

**Consultancy to Develop a Methodological Guide and Toolkit for Firm Selection in Innovation and Entrepreneurship Projects (PTI/CTI)**

**Place of Residence:** *TBD*

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 Inter-American Development Bank (IDB), through the Competitiveness, Technology, and Innovation Division (CTI) of the Productivity, Trade, and Innovation (PTI) Sector, seeks a consultant to support the development of tools and knowledge products that improve the operational effectiveness of innovation and entrepreneurship programs in Latin America and the Caribbean (LAC).

This consultancy is part of the Technical Cooperation (TC) “Improving Effectiveness in Innovation and Entrepreneurship Projects through Better Selection and Delivery Practices.” The objective of this assignment is to document and systematize international and regional best practices in firm selection, develop a practical toolkit for executing agencies, and produce a pilot report documenting lessons learned from testing the toolkit in selected operations.

The consultant will work closely with the CTI effectiveness focal point and project team, under the supervision of a CTI specialist, to generate actionable tools that strengthen the implementation capacity of agencies executing innovation and entrepreneurship projects

**What you'll do:**

**1. Systematization of Best Practices**

- Conduct an operational review of firm selection methodologies used by national innovation agencies, entrepreneurship programs, that (i) have executed/are currently executing IDB operations, and (ii) that are successful worldwide at selecting firms.
- Identify best practices related to evaluation criteria, governance structures, sectoral expertise of evaluators, and transparency mechanisms.
- Summarize operational insights in a methodological guide focused on evidence-based firm selection processes.

**2. Toolkit Development for Executing Agencies**

- Design a practical, ready-to-use, user-friendly toolkit that includes templates for calls for proposals, scoring rubrics, evaluator selection guidelines, and standardized evaluation matrices.
- Ensure tools are adaptable to different institutional capacities and project types.
- Incorporate feedback from CTI teams and executing agencies to refine the toolkit.

**3. Pilot Testing and Validation**

- Support the pilot implementation of the toolkit in selected CTI operations.
- Collect feedback from executing agencies and project teams on usability and effectiveness.

- Produce a report summarizing results, lessons learned, and recommendations for broader adoption.

#### **Deliverables and Payments Timeline:**

- Deliverable 1: **Workplan and methodology:** Detailed plan outlining tasks, analytical framework, and timeline.
- Deliverable 2: **Methodological Guide on Firm Selection:** Document summarizing international and regional best practices and operational lessons.
- Deliverable 3: **Toolkit for Executing Agencies:** Practical toolkit including templates, evaluation rubrics, and panel composition guidance.
- Deliverable 4: **Pilot Report with Lessons Learned:** Summary of pilot implementation results, feedback, and recommendations

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Deliverable 1. <b>Workplan</b> with methodology and timeline	10%	1 month after signing the contract
Deliverable 2: <b>Methodological Guide on Firm Selection:</b> Document summarizing international and regional best practices and operational lessons	30%	4 months after signing the contract
Deliverable 3: <b>Toolkit for Executing Agencies:</b> Practical toolkit including templates, evaluation rubrics, and panel composition guidance	30%	6 months after signing the contract
Deliverable 4: <b>Pilot Report with Lessons Learned:</b> Summary of pilot implementation results, feedback, and recommendations	30%	10 months after signing the contract

#### **What you'll need**

- **Education:** At least a Master's degree in Economics, Public Policy, Statistics, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 15 years of progressive experience in project design, evaluation, or implementation of innovation or entrepreneurship support programs. Proven experience in developing methodological guides, operational toolkits, or analytical frameworks for public agencies or development organizations. Experience working with public innovation agencies or multilateral institutions is preferred.
- **Languages:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.

#### **Key skills:**

- Analytical and research skills for synthesizing complex operational information
- Strong writing and communication skills
- Capacity to translate conceptual knowledge into practical tools

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- Collaboration and adaptability in multi-country, multi-stakeholder environments
- Focus on results and learning

#### **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 10 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:

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by a 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 with 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.

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**Consultancy to Organize and Implement Dissemination Activities for Firm Selection Tools and Findings (PTI/CTI)**

**Place of Residence:** *TBD*

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**About this position**

The Inter-American Development Bank (IDB), through the Competitiveness, Technology, and Innovation Division (CTI) of the Productivity, Trade, and Innovation (PTI) Sector, seeks a short-term consultant to support the organization and implementation of dissemination activities related to Component 1 of the Technical Cooperation (TC) “Improving Effectiveness in Innovation and Entrepreneurship Projects through Better Selection and Delivery Practices.”

The purpose of this consultancy is to organize and execute dissemination and training activities to share the findings, tools, and lessons learned from Component 1, which focuses on strengthening firm selection practices in innovation and entrepreneurship projects. The consultant will assist in coordinating logistics, preparing materials, and ensuring effective participation of executing agencies and IDB project teams.

The consultancy will contribute directly to building institutional capacity and promoting the adoption of evidence-based firm selection tools across CTI operations.

**What you'll do:**

**1. Event Planning and Coordination**

- Develop an activity plan and schedule for two dissemination and training workshops.
- Coordinate with CTI staff, executing agencies, and external participants to ensure alignment of agendas and objectives.
- Support logistical arrangements, including invitations, materials, and virtual or hybrid event organization.

**2. Content Preparation and Communication Support**

- Assist in preparing workshop materials, including presentations, tool summaries, and participant guides.
- Coordinate with designers and editors for the preparation of communication and knowledge materials.
- Support the development of short summaries or communication notes for CTI's internal and external channels.

**3. Implementation and Reporting**

- Facilitate coordination during the workshops, ensuring effective interaction and documentation of discussions.
- Prepare a summary report with key insights, participant feedback, and recommendations for future dissemination activities.

**Deliverables and Payments Timeline:**

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Deliverable 1: <b>Activity Plan and Agenda:</b> Workplan detailing workshop objectives, participants, and timeline	30%	1 month after signing the contract
Deliverable 2: <b>Dissemination and Training Workshops Implemented:</b> Two workshops successfully organized and executed, including participant materials	70%	3 months after signing the contract

**What you'll need**

- **Education:** At least a Bachelor's degree in Communications, Public Policy, Business Administration, Event Management, or related fields. A Master's degree is an asset.
- **Experience:** Minimum of 3 years of experience in organizing events, dissemination activities, or knowledge-sharing workshops in international or public-sector contexts. Experience supporting communication and outreach activities related to innovation, development, or capacity-building initiatives. Familiarity with IDB procedures or multilateral event organization is desirable.
- **Languages:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.

**Key skills:**

- Excellent organizational and coordination skills
- Strong written and verbal communication abilities
- Attention to detail and multitasking capacity
- Ability to work independently and collaboratively across teams
- Client-focused and results-oriented approach

**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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 3 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:

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- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

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## **Consultancy to Develop a Mapping Study and Toolkit on Output Delivery Practices in Innovation and Entrepreneurship Projects (PTI/CTI)**

**Place of Residence:** *TBD*

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 Inter-American Development Bank (IDB), through the Competitiveness, Technology, and Innovation Division (CTI) of the Productivity, Trade, and Innovation (PTI) Sector, seeks a consultant to support the development of knowledge products and practical tools that strengthen the implementation capacity of executing agencies delivering innovation and entrepreneurship programs.

This consultancy is part of the Technical Cooperation (TC) “Improving Effectiveness in Innovation and Entrepreneurship Projects through Better Selection and Delivery Practices.” The objective of this assignment is to document and analyze operational delivery practices used by high-performing agencies, develop a practical toolkit to guide the implementation of project outputs (such as grants, credit, and technical assistance), and produce a lesson-learned report summarizing insights and recommendations for improving execution effectiveness.

The consultant will work under the supervision of a CTI specialist and in close coordination with the CTI effectiveness focal point, contributing to the Division’s efforts to strengthen project effectiveness and institutional learning across the portfolio.

### **What you’ll do:**

#### **1. Mapping Study on Output Delivery Practices**

- Conduct a comparative analysis of operational delivery models in national innovation and entrepreneurship agencies in Latin America and internationally.
- Identify success factors, challenges, and institutional arrangements that contribute to effective and timely delivery of project outputs.
- Summarize findings in a comprehensive mapping report highlighting best practices, case examples, and lessons learned.

#### **2. Development of a Practical Toolkit for Output Delivery**

- Design a practical toolkit that provides templates, checklists, and workflow guides to support disbursement tracking, beneficiary monitoring, and alignment of support with project objectives.
- Ensure tools are adaptable to different agency capacities and operational contexts.
- Incorporate feedback from CTI project teams and selected executing agencies to refine the toolkit.

#### **3. Synthesis and Lessons Learned Report**

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- Produce a final report summarizing cross-cutting lessons, institutional insights, and recommendations for strengthening implementation and delivery capacity in future CTI operations.
- Support the organization of virtual workshops to validate and disseminate findings with executing agencies and IDB teams.

#### **Deliverables and Payments Timeline:**

- Deliverable 1: **Workplan and methodology:** Detailed plan outlining tasks, analytical framework, and timeline.
- Deliverable 2: **Mapping Study on Output Delivery Practices:** Comprehensive report analyzing successful delivery models, challenges, and institutional practices.
- Deliverable 3: **Toolkit for Output Delivery:** Practical toolkit including templates for disbursement tracking, beneficiary monitoring, and workflow guidance.
- Deliverable 4: **Lessons Learned Report:** Report summarizing key insights, good practices, and recommendations for future implementation.

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Deliverable 1: <b>Workplan and methodology:</b> Detailed plan outlining tasks, analytical framework, and timeline	10%	1 month after signing the contract
Deliverable 2: <b>Mapping Study on Output Delivery Practices:</b> Comprehensive report analyzing successful delivery models, challenges, and institutional practices	30%	4 months after signing the contract
Deliverable 3: <b>Toolkit for Output Delivery:</b> Practical toolkit including templates for disbursement tracking, beneficiary monitoring, and workflow guidance	30%	6 months after signing the contract
Deliverable 4: <b>Lessons Learned Report:</b> Report summarizing key insights, good practices, and recommendations for future implementation.	30%	10 months after signing the contract

#### **What you'll need**

- **Education:** At least a Master's degree in Economics, Public Policy, Statistics, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 15 years of progressive experience in project design, evaluation, or implementation of innovation or entrepreneurship support programs. Proven experience in developing methodological guides, operational toolkits, or analytical frameworks for public

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agencies or development organizations. Experience working with public innovation agencies or multilateral institutions is preferred.

- **Languages:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.

#### **Key skills:**

- Analytical and research skills for synthesizing complex operational information
- Strong writing and communication skills
- Capacity to translate conceptual knowledge into practical tools
- Collaboration and adaptability in multi-country, multi-stakeholder environments
- Focus on results and learning

#### **Requirements:**

- **Citizenship:** You are a citizen of one of our 48-member countries.
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- **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:** Products and External Services Consultant (PEC), Lump Sum
- **Length of contract:** 10 months

#### **What we offer**

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**Consultancy to Organize and Implement Dissemination Activities for Firm Selection Tools and Findings (PTI/CTI)**

**Place of Residence:** *TBD*

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**About this position**

The Inter-American Development Bank (IDB), through the Competitiveness, Technology, and Innovation Division (CTI) of the Productivity, Trade, and Innovation (PTI) Sector, seeks a short-term consultant to support the organization and implementation of dissemination activities under Component 2 of the Technical Cooperation (TC) “Improving Effectiveness in Innovation and Entrepreneurship Projects through Better Selection and Delivery Practices.”

The objective of this consultancy is to organize and execute dissemination and capacity-building activities to share the findings, tools, and lessons learned from Component 2, which focuses on strengthening output delivery practices in innovation and entrepreneurship projects. The consultant will coordinate the logistics, prepare knowledge materials, and ensure the effective participation of executing agencies, CTI teams, and other stakeholders in the events.

This consultancy will contribute to strengthening institutional learning and promoting the adoption of evidence-based delivery practices and tools across CTI operations in Latin America and the Caribbean.

**What you'll do:**

**4. Event Planning and Coordination**

- Develop an activity plan and schedule for two dissemination and training workshops.
- Coordinate with CTI staff, executing agencies, and external participants to ensure alignment of agendas and objectives.
- Support logistical arrangements, including invitations, materials, and virtual or hybrid event organization.

**5. Content Preparation and Communication Support**

- Assist in preparing workshop materials, including presentations, tool summaries, and participant guides.
- Coordinate with designers and editors for the preparation of communication and knowledge materials.
- Support the development of short summaries or communication notes for CTI's internal and external channels.

**6. Implementation and Reporting**

- Facilitate coordination during the workshops, ensuring effective interaction and documentation of discussions.
- Prepare a summary report with key insights, participant feedback, and recommendations for future dissemination activities.

**Deliverables and Payments Timeline:**

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Deliverable 1: <b>Activity Plan and Agenda:</b> Workplan detailing workshop objectives, participants, and timeline	20%	1 month after signing the contract
Deliverable 2: <b>Dissemination and Training Workshops Implemented:</b> Two workshops successfully organized and executed, including participant materials	60%	2 months after signing the contract
Deliverable 3: <b>Final Report on Dissemination Activities:</b> Summary report documenting event outcomes, participant feedback, and recommendations	20%	3 months after signing the contract

**What you'll need**

- **Education:** At least a Bachelor's degree in Communications, Public Policy, Business Administration, Event Management, or related fields. A Master's degree is an asset.
- **Experience:** Minimum of 3 years of experience in organizing events, dissemination activities, or knowledge-sharing workshops in international or public-sector contexts. Experience supporting communication and outreach activities related to innovation, development, or capacity-building initiatives. Familiarity with IDB procedures or multilateral event organization is desirable.
- **Languages:** Proficiency in English and one of the other Bank official languages (Spanish, French or Portuguese) is required.

**Key skills:**

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**Requirements:**

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**Type of contract and duration:**

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum

- **Length of contract:** 3 months

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