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## CONSULTANCY TO DEVELOP A TOOLKIT FOR CLIMATE RESILIENT STRATEGIES FOR WATER AND SANITATION MANAGEMENT IN THE CARIBBEAN TERMS OF REFERENCE

RG-T4611 / XXXX

### 1. Background Information

The IDB Water and Sanitation Division (INE/WSA) has approved a regional technical cooperation for enhancing the resilience and sustainability of water and sanitation services for Caribbean water utilities. The project ‘**Toolkit for Climate-Resilient Strategies for Sustainable Water and Sanitation Management in the Caribbean**’ will be funded under the IDB Regional Public Goods initiative which promotes regional cooperation in Latin America and the Caribbean to address shared development challenges through collective action. The impact of climate change on water and sanitation services is an urgent development challenge common to Caribbean countries. The sector is especially vulnerable to decreased availability of freshwater and increased risks of damage to infrastructure with extreme weather events. Further, energy inefficiency in the provision of water and sanitation services, high levels of non-revenue water (NRW) and low uptake of resource recovery in wastewater treatment comprise missed opportunities for building the resilience of the sector to climate change. Given the scope of these challenges, there is a pressing need for a unified, regional response that equips utilities with the tools and knowledge to enhance resilience and sustainability.

The primary objective of this project is to enhance the resilience and sustainability of water and sanitation services in the Caribbean by developing and disseminating a comprehensive toolkit that enables water utilities to implement concrete actions to mitigate the impacts of climate change. This will be achieved through two components:

- **Component 1: Toolkit for climate resiliency actions.** This component will finance the development of toolkit for climate resiliency actions that covers circular economy, non-revenue water (NRW) reduction and renewable energy and energy efficiency (RE/EE) for carbon neutrality. It will be developed with active participation of beneficiary institutions, through three Technical Working Groups. Such participation will (a) allow the tools to be developed based on the most relevant cases in the region and incorporating user friendliness in their design, as well as (b) ensure proper piloting by the beneficiaries. The toolkit developed and piloted will be disseminated and utility officials will be trained for the effective use of the toolkit. The expected output of this Component is the aforementioned toolkit.
- **Component 2: Institutional strengthening and knowledge dissemination.** This component will finance: (i) Dissemination the toolkit, including the production of relevant materials; (ii) A regional workshop for capacity building of utility officials. The dissemination will be led by the IDB with wide participation of water and sanitation utilities in the Caribbean region. The IDB has been organizing the High-Level Forum for Caribbean Ministers Responsible for Water, and as such the dissemination of this RPG will benefit from the IDB’s leadership in the regional dialogues in the sector. The trainings will target utility officials at the middle management level, at the same time duly involving the upper

management (in particular, regarding aspects related to decision making in the areas of the RPG). Gender balance will be considered during the design and implementation of the trainings. The expected outputs of this Component are (i) toolkit disseminated; and (ii) capacity building workshop conducted.

At this phase of project development, the IDB seeks a consulting firm for the development of the toolkit for climate resiliency actions.

## 2. Services to be Performed.

### 2.1. Purpose

The objective of the consulting services is to develop a toolkit for climate resiliency actions that covers circular economy, NRW reduction and RE/EE for carbon neutrality for Caribbean water utilities. Close coordination with the IDB project team, participating water utilities and other stakeholders will be necessary to accomplish the proposed objective.

### 2.2. Scope

The consulting firm will provide its services in the following activities related with project Components:

- **Activity 1**: Conduct a needs assessment and stakeholder kickoff workshop for participating water utilities.
- **Activity 2**: Collect data on climate risks and climate resilience actions for water and sanitation utilities in the Caribbean.
- **Activity 3**: Develop the preliminary toolkit for identifying and structuring resilient interventions for participating utilities.
- **Activity 4**: Conduct feedback sessions on pilot toolkit with participating utilities for ensuring functionality and relevance.
- **Activity 5**: Create training materials and conduct training sessions for utility officials.

## REPORTS / OUTPUTS:

### 2.3. Key Activities

A detail of the five main activities to develop in this consultancy are provided below:

#### ***2.3.1. Conduct a needs assessment and stakeholder kickoff workshop for participating water utilities.***

Organizing a collaborative workshop to gather input from key stakeholders, including water utility managers, government representatives, and community leaders. Participants will discuss current challenges, climate risks, and existing resilience measures. The needs assessment will identify gaps and prioritize areas for intervention. This foundational

meeting aims to foster relationships among stakeholders and ensure that the toolkit development aligns with the specific needs and contexts of participating utilities.

**2.3.2. *Collect data on climate risks and climate resilience actions for water and sanitation utilities in the Caribbean.***

Comprehensive data collection will focus on climate-related risks affecting water and sanitation utilities in the Caribbean, while also investigating opportunities for carbon credit generation. Data collection further involves analyzing historical climate patterns, assessing vulnerability to extreme weather events, and documenting current resilience strategies. Additionally, research will explore how water utilities can leverage carbon credits to fund resilience initiatives and assess the feasibility of their adoption in Caribbean markets. Engaging regional experts and utilizing existing research will help create a robust database, informing tailored climate resilience actions that are financially viable and context-specific.

**2.3.3. *Develop the preliminary toolkit for identifying and structuring resilient interventions for participating utilities.***

The toolkit will be designed as a practical resource for water utilities to identify and implement climate resilience interventions and therefore informed by stakeholder consultations. The preliminary version will include draft guidelines, best practices, and case studies relevant to the Caribbean context. It will focus on structuring interventions based on assessed risks and existing capacities. Based on the evaluation of feasibility of carbon credit opportunities, the toolkit will also include guidelines for utilities to utilize carbon credits to support and finance resilience investments. Engaging stakeholders during this phase ensures that the toolkit is user-friendly and addresses the unique challenges faced by utilities, laying a solid foundation for climate resilience

**2.3.4. *Conduct feedback sessions on pilot toolkit with participating utilities for ensuring functionality and relevance.***

Feedback sessions will be organized with participating utilities to evaluate the pilot version of the toolkit. These sessions aim to gather insights on usability of platform, functionality, and relevance of the resources provided. Stakeholders will have the opportunity to share their experiences, suggest improvements, and highlight any additional needs. This iterative process is crucial for refining the toolkit, ensuring it effectively supports utilities in implementing climate resilience strategies tailored to both common challenges and specific country context.

**2.3.5. *Create training materials and conduct training sessions for utility officials.***

Developing comprehensive training materials to educate utility officials on using the toolkit effectively. Workshops and hands-on training sessions will be conducted virtually and/or in-person, covering key topics such as risk assessment, strategic planning, and implementation of resilience measures. The trainings aim to empower utility staff with the knowledge and skills necessary to navigate climate challenges. Feedback will be

incorporated to continuously improve the training content, ensuring it remains relevant and impactful for participants.

## **Project Schedule and Timeline**

**2.3.6.** Timelines will be determined through the task order and associated bids by providing proposed work plans and total costs for that task order. Over the contract execution period, it is expected that there will be approximately six to twelve orders. Where shorter timelines are required, the winning firm will be able to put multiple consultants and/or experts on the project task.

**2.3.7.** Additional Expectations are that:

- The winning firm identify a range of cost depending on the type and number of experts assigned to meet task order objectives and timelines.
- The winning firm must have the ability to provide local expertise to fulfill the task order objectives, either through separate contracting of local experts, local partnerships, or other mechanisms to obtain local access.
- The winning firm will provide reports in the English language.
- Where travel is involved, indicative travel costs should be submitted with the Proposals to task orders. Specific travel costs and services costs will be submitted for each task order within the limits agreed with the firm. The Bank will process travel for consultants through the corporate travel agency and only recognizes economy class airfare costs.

## **2.4. Expected Deliverables**

**2.4.1.** Different deliverables will be requested and processed through a task order that may include but are not limited to reports and presentations. With each task order, the firm will be expected to create a work plan that includes a start and end date, outline key processes needed to complete the work, and identify stakeholders from water utilities and key sector agencies, that will be contacted to complete the work.

## **2.5. Professional profiles of the consulting firm**

**2.5.1.** It will be expected that winning consulting firms will have the following:

- Proved expertise in water and sanitation management and utility operations.
- Proved expertise in toolkit development and stakeholder engagement.
- Proved expertise in climate risk management in water and sanitation infrastructure. Expertise in the design of climate resilience projects will be highly valued.
- Project experience in the Caribbean. Expertise with climate resilience in the Caribbean water and sanitation sector will be highly valued.

**2.5.2.** In a Proposal, firms must submit experience in the types of services outlined in the Consultancy Agreement and identify countries in the Caribbean region where this experience has taken place.

## **2.6. Reporting**

**2.6.1.** Unless otherwise notified by the Bank, xxxxxxxxxxxx (insert email), shall act as the Bank's designated representative regarding this Agreement. The consultant shall report to the Project Team Lead, Ms. Kambiri Cox ([kambiric@iadb.org](mailto:kambiric@iadb.org)) and Project Members xxxxxxxxxxxx (insert email) and xxxxxxxxxxxx (insert email) of INE/WSA.

## **2.7. Administrative Control:**

**2.7.1.** Designated Representatives, Notices and Requests: The Consultant and the Bank shall give written notice of their respective representatives authorized to act pursuant to this Agreement. Such notice shall be given upon execution of this Agreement and from time to time thereafter upon each party's designation of other designated representatives. Any notice or request required to be given or made under this Agreement shall be deemed to have been duly given or made when delivered by hand, mail or fax to the party's designated representative at the address specified below:

Consultant: xxxxxxxxxxxx  
Address, Country  
Telephone #  
Attention: Mr/s. xxx,                      Email: xxxxx

Bank: INTER-AMERICAN DEVELOPMENT BANK  
1300 New York Avenue, N.W.  
Washington, D.C. 20577  
Telephone # (202) 942-8224  
Fax: (202) 623-2101

Attention: Mr/s. xxxxxxxxxxxxxxxxxxxx, Email: [xxxxxx@iadb.org](mailto:xxxxxx@iadb.org)

Mr/s. xxxxxxxxxxxxxxxxxxxx, Email: [xxxxxx@iadb.org](mailto:xxxxxx@iadb.org)

# CONSULTANCY TO DEVELOP AND IMPLEMENT A COMMUNICATIONS PLAN FOR A NEW TOOLKIT FOR CLIMATE RESILIENT STRATEGIES FOR WATER AND SANITATION MANAGEMENT IN THE CARIBBEAN

## TERMS OF REFERENCE

RG-T4611 / XXXX

### 1. Background Information

The IDB Water and Sanitation Division (INE/WSA) has approved a regional technical cooperation for enhancing the resilience and sustainability of water and sanitation services for Caribbean water utilities. The project '**Toolkit for Climate-Resilient Strategies for Sustainable Water and Sanitation Management in the Caribbean**' will be funded under the IDB Regional Public Goods initiative which promotes regional cooperation in Latin America and the Caribbean to address shared development challenges through collective action. The impact of climate change on water and sanitation services is an urgent development challenge common to Caribbean countries. The sector is especially vulnerable to decreased availability of freshwater and increased risks of damage to infrastructure with extreme weather events. Further, energy inefficiency in the provision of water and sanitation services, high levels of non-revenue water (NRW) and low uptake of resource recovery in wastewater treatment comprise missed opportunities for building the resilience of the sector to climate change. Given the scope of these challenges, there is a pressing need for a unified, regional response that equips utilities with the tools and knowledge to enhance resilience and sustainability.

The primary objective of this project is to enhance the resilience and sustainability of water and sanitation services in the Caribbean by developing and disseminating a comprehensive toolkit that enables water utilities to implement concrete actions to mitigate the impacts of climate change. This will be achieved through two components:

- **Component 1: Toolkit for climate resiliency actions.** This component will finance the development of toolkit for climate resiliency actions that covers circular economy, non-revenue water (NRW) reduction and renewable energy and energy efficiency (RE/EE) for carbon neutrality. It will be developed with active participation of beneficiary institutions, through three Technical Working Groups. Such participation will (a) allow the tools to be developed based on the most relevant cases in the region and incorporating user friendliness in their design, as well as (b) ensure proper piloting by the beneficiaries. The toolkit developed and piloted will be disseminated and utility officials will be trained for the effective use of the toolkit. The expected output of this Component is the aforementioned toolkit.
- **Component 2: Institutional strengthening and knowledge dissemination.** This component will finance: (i) Dissemination the toolkit, including the production of relevant materials; (ii) A regional workshop for capacity building of utility officials. The dissemination will be led by the IDB with wide participation of water and sanitation utilities in the Caribbean region. The IDB has been organizing the High-Level Forum for Caribbean Ministers Responsible for Water, and as such the dissemination of this RPG will benefit from the IDB's leadership in the regional dialogues in the sector. The trainings will target utility officials at the middle management level, at the same time

duly involving the upper management (in particular, regarding aspects related to decision making in the areas of the RPG). Gender balance will be considered during the design and implementation of the trainings. The expected outputs of this Component are (i) toolkit disseminated; and (ii) capacity building workshop conducted.

At this phase of project development, the IDB seeks a consulting firm for the development and implementation of a communications plan for the toolkit for climate resiliency actions.

## 2. Services to be Performed.

### 2.1. Purpose

The objective of the consulting services is to develop and implement a communications plan, including output materials, and support development of a regional workshop to launch a new toolkit for climate resiliency actions that covers circular economy, NRW reduction and RE/EE for carbon neutrality for Caribbean water utilities. We are looking for an organized, strategic and creative communications professional. As Communication Consultant, you will work closely with the consulting firm developing the toolkit, the IDB project team, participating water utilities and other stakeholders will be necessary to accomplish the proposed objective.

### 2.2. Scope

The consultant will provide services in the following activities related with project Components:

- **Activity 1**: Develop a comprehensive communication plan for the toolkit and regional workshop.
- **Activity 2**: Design communication output materials on the toolkit.
- **Activity 3**: Develop communications and coordinate public relations for a regional workshop.

## REPORTS / OUTPUTS:

### 2.3. Key Activities

A detail of the five main activities to develop in this consultancy are provided below:

#### ***2.3.1. Develop a comprehensive communication plan for the toolkit and regional workshop.***

Create a detailed communications plan defining communication objectives, key messages, communication channels, schedule and engagement strategies for launching the toolkit for climate resiliency actions at the regional workshop. This plan will build off the needs assessment and stakeholder mapping by the consulting firm developing the toolkit. The plan shall include, at a minimum, communication strategies for promoting circular economy principles, non-revenue water (NRW) reduction, and renewable energy/energy efficiency (RE/EE) initiatives for the sector. Establishing

timelines, channels, and metrics for success will ensure a structured approach to outreach and engagement with stakeholders throughout the toolkit’s implementation.

**2.3.2. Design communication output materials for the toolkit.**

Develop a suite of engaging output materials to support the toolkit's implementation and launch at the regional workshop, including brochures, infographics, and digital content. The consultant will work closely with the consulting firm designing the toolkit to support the design and development of relevant resources. These materials will highlight key concepts such as climate resilience, circular economy practices, carbon neutrality and carbon credits. Ensuring that these resources are visually appealing and easily digestible will enhance understanding and promote active participation among water utilities and other stakeholders in adopting the toolkit's recommendations.

**2.3.3. Develop communications and coordinate public relations for a regional workshop.**

Developing a communication campaign and organizing participation for a regional workshop to launch the toolkit. This includes designing promotional materials, coordinating logistics, and engaging stakeholders to encourage participation. Additionally, the consultant will manage overall public relations for the Project, ensuring that all communications align with project goals and effectively promote the toolkit.

Regular evaluations shall be conducted to assess the communication campaign’s effectiveness (including user metrics) and make adjustments as needed to maximize impact and promote further adoption of the toolkit by utilities.

**2.4 Deliverables and Payment Schedule:**

The consultant will be compensated for approved deliverables according to the following payment schedule:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
1. Work plan + Draft Communication Plan for Toolkit	20 %	At the end of month 1
2. Draft communication materials for toolkit dissemination	30 %	At the end of month 3
3. Draft communication campaign and outreach for regional workshop	30 %	At the end of month 4
4. Final Report, that includes final communication materials and user engagement metrics	20 %	At the end of month 6

**2.5 Professional profile of the consultant:**

We are looking for an organized, strategic and creative communications professional with the following profile:



- **Education:** Master's Degree in Communications, Journalism, Media Studies, Sociology, Marketing, Public Affairs, International Relations, or Public Policy.
- **Experience:** A minimum of five (5) years relevant work experience in communications or related fields. Experience in (i) writing, editing and supervising written material for development agencies; (ii) developing strategic documents, program design, and program monitoring and evaluation; (iii) communicating on the water and environmental sector, or other fields relevant to the responsibilities of the role. Experience in public policy in the Caribbean region will be considered an asset.
- **Languages:** Excellent oral and written communication skills in English.
- **Areas of Expertise:** Knowledge and understanding of the water and sanitation sector in beneficiary countries and/or the wider Caribbean region. Knowledge of public policy, environmental guidelines in beneficiary countries and/or the wider Caribbean region.
- **Skills:** Communicates effectively and develops strategic ideas and solutions through creativity, experimentation, and critical thinking. A demonstrated ability to work with groups and possession of an ethic for working in a methodical and well-organized manner. Knowledge in the administrative and management support of project management office operations. Working experience in the beneficiary countries and/or the wider Caribbean region, and previous working experience with projects and programs financed by the IDB or by other international financial institutions (IFIs) would be an asset.

#### **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:** 6 months
- **Work Location:** Remote.

#### **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](mailto: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](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.

#### **Follow us:**

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<https://www.facebook.com/IDBLab>

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**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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## **TERMS OF REFERENCE**

### *Consultancy for Final Project Evaluation*

#### *RG-T4611 Toolkit for Climate-Resilient Strategies for Sustainable Water and Sanitation Management in the Caribbean*

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

- 1.1. Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.
- 1.2. The IDB Water and Sanitation Division (INE/WSA) has approved a regional technical cooperation for enhancing the resilience and sustainability of water and sanitation services for Caribbean water utilities. The project ‘Toolkit for Climate-Resilient Strategies for Sustainable Water and Sanitation Management in the Caribbean’ will be funded under the IDB Regional Public Goods initiative which promotes regional cooperation in Latin America and the Caribbean to address shared development challenges through collective action. The impact of climate change on water and sanitation services is an urgent development challenge common to Caribbean countries. The sector is especially vulnerable to decreased availability of freshwater and increased risks of damage to infrastructure with extreme weather events. Further, energy inefficiency in the provision of water and sanitation services, high levels of non-revenue water (NRW) and low uptake of resource recovery in wastewater treatment comprise missed opportunities for building the resilience of the sector to climate change. Given the scope of these challenges, there is a pressing need for a unified, regional response that equips utilities with the tools and knowledge to enhance resilience and sustainability.
- 1.3 The primary objective of this project is to enhance the resilience and sustainability of water and sanitation services in the Caribbean by developing and disseminating a comprehensive toolkit that enables water utilities to implement concrete actions to mitigate the impacts of climate change. This will be achieved through two components
  - Component 1: Toolkit for climate resiliency actions. This component will finance the development of toolkit for climate resiliency actions that covers circular economy, non-revenue water (NRW) reduction and renewable energy and energy efficiency (RE/EE) for carbon neutrality. It will be developed with active participation of beneficiary institutions, through three Technical Working Groups. Such participation will (a) allow the tools to be developed based on the most relevant cases in the region and incorporating user friendliness in their design, as well as (b) ensure proper piloting by the beneficiaries. The toolkit developed and piloted will be disseminated and utility officials will be trained for the effective use of the toolkit. The expected output of this Component is the aforementioned toolkit.
  - Component 2: Institutional strengthening and knowledge dissemination. This component will finance: (i) Dissemination the toolkit, including the production of relevant materials; (ii) A regional workshop for capacity building of utility officials. The dissemination will be led by the

IDB with wide participation of water and sanitation utilities in the Caribbean region. The IDB has been organizing the High-Level Forum for Caribbean Ministers Responsible for Water, and as such the dissemination of this RPG will benefit from the IDB's leadership in the regional dialogues in the sector. The trainings will target utility officials at the middle management level, at the same time duly involving the upper management (in particular, regarding aspects related to decision making in the areas of the RPG). Gender balance will be considered during the design and implementation of the trainings. The expected outputs of this Component are (i) toolkit disseminated; and (ii) capacity building workshop conducted.

- 1.4. Given the nature of this operation being one that is developing and disseminating a toolkit initiative, its success and future viability (or failure and reasons for such outcome) should be assessed.

## **2. Objectives**

- 2.1 The objective of this consultancy is to conduct an evaluation of RG-T4611 Toolkit for Climate-Resilient Strategies for Sustainable Water and Sanitation Management in the Caribbean.

## **3. Scope of Services**

- 3.1. The final evaluation will assess the execution of the TC, review of all the activities that were carried out, the efficiency and effectiveness with which they were, and an objective evaluation of the results vis-à-vis the main objective of the TC.

## **4. Key Activities**

### **4.1. Task 1: Review the development and execution of the Toolkit for climate resiliency actions:**

- Review the activities undertaken for development of toolkit for climate resiliency actions that covers circular economy, non-revenue water (NRW) reduction and renewable energy and energy efficiency (RE/EE) for carbon neutrality including an assessment of the participation of beneficiary institutions, through three Technical Working Groups.
- Interview the consultants that developed the toolkit regarding their views of the execution of the contract
- Interview the beneficiary utilities regarding their views of the execution of the assignment.

### **4.2. Task 2: Review of institutional strengthening and knowledge dissemination activities:**

- Review the activities undertaken for dissemination of the toolkit, including the production of relevant materials.
- Interview the consultants that disseminated the toolkit regarding their views of the execution of the contract.
- Interview the beneficiary utilities regarding their views of the execution of the capacity building workshop.
- Assess the functionality and usefulness of the toolkit to the beneficiaries.

**5. Expected Outcome and Deliverables**

5.1. Deliverables expected as follows:

- **Deliverable 1:** Draft Evaluation Report
- **Deliverable 2:** Final Evaluation Report

**6. Project Schedule and Milestones**

6.1. Milestones and payment schedule:

- 25% upon acceptance of Work Plan for the assignment within 15 days of signing the contract.
- 50% upon acceptance of Draft Evaluation Report.
- 25% acceptance of Final Evaluation Report

**7. Reporting Requirements**

7.1. Products must be presented in English. All reports will be presented as follows: (i) relevant electronic files in MS Word, Excel, or other application acceptable to the IDB (they must include all annexes and appendices); (ii) an electronic PDF file for each full report. These reports and electronic files must be submitted within the time frames mentioned above.

7.2. The consulting firm must provide verified work copies of all executable files, templates, databases, and other files created during the consultation.

**8. Acceptance Criteria**

8.1. The reports must be approved by the IDB Water and Sanitation Division team.

**9. Other Requirements**

9.1. Not required

**10. Supervision and Reporting**

10.1. The supervision of the works and deliverables will be carried out by the WSA specialist Kambiri Cox, (kambiric@iadb.org).

**11. Schedule of Payments**

11.1. 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.

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

Payment Schedule	
Deliverable	%
1. Upon acceptance of Work Plan for the assignment within 15 days of signing the contract	25%

2. Upon acceptance of Draft Evaluation Report	50%
3. Upon acceptance of Final Evaluation Report	25%
<b>TOTAL</b>	<b>100%</b>

**Qualifications**

- Education: Academic Degree / Level & Years of Professional Work Experience: Master’s Degree or equivalent qualification in business management; engineering; water resources management, natural sciences; or other relevant field.
- Experience: Minimum ten years of experience in the water and sanitation sector. Demonstrated experience in conducting project evaluations. Possession of an ethic for working in a methodical and well-organized fashion. Prior experience in the Caribbean and working with projects and programs financed by the Inter-American Development Bank would be an asset.
- Areas of Expertise: Project management and / or water and sanitation sector.
- Skills: Familiarity with business management issues related to the water and sanitation sector.