

ANNEX III.**TERMS OF REFERENCE 1****Consultant to Develop Midterm Evaluation (MTE) Guideline for Institutional Capacity Projects****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

The Institutional Capacity Division (ICS) of the Inter-American Development Bank (IDB) supports reforms that strengthen public sector effectiveness, transparency, and institutional resilience in Latin America and the Caribbean (LAC). Within this framework, ICS seeks to enhance its tools and methodologies for assessing project performance and learning.

This consultancy will develop a comprehensive Midterm Evaluation (MTE) Guideline for Institutional Capacity projects, consolidating international best practices and providing a standardized methodological framework for project teams. The guideline will serve as a reference to improve the consistency and quality of midterm evaluations and promote evidence-based decision-making in institutional capacity operation.

What you'll do:

The consultant will be responsible for the following activities:

- Conduct a desk review of evaluation guidelines from multilateral development banks and agencies (IDB, World Bank, ADB, OECD).
- Identify best practices and lessons learned relevant to midterm evaluations in public sector and institutional capacity projects.
- Draft a standardized MTE Guideline covering purpose, scope, evaluation criteria, structure, roles, and responsibilities.
- Prepare a section with recommendations on how to integrate MTE results into project design and future evaluations.
- Present and validate the draft guideline with the ICS technical team and incorporate feedback into the final version.

Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
1. Diagnostic report summarizing best practices and existing MTE frameworks	15%	1 month after contract signature
2. Draft MTE Guideline	35%	4 months after contract signature
4. Final MTEs presentation with new model	50%	6 months after contract signature

What you'll need

- **Education:** master's degree in economics, public policy, data science, or a related field relevant to the responsibilities of the role.
- **Experience:** Minimum 8 years of experience in evaluation design, monitoring frameworks, or institutional capacity development projects.
- **Languages:** Fluency in English and Spanish required; Portuguese is an asset.

Key skills:

- Advanced knowledge of evaluation methodologies (OECD-DAC, World Bank, IDB).
- Strong analytical and writing skills.
- Capacity to synthesize complex material for technical and managerial audiences.
- Familiarity with institutional effectiveness frameworks and results-based management.

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) International, Lump Sum
- **Length of contract:** 6 months
- **Work Location:** Remote.

Our culture

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About IDB

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About IDB Lab

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About IDB Invest

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TERMS OF REFERENCE 2.**Consultant to Consultant to Design and pilot Standardized Data tool and IA platform****Post of Duty: Remote**

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About this position

The Institutional Capacity Division (ICS) aims to improve data consistency and comparability across operations. This consultancy will design and test a standardized data collection tool to generate structured inputs for Project Completion Reports (PCRs), portfolio reviews, and project design processes.

The consultant or firm will develop the data architecture, pilot the tool in selected projects, and produce recommendations to optimize its adoption. This work will support ICS's broader effort to strengthen evidence-based management and institutional learning.

What you'll do:

The consultant will be responsible for the following activities:

- Map existing data sources, indicators, and templates used across ICS projects.
- Design a **standardized data collection instrument** compatible with Excel or Power BI, including metadata and validation mechanisms.
- Designing and piloting an AI-based platform model that integrates project data and automatically generates synthesized insights to support MTE implementation.
- Conduct **pilot tests** in at least two projects to verify usability and consistency.
- Analyze pilot results and propose recommendations for improving data quality and M&E processes.
- Deliver a **training session** for ICS specialists on the use and maintenance of the tool.

Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
1. Mapping report of current data sources and gaps	15%	1 month after contract signature

2. Prototype of standardized data collection tool	15%	3 months after contract signature
3. Design and Pilot Standardized Data IA Platform	40%	8 months after contract signature
4. Final tool, training materials, and optimization report	30%	12 months after contract signature

What you'll need

- **Education:** master's degree in economics, public policy, data science or a related field relevant to the responsibilities of the role.
- **Experience:** Minimum 5 years of experience in (M&E) systems, database design, or public sector analytics. Experience applying data analytics or artificial intelligence tools for evaluation or project performance monitoring will be considered a strong asset.
- **Languages:** Fluency in English and Spanish required; Portuguese is an asset.

Key skills:

- Advanced knowledge of evaluation methodologies (OECD-DAC, World Bank, IDB).
- Experience designing and managing institutional data systems.
- Proficiency in Power BI, Excel, Stata, or similar platforms.
- Capacity to work with AI-based analytical tools, natural language processing (NLP), or machine learning models for text and data classification.
- Understanding of IDB evaluation and results frameworks.
- Strong communication skills for presenting technical results.

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) International, Lump Sum
- **Length of contract:** 12 months

- **Work Location:** Remote.

Our culture

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TERMS OF REFERENCE 3**Consultant to Develop a Communication and Dissemination Protocol for Institutional Capacity Evaluations****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

The Institutional Capacity Division (ICS) promotes transparency, accountability, and knowledge sharing within its portfolio of operations. This consultancy will develop a Communication and Dissemination Protocol to guide how midterm and completion evaluation findings are communicated to internal and external stakeholders.

The consultant will also prepare dissemination materials and facilitate interactive sessions with executing agencies and government counterparts to foster learning and institutional ownership.

What you'll do:

The consultant will be responsible for the following activities:

- Design a communication and dissemination protocol tailored to the needs of diverse stakeholders (project teams, executing agencies, ministries).
- Prepare visual and written communication materials such as policy briefs, infographics, and PowerPoint decks summarizing key findings.
- Organize and facilitate at least two dissemination sessions (virtual or in-person).
- Collect and synthesize participant feedback to inform improvements in future communications.
- Deliver a final report summarizing lessons learned and recommendations for institutionalization.

Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
1. Draft Communication and Dissemination Protocol	20%	1 month after contract signature
2. Communication materials and session preparation	30%	3 months after contract signature

3. Dissemination sessions and final report	50%	6 months after contract signature
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What you'll need

- **Education:** Master's degree in communications, knowledge management, or development studies.
- **Experience:** Minimum 5 years of experience in development communications, institutional outreach, or knowledge dissemination.
- **Languages:** Fluency in English and Spanish; Portuguese preferred.

Key skills:

- Excellent communication and storytelling skills for technical and non-technical audiences.
- Experience producing knowledge materials in multilateral or government settings.
- Familiarity with IDB evaluation and reporting practices.
- Proficiency with visual design tools (Canva, Adobe Suite, PowerPoint).

Requirements:

- **Citizenship:** You are a citizen of one of our 48-member countries.
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Type of contract and duration:

- **Type of contract:** Products and External Services Consultant (PEC) International, Lump Sum
- **Length of contract:** 6 months
- **Work Location:** Remote.

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