4. Deliverables will be provided in editable formats (e.g., Microsoft Word) and any finalized formats.

6.5. Confidentiality:

6.5.1. The Supplier and its employees or agents are aware that in discharging their obligations pursuant to this Agreement, they may have access to privileged, confidential, or proprietary information of the Bank or of another but in possession of the Bank, including without limitation the Bank's financial, statistical, marketing, business, and personnel information, projections, plans, forecasts, reports, service capabilities or any other data or information collected and gathered in the provision of the Work and relating to the Bank's business and any information whether written or oral identified as confidential by the Bank, is

confidential information of the Bank (“Confidential Information”). Under no circumstances, except with the Bank’s express written permission, shall the Supplier and its employees or its agents copy, reproduce, sell, assign, license, market, transfer, give, or otherwise disclose to any person or organization, in any manner or form, now or after the expiration of the Agreement, such Confidential Information or any part thereof.

6.5.2. Upon request by the Bank or completion of the Work, Supplier will immediately return to the Bank at Supplier’s expense all Confidential Information of the Bank or Clients and any other Bank or Client documents or data and all copies thereof.

7. Supervision and Reporting

7.1. The IDB and the respective Clients shall supervise the execution of the activities and completion of the deliverables indicated in these terms of reference and approve all payments. The point of contact at the IDB for all matters related to this contract will be José Antonio Mejía Guerra (joseam@iadb.org).

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 to make necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
Product 1	30%
Product 2	30%
Product 3	40%
TOTAL	100%

TERMS OF REFERENCE 7

Consultancy for the design and preparation of workshops and webinars for the vulnerability measurement tool, within the framework of the project “Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM)”

REGIONAL

ATN/

RG-T4607

[Web link to approved document]

Building a Statistical Framework to Measure Vulnerability in the Caribbean Community (CARICOM)

1. Background and Justification

- 1.1.** The Region works closely to systematically reduce poverty, unemployment and social exclusion by collectively addressing the impacts of poverty and unemployment. However, regional issues of hunger and malnutrition have worsened because of challenges exacerbated by the COVID-19 pandemic, climate change, humanitarian crises, violence, instability and inequalities. In particular, the climate crisis has resulted in long-standing structural issues magnifying the challenges of CARICOM SIDS.
- 1.2.** In addition, certain population groups are disproportionately affected by climate change since vulnerability to climate impacts varies based on exposure, sensitivity and adaptive capacity. In general, certain sectors of employment are more susceptible to the impacts of climate events rendering the persons employed in those sectors vulnerable. Measuring vulnerability is essential for understanding exposure and designing effective policies that would promote equitable sustainable development. Further, the development and implementation of adaptation strategies in CARICOM that integrate climate resilience into economic development and planning, as well as access to financing for disaster response, are often constrained by the general lack of reliable, comparable and up-to-date data and indicators that identify at-risk populations and other social, economic and environmental disparities.
- 1.3.** Engagements and interventions on such matters are best informed by the results of regular multipurpose surveys that capture the multidimensional characteristics of vulnerability, along with other socioeconomic and environmental factors. The information generated from these surveys would give a reflection of the situation confronting CARICOM Member States, including their wealth, wealth distribution and their general standard of living. It could also inform policies aimed towards creating more sustainable and resilient economies, as well as attracting greater financing for development.
- 1.4.** Insufficiently reliable, comparable, and up-to-date data, as well as the unavailability of relevant

indicators, undermine the efforts of the region to develop data driven policies, including for at-risk populations, and to advocate on its own behalf in relevant international fora. Therefore, this project aims to prioritize the development of institutional capacity across CARICOM Member States by building the statistical framework to measure poverty and other vulnerability indicators through the development of a comprehensive suite of tools and instruments.

2. Objectives

2.1. The main objective of this consultancy is to coordinate all aspects (technical and logistical) to disseminate the vulnerability measurement tool in CARICOM countries, as well as to facilitate the training of NSO officials in areas of relevance to official statistics.

3. Key Activities

3.1. Define the most appropriate methodology for the trainings.

3.2. Design the methodological guides in coordination with the consultants and counterparts linked to the project.

3.3. Produce (physical and virtual) documents for dissemination.

3.4. Coordinate the participation of people in workshops and webinars.

4. Expected Outcome and Deliverables

4.1. The firm will provide the following deliverables:

Product No. 1: Work plan.

Product No. 2: First draft of methodological guidelines.

Product No. 3: Methodological guidelines and final reports.

Product No. 4: Evaluation reports for each workshop and webinar.

5. Project Schedule and Milestones

5.1. The work shall be carried out in 12 months from the time of the contract signature.

6. Acceptance Criteria

6.1. The Consulting Firm shall maintain regular communication with the client's point of contact in carrying out the activities and developing all deliverables described in this contract. The Consulting Firm shall obtain the IDB's approval of the completion of each Service Request activity before associated payments will be processed.

6.2. A Bank representative will be copied on all communications between the Consulting Firm and the Client.

6.3. All project deliverables will be presented at a professional level in English. Deliverables will be edited by native-level English speakers to ensure the appropriate language level.

6.4. Deliverables will be provided in editable formats (e.g., Microsoft Word) and any finalized formats.

6.5. Confidentiality:

6.5.1. The Supplier and its employees or agents are aware that in discharging their obligations pursuant to this Agreement, they may have access to privileged, confidential, or proprietary information of the Bank or of another but in possession of the Bank, including without

limitation the Bank’s financial, statistical, marketing, business, and personnel information, projections, plans, forecasts, reports, service capabilities or any other data or information collected and gathered in the provision of the Work and relating to the Bank's business and any information whether written or oral identified as confidential by the Bank, is confidential information of the Bank (“Confidential Information”). Under no circumstances, except with the Bank’s express written permission, shall the Supplier and its employees or its agents copy, reproduce, sell, assign, license, market, transfer, give, or otherwise disclose to any person or organization, in any manner or form, now or after the expiration of the Agreement, such Confidential Information or any part thereof.

6.5.2. Upon request by the Bank or completion of the Work, Supplier will immediately return to the Bank at Supplier’s expense all Confidential Information of the Bank or Clients and any other Bank or Client documents or data and all copies thereof.

7. Supervision and Reporting

7.1. The IDB and the respective Clients shall supervise the execution of the activities and completion of the deliverables indicated in these terms of reference and approve all payments. The point of contact at the IDB for all matters related to this contract will be José Antonio Mejía Guerra (joseam@iadb.org).

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 to make necessary conversions of local currency payments.

Payment Schedule	
Deliverable	%
Product 1	30%
Product 2	20%
Product 3	20%
Product 4	30%
TOTAL	100%