

TERMS OF REFERENCE

RG-T4715: Promoting Transformation in Latin-America and the Caribbean at COP 30

CORPORATE PRESENCE AND LOGISTICS – DESIGN AND CONSTRUCTION OF PAVILIONS

1. Background

- 1.1. The Climate Change and Sustainable Development Sector advises Management on climate change and sustainable development and develops overall Bank policies, strategies, operational guidelines, and programs in these areas.
- 1.2. The CSD/CCS team is preparing for 30th Session of the United Nations Climate Change Conference (COP30) to showcase the IDB's commitment to the Latin American and Caribbean region in its mission to further climate, nature and biodiversity ambition. The objective of this project is to develop corporate presence and logistics in site.

2. Objective

- 2.1. To design and construct an innovative and sustainable pavilion for COP30 that showcases cutting-edge technologies and creative solutions to address biodiversity loss, making it an outstanding example of nature and biodiversity awareness and stakeholder engagement.
- 2.2. The pavilion should serve as an engagement and educational platform, providing clients, countries, and partners with interactive displays, exhibits, and events that inform and inspire action towards climate, nature and biodiversity action.

3. Scope of services

- 3.1. Concept Development of the pavilion.
- 3.2. Create the architectural design and layout of the pavilion.
- 3.3. Develop the interior design, including booth layouts, exhibition spaces, meeting rooms, and visitor flow.
- 3.4. Ensure the pavilion is structurally sound and complies with safety regulations, considering local building codes.
- 3.5. Design and install graphics, signage, and branding elements to create a cohesive visual identity for the pavilion.
- 3.6. Plan and install audiovisual equipment, interactive displays, and technology components to enhance visitor experiences.

4. Key activities

- 4.1. Send the Pavilion Concept Development.
- 4.2. Develop the architectural design and layout of the pavilion.
- 4.3. Develop the interior design, exhibition spaces, meeting rooms, and visitor flow.

- 4.4. Design graphics, signage, and branding elements.
- 4.5. Plan and install audiovisual equipment, interactive displays, and technology components.
- 4.6. Dismantle Pavilion when the COP30 is over.

5. Expected outcomes and deliverables

- 5.1. This service is expected to help the IDB position as the Strategic partner of choice in Latin America and the Caribbean 30th Session of the United Nations Climate Change Conference (COP30).

6. Project Schedule and Milestones

6.1. Schedule and Milestones:

Deliverable	Payments
Pavilion Concept Development	50%
Delivery of the interior design	50%

7. Reporting requirements

- 7.1. Not Applicable.

8. Acceptance Criteria

- 8.1. Upon delivery of the Pavilion concept development proposal the IDB will review and express its acceptance.
- 8.2. Upon delivery of the architectural and interior design, layout of the pavilion, the IDB will review and express its acceptance and send first payment.
- 8.3. Upon delivery of the interior design, the IDB will review and express its acceptance and send the final payment.
- 8.4. Upon dismantle, the IDB will review.

9. Schedule of Payments

9.1. 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.

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

TERMS OF REFERENCE

BELIZE

RG-T4715: Promoting Transformation in Latin America and the Caribbean at COP 30

DEVELOPMENT OF A PUBLICATION FOR COP30

1. Background

- 1.1. Latin America and the Caribbean (LAC) is one of the world's most climate-vulnerable regions, despite contributing only about 8% of global greenhouse gas emissions. The region is already experiencing the intensifying effects of climate change, which threaten lives, ecosystems, and economies. These include rising temperatures, extreme weather events, sea-level rise, and ecosystem degradation, with profound social and economic consequences.
- 1.2. In recent years, prolonged droughts in Central America and Brazil, glacier melt in the Andes, and stronger hurricanes in the Caribbean have disrupted food and water security, displaced populations, and damaged infrastructure. Coastal cities—such as Cartagena, Lima, and Kingston—face increasing risks from sea-level rise and storm surges, while small island developing states (SIDS) in the Caribbean are particularly exposed to climate-induced disasters.
- 1.3. Climate change is also exacerbating inequality in the region, disproportionately affecting vulnerable communities, including Indigenous Peoples, women, and rural populations. It threatens critical sectors such as agriculture, energy, and tourism, while placing additional stress on public health systems due to heatwaves, vector-borne diseases, and air pollution.
- 1.4. Despite these challenges, LAC holds unique opportunities to lead in global climate action. The region has vast potential for renewable energy, especially solar, and wind; is home to the Amazon and other major carbon sinks; and has growing momentum around nature-based solutions, climate-smart agriculture, and green finance. Regional initiatives and country-level efforts—such as updated NDCs, green taxonomy frameworks, and climate legislation—are helping to accelerate the transition toward a more resilient and low-carbon development model.
- 1.5. The 30th Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) will be held in Belém, Brazil, in November 2025, marking a historic moment as it is the first time the COP will be hosted in the Amazon region.
- 1.6. This conference comes at a critical time in the global climate agenda, following the outcomes of the Global Stocktake at COP28, which assessed collective progress toward the Paris Agreement goals. COP30 is expected to focus on implementing stronger climate action, mobilizing finance, and enhancing adaptation and resilience, especially for vulnerable countries.

1.7.

2. Objective

2.1. The objective of this consultancy is to develop a flagship knowledge report that will highlight the role that the IDB has in supporting climate resilience and socio-economic development in the Latin America and Caribbean region.

3. Scope of services

3.1. The consultancy involves conducting an executive summary to create awareness and influence decision makers in ministries of finance and planning; and present a main narrative on how the Bank is supporting the climate resilient and adaptation agenda.

4. Key activities

4.1 **Report:** Conduct a report that includes:

- Stakeholders to engage, including internal (management, employees) and external (government, international partners, NGOs, communities).
- Main messages
- Conduct workshops with stakeholders to validate narrative as needed.

5. Expected outcomes and deliverables

5.1. **The consulting firm is expected to deliver the following products:**

- Product 1: One report with preliminary narrative to be launched at COP30

6. Project Schedule and Milestones

6.1. **Schedule and Milestones:**

Deliverable	Date	Payments
Product 1: Final report (Executive Summary)	5 months after signing the contract	100%

7. Reporting requirements

7.1. The report must be submitted to the Bank in electronic form. Final version, incorporating should be submitted in PDF format to the IDB for payment. The report should include the cover, main document, and all annexes. This file must also be in an electronic format used by the Bank, such as one of the MS Office, JPG, and/or TIFF formats. ZIP files (compressed) will not be accepted as final reports due to the regulations of the Bank File Management Section.

7.2. All materials must be delivered in English and submitted to the project team leaders Catalina Aguiar Parera.

- 7.3. All reports, studies, plans, drawings, source code, technical data, specifications, and any other material prepared by or worked upon by the consultant(s) exclusively for the IDB under this Agreement are the sole and exclusive property of the IDB and as such the IDB has exclusive title, rights, and interest in all such material including the right of dissemination, reproduction, and publication.

8. Acceptance Criteria

- 8.1. The project team is authorized to accept the work based on the criteria set in the next section under fulfillment of the team requirements.

9. Selection Criteria

- 9.1 The consulting firm should ensure that the proposed team of experts includes personnel with advanced knowledge and practical experience in areas relevant to this assignment. The selection criteria are as follows:

Education:

- International policy expert on climate change/climate change economist, including areas such climate finance, climate adaptation and climate resilience.

Experience:

- A minimum of 10 years of relevant work experience in climate adaptation.
- At least 5 years of demonstrated experience in delivering reports.
- Prior work experience in the Latin American and Caribbean region.

Language:

- Excellent command of oral and written English is required.