

HRD Terms of Reference

Project Manager Consultant

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 an analytical, organized and communicative Project Manager Consultant. The main objective of this consultancy is to lead, coordinate, and implement the actions of Component 1 in Guayana, Peru and Suriname, including the mapping and engagement of Local Business Support Organizations (LBSOs), development of training and knowledge products, organization of workshops and events, and preparation of technical reports to support the development of a cohesive bio-business ecosystem in the Amazon region.

You will work in the Amazon Bioeconomy Marketplace team, part of the Trade and Investment Division. This team is responsible for accompanying Local Financial Institutions, LBSOs, and bio-businesses and promoting exports of Amazon products and facilitating networks and events that seek exchange between buyers and producers.

What you'll do:

- Design and maintain a comprehensive mapping of LBSOs.
- Foster collaboration and synergies among mapped LBSOs to encourage multi-sectoral approaches to bio-business development.
- Collect and assemble knowledge products, audiovisual materials, and technological tools that contribute to the design and dissemination of learning and training methodologies.
- Prepare training programs and materials for entrepreneurs, technical specialists, and partner institutions.
- Plan and execute workshops, training sessions, and events aimed at strengthening LBSOs and promoting collaboration among stakeholders.
- Oversee event logistics, including coordination of participants, preparation of promotional and communication materials, and facilitation of sessions when necessary.
- Facilitate continuous communication with LBSOs, government counterparts, and other project stakeholders; support alignment of Component 1 activities with other components of the TC and with IDB procedures and guidelines.
- Prepare periodic progress reports, meeting minutes, and final technical reports summarizing the implementation of Component 1.
- Support the needs of the Amazon Bioeconomy Marketplace and other related initiatives.

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Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
1. Work plan for Component 1 activities	10%	February, 2026.
2. LBSOs Mapping and stakeholder engagement plan	15%	March, 2026.
3. Training and knowledge products package	30%	May, 2026.
4. Report on LBSOs Workshop Summit agenda and logistics	30%	September, 2026.
5. Report on LBSOs Workshop Summit Results	15%	October, 2026.

What you'll need

- **Education:** Master's degree in business administration, sustainable development, economics, environmental management, or other fields relevant to the responsibilities of the role.
- **Experience:** At least five (5) years of experience in project management, preferably in sustainable business development, bioeconomy, or innovation ecosystems. Demonstrated experience coordinating multi-stakeholder projects and producing analytical and communication materials.
- **Languages:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.

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:** 9 months

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- **Work Location:** Remote.

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.

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:

<https://www.linkedin.com/company/inter-american-development-bank/>

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

https://twitter.com/the_IDB

About IDB Lab

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

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https://twitter.com/IDB_Lab

About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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Communications and Outreach Consultant

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About this position

We are looking for a **creative, organized, and proactive Communications and Outreach Consultant**. As Communications and Outreach Consultant, you will design and implement the communication strategy and Business Matchmaking Events plan to promote sustainable bio-businesses in the Amazon. You will work with the **Amazon Bioeconomy Marketplace team**, part of the **Trade and Investment Division (PTI/TIN)**. This team is responsible for fostering inclusive and sustainable business development, promoting market access, and strengthening regional bio-business ecosystems.

What you'll do:

- Develop a comprehensive plan for the multi-sectoral, multi-nation, and multi-level Business Matchmaking Events, including timeline, milestones, logistics planning, stakeholder roles, and coordination strategy.
- Ensure the plan aligns with the project's objectives of promoting inclusive and sustainable bio-business development in the Amazon region.
- Prepare a strategic communication plan, including outreach schedule, branding and visual identity, and dissemination approaches tailored to different audiences (e.g., producers, buyers, investors, policymakers).
- Produce communication materials such as flyers, press kits, promotional videos, social media content, and email campaigns.
- Coordinate media outreach and event promotion in collaboration with IDB communication teams and local partners.
- Coordinate the organization of Business Matchmaking Events, including logistics, participant support, and stakeholder engagement before and during the events.
- Ensure proper documentation and promotion of the events, including visual materials, live coverage, and participant feedback.
- Compile and produce dissemination materials reflecting the experiences and lessons learned from producers and buyers participating in the matchmaking events.
- Develop post-event reports and results evaluation, highlighting outreach effectiveness, participation, and measurable outcomes.
- Support the needs of the Amazon Bioeconomy Marketplace and other related initiatives.

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Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
1. Monthly progress report	100%	June, 2026

What you'll need

- **Education:** Bachelor's or Master's degree in communications, marketing, journalism, public relations, international relations, or other fields relevant to the responsibilities of the role.
- **Experience:** At least five (5) years of experience in designing and implementing communication strategies and events, preferably in sustainable development, private sector development, or bioeconomy-related programs.
- **Languages:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.

Key skills:

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Type of contract and duration:

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

Our culture

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