HRD Terms of Reference **ANNEX A**

Consultancy to Conduct and Overview Assessment. Environmental and Social Regulatory Frameworks Consultant in (Selected Country).

Post of Duty: Click or tap here to enter text.

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.

The Environmental and Social Solutions Division (VPS/ESG) of the Inter-American Development Bank (IDB) is responsible for ensuring that IDB financed projects, and other activities are environmentally and socially sustainable and comply with the Bank's environmental and social policies.

About this position

We are looking for a highly analytical, collaborative, and experienced Environmental and Social Regulatory Overview Assessment Consultant. As the consultant, you will conduct an Overview Assessment (OA) of national environmental and social legal, regulatory, and institutional frameworks against the IDB Environmental and Social Policy Framework (ESPF) and World Bank Environmental and Social Framework (ESF).

You will work in the Capacity Building team part of the VPS/ESG department.

What you'll do:

The consultant will conduct the following key activities:

- Review the national environmental and social legal, regulatory, and institutional framework.
- Conduct stakeholder consultations with government, civil, society, and technical experts.
- Compare the borrower frameworks against the IDB ESPF and WB ESF requirements.
- Identify legal, institutional, implementation, and enforcement gaps and strengths.
- Assess equivalency and implementation levels using evidence-based scoring.
- Develop recommendations on the potential use of country regulatory frameworks and required improvements.
- Design and implement a stakeholder engagement strategy for consultation and validation phases.
- Support and participate in the in-country validation workshop.
- Incorporate feedback and prepare the final matrix, report, and summary booklet.

<u>Deliverables and Payments Timeline</u>:

This consultancy will have a duration of 6 months.

Deliverable #	Percentage	Planned Date to Submit
Inception Report with a work plan no later than 10 days after contracting.	10%	Day 10
Draft Matrix containing the review of relevant laws and regulations per the requirements set out in the IDB-ESPF and WB-ESF, including identification of major differences between the Borrower's framework and the IDB-ESPF and WB-ESF, as outlined in Annex 1.	10%	Day 60
Stakeholder Engagement Strategy as outlined in Annex 2.	10%	Day 60
Draft Report (per an agreed upon Table of Contents) with (i) the assessment and comparative analysis conducted in conformity with the activity described in Annex 2, including the corresponding preliminary findings; (ii) recommendations to address the gaps or differences found through the comparative analysis, strengthen the Borrower's framework, and build capacity; and (iii) an additional special section that will review the analysis of relevant gaps among of IDB-ESPF and WB-ESF (An example Report will be provided to the Consultant for easier reference).	20%	Day 90
Validation Workshop	10%	Day 120
Final Report and Matrix: (i) final consolidated report containing the assessment and comparative analysis, including the corresponding findings and recommendations. This report will include in addition to the comparative analysis of IDB-ESPF and WB-ESF, an additional special section that will review the main gaps of the Bank's E&S Framework; and (ii) final consolidated matrix, containing the legal and institutional review of the relevant Borrower's framework, against the requirements of the IDB-ESPF and WB-ESF. Both documents shall be in conformity with the content and format requested by the Bank and incorporate the Task team comments on the respective draft versions and structured as outlined in Annex 1 and 2.	30%	Day 150
Booklet to systematize and consolidate OA findings into a concise knowledge dissemination tool.	10%	Day 150

What you'll need

- **Education:** Master's degree, or equivalent advanced degree, in environmental studies, social sciences, public policy, law, regulatory governance or related fields.
- **Experience:** At least ten (10) years of international professional experience in Latin America and the Caribbean (LAC), and specifically in (selected country) with expertise in environmental, social, health and safety regulatory frameworks, or related fields.
- **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:** choose one of the following:
  IDB: You are either a citizen of XXX or a citizen of one of our 48-member countries eligible to obtain a valid residency or legal permit to work in XXX without the need for sponsorship by the IDB.
- **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:** Choose an item.

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.

Follow us:

https://www.linkedin.com/company/idblab/

https://www.facebook.com/IDBLab

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.

Follow us:

https://www.linkedin.com/company/idbinvest/

https://www.facebook.com/IDBInvest

https://twitter.com/BIDInvest

ANNEX 1: Overview Assessment – ESPF/ESF – Matrix

1. Matrix A. Countries without a prior World Bank Overview Assessment

Each matrix shall be organized by ESPF Standard and shall follow the provided Excel template, which defines the row structure.

The columns shall include, at a minimum, the following information:

1. ESPF Standard
2. ESPF/ESF Requirements
3. National legal & institutional framework (laws, regulations, institutions)
4. Links to legal and institutional evidence
5. Comparative analysis and gaps
6. Legal equivalency Assessment (%): High/Medium/Low
7. Implementation and enforcement capacity
8. Implementation equivalency Assessment (%): High/Medium/Low
9. Recommendation: Use of country system

2. Matrix B. Countries with a prior World Bank Overview Assessment

Each matrix shall be organized by ESPF Standard and shall follow the provided Excel template, which defines the row structure.

The columns shall include, at minimum, the following information:

1. ESPF Standard
2. ESPF/ESF Requirements
3. World Bank Assessment (prior evaluation status): Indicate fully assessed, partially, or not covered
4. Summary of WB OA Findings
5. Updated/Complementary National legal & institutional framework (laws, regulations, institutions)
6. Links to legal and institutional evidence
7. Comparative analysis and gaps
8. Legal equivalency Assessment (%): High/Medium/Low
9. Implementation and enforcement capacity
10. Implementation equivalency Assessment (%): High/Medium/Low
11. Recommendation: Use of country system

ANNEX 2: Guidance to Conduct an Overview Assessment

NOTE: The guidance for conducting the OA is based on the methodology developed by the World Bank and adapted to IDB's ESPF.

The Overview Assessment mainly comprises: (i) the identification and analysis of the legal framework that addresses the objectives and requirements of the ESPF and ESS under analysis, including the history and implementation and compliance capacity; (ii) Analysis of National Policies in place such as Citizen engagement, gender, indigenous peoples, LGBT, and other vulnerable groups; (iii) the mapping and analysis of key government institutions linked to the implementation, monitoring, and compliance of the legal framework; (iv) the identification of the aspects where the local framework is substantially consistent (in whole or in part) or presents differences with the objectives and requirements of the ESPF and ESF under analysis; (v) the recommendation of short-, medium- and long-term measures to address differences or opportunities for improvement with the aim of improving or strengthening the Borrower's framework, either through legal and/or institutional reforms or capacity building opportunities.

The activities will include:

1. **Research and Comparative Analysis:** The Consultant will undertake a desk-based review of pertinent national policies, laws, regulations (including those relevant to the public sector, agriculture sector, and infrastructure/transport sector workforce), and mapping of related institutions and infrastructure to identify areas of alignment and key gaps with the IDB-ESPF and the WB-ESS. This analysis will include a comprehensive assessment of the national policies, legislation, regulations and institutions, including implementation performance (capacity) and track record (including judicial precedents), as well as recommended actions in the short, medium and long term, with a view to identifying and addressing, respectively, the key gaps or differences with the objectives and requirements of the IDB-ESPF and the WB-ESF. This exercise will result in two products: (i) a Report; and (ii) a Matrix, which is described in Annex 2.
2. **Stakeholder Engagement Strategy**. The Consultant will also identify pertinent stakeholders, such as government officials, project implementation entities, representatives of international organizations, country- based environmental and social experts, NGOs, Indigenous Peoples and Afro descendants organized representatives, including other members of civil society and propose means (surveys, workshops, etc.) to reach them out to validate and better understand the practical application (implementation and enforcement) of the reviewed legal and institutional arrangements and challenges, if any, as well as the measures needed to strengthen the Borrower's framework. This strategy will be presented as a document separate from those mentioned in the paragraph above.

   If agreed with the Banks, the CF could also be expected to conduct preliminary consultations with key informants/stakeholders to supplement or validate the desk-based research described above.

Selection process #

TERMS OF REFERENCE

CONSULTANCY TO CONDUCT AN OVERVIEW ASSESSMENT FOR
(Selected Countries)

1. Background and Justification

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

1.2. The Environmental and Social Solutions Division (VPS/ESG) of the Inter-American Development Bank (IDB) is responsible for ensuring that IDB-financed projects and other activities are environmentally and socially sustainable and comply with the Bank's environmental and social policies.

1.3. The collaboration framework between the World Bank (WB) and the IDB is shaped by their complementary roles in promoting development and addressing shared challenges in LAC. One of the key aspects of their collaboration framework includes the strategic alignment and coordination in multiple areas, including developing overview assessments (OA) of national environmental and social systems in selected countries of the LAC region to understand what aspects of a country´s Borrower Framework may be utilized in place of each institution´s environmental and social policy framework.

1.4. The OA comprises a specific methodology developed by the WB in coordination with other Multilateral Financial Institutions (MFIs) that includes an analytical, non-project evaluation of a country's existing policy, legal, and institutional frameworks and systems for addressing environmental and social (E&S) risks and impacts, and related institutional capacity and implementation track record. Overview assessments can be conducted at the sectoral, sub-national, or country level and can cover a specific set of E&S issues or risks. An OA´s typical outputs are a matrix, a report, and a summary snapshot.

1.5. For the collaboration purposes between both banks, selected countries will be chosen for conducting the OA. The OA should analyze the Borrower Framework against the two policy frameworks, the Environmental and Social Policy Framework (ESPF) and Environmental and Social Framework (ESF) of the IDB and WB, respectively. To achieve a more practical process for conducting the OA, a gap analysis between the ESF and ESPF will be delivered to the consultant.

2. Objectives

2.1. The objective of this consultancy is to conduct an Overview Assessment (OA) for (selected countries), through the analysis of their legal, regulatory, and institutional environmental and social frameworks, in comparison with the IDB Environmental and Social Policy Framework (ESPF) and the World Bank Environmental and Social Framework (ESF), in order to identify gaps, assess equivalency, and provide actionable recommendations regarding the potential use of country systems in IDB-financed operations.

2.2. The objective of this consultancy is to conduct an Overview Assessment (OA) for (selected countries), through the analysis of their legal, regulatory, and institutional environmental and social frameworks, in comparison with the IDB Environmental and Social Policy Framework (ESPF) and the World Bank Environmental and Social Framework (ESF), in order to identify gaps, assess equivalency, and provide actionable recommendations regarding the potential use of country systems in IDB-financed operations.

3. <u>Scope of Services</u>

3.1. The scope of this consultancy includes the execution of all analytical, consultative, and validation activities required to develop the Overview Assessments for (selected countries) This comprises:

3.1.1. Inception Report, including a work plan

3.1.2. Draft Matrix containing the review of relevant laws and regulations per the requirements set out in the IDB-ESPF and WB-ESF, including identification of major differences between the Borrower’s framework and the IDB-ESPF and WB-ESF.

3.1.3. Stakeholder Engagement Strategy, including consultations and validation activities with key public, private, and civil society actors.

3.1.4. Draft report

3.1.5. Validation workshop

3.1.6. Preparation of final report and matrix

3.1.7. Booklet

4. <u>Key Activities</u>

4.1. The consultant will conduct the following key activities for each country (selected countries):

4.1.1. Desk-based research, identification and review of the legal and institutional framework of the Borrower relevant for the IDB-ESPF and WB-ESF.

4.1.2. Field gathering of information with key stakeholders, including the local and national government, civil society, and technical experts on the subject matter.

4.1.3. Conduct a comparative analysis between the IDB-ESPF and WB-ESF and the applicable legal and institutional framework at a general level and in the public sector, including information on implementation and enforcement track record (including relevant jurisprudence) as well as institutional capacity, with a view to identifying key differences or gaps and implementation challenges vis-à-vis the requirements of the selected ESPF and ESF. For reference, the consultant may consider the Bank's available materials on the differences between the ESPF and ESF, including the annexed supporting information.

4.1.4. The analysis needs to be organized by ESPF standard and ESPF/ESF requirement, and the respective national framework/legislation. For each ESPF/ESF requirement, the consultant shall assign (i) a clear percentage score reflecting the level of alignment between the national regulatory framework and the corresponding standard, and (ii) a percentage score reflecting the level of implementation/compliance. An overall equivalency percentage for the country framework as a whole shall also be provided, together with well-founded recommendations for or against relying on specific national legislation in project preparation. This should go hand in hand, highlighting the strengths of the corresponding national policies and gaps of each ESPF and ESS standard/requirement. All assessments shall be supported by evidence and include references and links to official sources or reports from which the information is derived.

4.1.5. Based on the main findings, prepare recommendations for the short, medium, and long term to strengthen the Borrower's framework, both in the context of investment projects but also more broadly at the systemic level. Organize recommendations by feasibility and priority to support implementation. These recommendations should clearly state whether the country's own system can be used in full or in part, both overall and for each individual ESPF/ESF standard and requirement. Additionally, the recommendations should specify whether the country system is suitable for use during the preparation phase, the implementation phase, or both of IDB-funded projects in that country.

4.1.6. Also, be precise on which changes would need to have been fully implemented before the full or partial use of the country framework can be considered at a future stage.

4.1.7. Propose a stakeholder engagement strategy for both the (1) consultation phase, and (2) validation phase of the findings of the Overview Assessment, with identification of key governmental and non-governmental stakeholders (including basic contact details), including those representing indigenous peoples, afro-descendant populations and other vulnerable groups, and means of consulting them per the requirements of the ESPF and ESF. The consultation phase is part of the early fact-finding stage of the exercise, during which interviews with key actors are necessary. The validation phase relates to the engagement after producing a draft report, validating the findings and gathering feedback from key stakeholders.

4.1.8. Support the IDB team in preparing and conducting an in-person validation workshop in the country with key stakeholders to gather feedback on the draft report. Compile the feedback gathered, respond to comments, and incorporate the feedback in the final version of the report.

4.1.9. After finalizing a comprehensive report that has benefited from feedback from all key stakeholders, prepare a high-level summary of findings and equivalency analysis of all ESPF and ESF standards that presents, in a concise and user-friendly manner, the percentage equivalency scores for each ESPF/ESF standard and requirement and for the overall country framework, and recommendations on the full or partial use of the country system for each ESF/ESPF standard to support ESG specialists in the preparation stage of new projects in the respective country.

5. Expected Outcome, and Deliverables

5.1. The scope of this contract covers activities to be carried out for each country (selected countries) and will have a duration of 12 months from the start date.

Deliverables	Percentage	Days from contracting
Prepare an Inception Report, including a work plan, no later than 20 business days after signing the contract. The report should outline the understanding, the plan, and the next steps of the analysis.	10%	20
Draft Matrix. The matrix shall follow the structure and format provided in Annex 1 and be organized by ESPF Standard and ESPF/ESF requirement, including the corresponding national framework/legislation. It shall be consistent with the methodological approach described above, including the assignment of alignment and implementation/compliance scores. All entries shall be supported by evidence and include references and links to official sources or reports from which the information is derived.	10%	60
Stakeholder Engagement Strategy as outlined in Annex 2. The strategy needs to be organized by (1) consultation phase (early fact-finding phase), and (2) validation phase (validation of findings, after draft report), taking into account feedback from the ESG team and COF regarding the key stakeholders.	10%	60
Draft Report (per an agreed upon Table of Contents) shall include: (i) the assessment and comparative analysis conducted in accordance with the activity described in Annex 2, including the corresponding preliminary findings; as well as an equivalency analysis between national legislation and the respective ESPF/ESF standards and requirements, with the corresponding percentage scores for the legal alignment and implementation/compliance (ii) recommendations to address the gaps or differences identified through the comparative analysis, strengthen the Borrower's framework, and build capacity, including a recommendation on whether the country system can be used fully or partially for each ESF/ESPF standard; and (iii) for each relevant requirement, an analysis of the key gaps between the IDB ESPF and the World Bank ESF.	20%	90
Validation Workshop, Support the ESG team and COF in preparing and conducting an in-country validation workshop to present the preliminary findings, gather feedback from key stakeholders, and include them in the final version of the report.	10%	90
Final Report and Matrix: (i) final consolidated report containing the assessment and comparative analysis, including the corresponding findings and recommendations on the full or partial use of the country system for each ESF/ESPF standard and requirement during the preparation and implementation phase of IDB-funded projects. This report will include a final consolidated matrix, containing the legal and	30%	140

institutional review of the relevant Borrower's framework, against the requirements of the IDB-ESPF and WB-ESF. Both documents shall be in conformity with the content and format requested by the Bank and incorporate the Task team's comments on the respective draft versions.		
Booklet**:** Prepare a high-level summary that includes an equivalency analysis, standard by standard, with percentage equivalency scores for each standard, and an indication of whether the country system can be used fully or partially for each standard during both the preparation and implementation of IDB-funded projects, to support ESG specialists in the project preparation stage.	10%	150

6. Consulting Firm and Team Requirements

6.1. **Consulting Firm**

6.1.1. The Consulting Firm must have a minimum of 10 years of proven experience delivering services of similar scope, including environmental and social framework assessments, gap analyses, and stakeholder engagement across Latin America and the Caribbean.

6.2. **Team Requirements**

6.2.1. **Project Coordinator.** The Project Coordinator shall be a professional with a master's degree in social sciences, environmental studies or related field. The candidate must have a minimum of 10 years of experience in environmental, social, health, and safety regulatory requirements. The Project Coordinator must be fluent in Spanish and English and have working knowledge of the environmental and social standards of IDB and the WB. The candidate must have extensive experience in report writing, stakeholder engagement, consultation processes, structured dialogue facilitation, management of multidisciplinary and international teams, and execution of analytical studies.

6.2.2. **Country Specialists (2 positions – one per country: Selected Countries)** Each specialist shall be a national expert with a minimum of five (5) years of professional experience in environmental and social regulatory matters in their respective country.

6.3. **Key skills:**

The consultant team must demonstrate the ability to continuously learn and adapt to environmental and social contexts and country-specific conditions. The team should be able to collaborate effectively with a wide range of stakeholders, communicate clearly, and contribute to capacity building. Additionally, the team must demonstrate the ability to propose and implement innovative approaches and practical solutions to achieve the objectives of the assignment.

7. Supervision and Reporting

7.1. The selected CF will develop all deliverables under the supervision of David Maier, Sr. Social Specialist (dmaier@iadb.org) and Zachary Hurwitz, Lead Environmental Specialist (zacharyh@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 for necessary conversions of local currency payments.

Payment Schedule	
Deliverable	**%**
1. Inception Report	10%
2. Draft Matrix	10%
3. Stakeholder Engagement Strategy	10%
4. Draft Report	20%
5. Validation Workshop	10%
6. Final Report and Matrix	30%
7. Booklet	10%
TOTAL	100%

ANNEX 1: Overview Assessment – ESPF/ESF – Matrices

1. Matrix A. Countries without a prior World Bank Overview Assessment

Each matrix shall be organized by ESPF Standard and shall follow the provided Excel template, which defines the row structure.

The columns shall include, at a minimum, the following information:

1. ESPF Standard
2. ESPF/ESF Requirements
3. National legal & institutional framework (laws, regulations, institutions)
4. Links to legal and institutional evidence
5. Comparative analysis and gaps
6. Legal equivalency Assessment (%): High/Medium/Low
7. Implementation and enforcement capacity
8. Implementation equivalency Assessment (%): High/Medium/Low
9. Recommendation: Use of country system

2. Matrix B. Countries with a prior World Bank Overview Assessment

Each matrix shall be organized by ESPF Standard and shall follow the provided Excel template, which defines the row structure.

The columns shall include, at minimum, the following information:

1. ESPF Standard
2. ESPF/ESF Requirements
3. World Bank Assessment (prior evaluation status): Indicate fully assessed, partially, or not covered
4. Summary of WB OA Findings
5. Updated/Complementary National legal & institutional framework (laws, regulations, institutions)
6. Links to legal and institutional evidence
7. Comparative analysis and gaps
8. Legal equivalency Assessment (%): High/Medium/Low
9. Implementation and enforcement capacity
10. Implementation equivalency Assessment (%): High/Medium/Low
11. Recommendation: Use of country system

ANNEX 2: Guidance to Conduct an Overview Assessment

NOTE: The guidance for conducting the OA is based on the methodology developed by the World Bank and adapted to IDB's ESPF.

The Overview Assessment mainly comprises: (i) the identification and analysis of the legal framework that addresses the objectives and requirements of the ESPF and ESS under analysis, including the history and implementation and compliance capacity; (ii) Analysis of National Policies in place such as Citizen engagement, gender, indigenous peoples, LGBT, and other vulnerable groups; (iii) the mapping and analysis of key government institutions linked to the implementation, monitoring, and compliance of the legal framework; (iv) the identification of the aspects where the local framework is substantially consistent (in whole or in part) or presents differences with the objectives and requirements of the ESPF and ESF under analysis; (v) the recommendation of short-, medium- and long-term measures to address differences or opportunities for improvement with the aim of improving or strengthening the Borrower's framework, either through legal and/or institutional reforms or capacity building opportunities.
The activities will include:

1. **Research and Comparative Analysis:** The Consultant will undertake a desk-based review of pertinent national policies, laws, regulations (including those relevant to the public sector, agriculture sector, and infrastructure/transport sector workforce), and mapping of related institutions and infrastructure to identify areas of alignment and key gaps with the IDB-ESPF and the WB-ESS. This analysis will include a comprehensive assessment of the national policies, legislation, regulations and institutions, including implementation performance (capacity) and track record (including judicial precedents), as well as recommended actions in the short, medium and long term, with a view to identifying and addressing, respectively, the key gaps or differences with the objectives and requirements of the IDB-ESPF and the WB-ESF. This exercise will result in two products: (i) a Report; and (ii) a Matrix, which is described in Annex 2.
2. **Stakeholder Engagement Strategy**. The Consultant will also identify pertinent stakeholders, such as government officials, project implementation entities, representatives of international organizations, country- based environmental and social experts, NGOs, Indigenous Peoples and Afro descendants organized representatives, including other members of civil society and propose means (surveys, workshops, etc.) to reach them out to validate and better understand the practical application (implementation and enforcement) of the reviewed legal and institutional arrangements and challenges, if any, as well as the measures needed to strengthen the Borrower's framework. This strategy will be presented as a document separate from those mentioned in the paragraph above.

   If agreed with the Banks, the CF could also be expected to conduct preliminary consultations with key informants/stakeholders to supplement or validate the desk-based research described above.

HRD Terms of Reference **ANNEX A**

CONSULTANCY TO SUPPORT THE DEVELOPMENT OF A SUMMARY BOOKLET AND SYSTEMATIZATION OF THE OVERVIEW ASSESSMENT (OA) FOR (Selected Country)

Post of Duty: Click or tap here to enter text.

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.

The Environmental and Social Solutions Division (VPS/ESG) of the Inter-American Development Bank (IDB) is responsible for ensuring that IDB financed projects, and other activities are environmentally and socially sustainable and comply with the Bank's environmental and social policies.

About this position

The objective of this consultancy is to support the refinement and technical review of a concise summary booklet documenting and synthesizing the key findings of the Overview Assessment (OA) for (selected country), while providing technical input on key performance indicators (KPIs) to support ESG Specialists' decision making on the use of the country framework during project preparation and implementation. We are looking for a highly analytical, detail-oriented, and strategic consultant.

As an ESG Consultant, you will support the refinement and technical review of a systematized summary booklet of the Suriname Overview Assessment (OA), synthesize key findings and recommendations, and provide technical input on key performance indicators (KPIs) to assess alignment, institutional capacity, and implementation effectiveness within the Borrower's framework.

You will work in the Capacity Building team part of the VPS/ESG department.

What you'll do:

The consultant will conduct the following key activities:

- Review and validate the synthesized OA findings and the systematization tables shared for review.
- Review and validate the presentation of the key findings on the tables, including strengths, gaps, and implementation challenges, and provide technical feedback to strengthen the structure and usability of the materials for decision-making and dissemination.
- Refine and validate the proposed key performance indicators (KPIs), reviewing the level of alignment, institutional capacity, and implementation effectiveness of the Borrower's framework.
- Review and validate the draft summary booklet prepared, including key messages, findings and recommendations, ensuring clarity, coherence, and overall quality of the final product.

Deliverables and Payments Timeline:

Click or tap here to enter text.

Deliverable #	Percentage	Planned Date to Submit
Validation report and quality assurance of the systematization tables. Technical review and validation of the systematization tables shared for review, including findings, identified gaps, prioritized recommendations, relevant links to legal and institutional sources, and proposed performance indicators (KPIs) derived from the OA results.	50%	15 days
Technical review and final refinement of the summary booklet. Technical review and validation of the draft summary booklet shared for review, ensuring clarity, consistency, usability, and quality as a decision support tool for ESG Specialists regarding the use of country systems.	50%	25 days

What you'll need

- **Education:** Master degree (or equivalent advanced degree) in Environmental, Social, Law, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 10 years of progressive experience in in Latin America and the Caribbean (LAC), and specifically in (selected country) with expertise in developing Overview Assessments and trust built with governments, CSOs and other relevant stakeholders.
- **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:** choose one of the following:
  IDB: You are either a citizen of XXX or a citizen of one of our 48-member countries eligible to obtain a valid residency or legal permit to work in XXX without the need for sponsorship by the IDB.
- **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:** 25 days.
- **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://www.linkedin.com/company/idblab/

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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.

Follow us:

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ESG Overview Assessment and Regional Policy Dialogue Support Consultant

Washington, DC - HQ

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.

<u>About this position</u>

The Environmental and Social Solutions Division (VPS/ESG) of the Inter-American Development Bank (IDB) is responsible for ensuring that IDB financed projects and other activities are environmentally and socially sustainable and comply with the Bank's environmental and social policies. Specialists in (VPS/ESG) provide the Bank and its borrowers with guidance on environmental and social safeguard issues and participate in project teams, providing technical input on social and environmental issues during project preparation/due-diligence and supervision.

ESG is seeking an experienced CNS Consultant to support both the Overview Assessments and the Regional Policy Dialogue portfolios. The consultant will be responsible for organizing and coordinating activities, engaging stakeholders, guiding external consultants, and managing review processes to ensure the successful delivery of these portfolios.

The CNS Consultant will report to David Maier, Senior Social Specialist.

<u>What you'll do</u>:

The work of the consultant will include but not be limited to:

Overview Assessments

- Support the Overview Assessment Coordinator in organizing and coordinating all activities related to overview assessments.
- Guide external consultants, including supporting contracting processes and onboarding.
- Manage review processes for assessments, ensuring timely and high-quality deliverables.
- Track and report on the status and progress of all overview assessments, maintaining both high-level and detailed records.
- Engage with internal and external stakeholders to facilitate collaboration and information sharing.
- Prepare agendas, invitations, materials, and follow-up communications for assessment-related events and meetings.
- Collect and analyze feedback from participants and stakeholders to improve processes and outcomes.
- Prepare comprehensive reports and communication materials covering activities, engagement, and results.

Regional Policy Dialogue (RPD)

- Support the DRP Coordinator in all aspects of the Regional Policy Dialogue portfolio.
- Organize and coordinate the preparation of the RPD event itself, including logistics, materials, and communications.

- Facilitate and organize bilateral exchanges between member countries of the two networks (REDLAFICA and REDLASEIA).
- Support the DRP Coordinator in liaising with the *presidencia pro tempore* of both REDLAFICA and REDLASEIA.
- Track and report on the status and progress of the different workstreams of the Regional Policy Dialogue.
- Guide and oversee external consultants supporting RPD activities, including contracting processes.
- Prepare agendas, invitations, materials, and follow-up communications for RPD-related events and meetings.
- Collect and analyze feedback from participants and stakeholders to improve processes and outcomes.
- Prepare comprehensive reports and communication materials covering activities, engagement, and results.
- Occasional travel may be required

What you'll need

- **Education:** Master's degree, graduate program or advanced studies in public administration, economics, international development or social sciences.
- **Experience:** At least 5 years of experience in regulatory analysis, international development, stakeholder engagement, project coordination, or related fields. Additionally, at least 5 years in environmental licensing and enforcement.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

- Technical skills in project management, regulatory analysis, stakeholder engagement, and event organization.
- Experience guiding external consultants, managing review processes and supporting capacity building initiatives.
- Proficiency in preparing reports, presentations, and communication materials for diverse audiences.
- Team player, inclusive, innovative, and creative, client-oriented, results-driven, with strong communication and organizational skills.

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:** International Consultant Full-Time
- **Length of contract:** 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:

- Competitive **compensation** packages
- **Leaves and vacations**: 2 days per month of contract + gender- neutral parental leave
- **Health Insurance**: the IDB Group provides a monthly allowance for the purchase of health insurance
- **Savings plan**: The IDB Group cares about your future, depending on the length of the contract, you will receive a monthly savings plan allowance.
- We offer assistance with **relocation and visa applications** for you and your family when it applies
- **Hybrid** and **flexible** work schedules
- **Development support:** We offer learning opportunities to boost your professional profile such as seminars, 1:1 professional counseling, and much more.
- **Health and wellbeing:** Access to our Health Services Center which provides preventive care and health education for all employees.
- **Other perks:** Lactation Room, Daycare Center, Gym, Bike Racks, Parking, and others.

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.

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