

## **TÉRMINOS DE REFERENCIA 1.**

### **Citizen Security and Justice Research Consultancy**

#### **Context of the search:**

The Citizen Security and Justice cluster, part of the Innovation to Serve the Citizen Division, is seeking an economist (or professional in a related field) with expertise in human development economics, family violence studies and/or gender economics to provide scientific and technical guidance to the Bank's technical coordinators and researchers participating in this research network project.

The Latin America and Caribbean (LAC) region has the highest rate of violence in the world, with 20 homicides per 100,000 inhabitants, approximately four times the global average (UNODC, 2024). The problem of crime and violence also includes gender-based violence, violence against children and adolescents, and victimization of businesses. In the latest World Values Survey, 50% of LAC respondents reported feeling unsafe, compared to 25% worldwide (EVS/WVS, 2022).

Fear of victimization affects individual and social development. IDB estimates suggest that crime and violence consume 3.5% of GDP in the region (IDB, 2017), considering only lost human capital, expenditures on private security and public spending on crime prevention and response.

Crime and violence increase the cost of borrowing, discourage foreign investment, reduce productivity, encourage business closures, disrupt sectors such as tourism, limit employment and affect human capital accumulation. These impacts are exacerbated by organized crime, which erodes the rule of law and confidence in public institutions.

Poorer populations are more exposed to violent crimes, such as homicides and assaults (Schargrodsy and Freira, 2021). This exposure affects the livelihoods and possibilities for progress of vulnerable populations, deepening poverty and inequality.

The high prevalence and its multiple impacts show that this is one of the greatest challenges to economic development in LAC. About 20% of the population identifies it as the main problem in their countries (Latinobarómetro, 2023) and it is among the top three concerns in 21 of the 26 IDB borrowing countries.

Organized crime accounts for a large part of some manifestations of crime and violence in the region. Fifty-four percent of households report the presence of local criminal groups, and 14% indicate that these groups provide order and reduce crime (Uribe et al., 2022; Latinobarómetro, 2020). Organized crime is linked to 50% of all homicides in the Americas, and many of these occur between and within criminal groups (UNODC, 2023). Between 20% and 50% of households consider organized crime to be the greatest threat to their personal safety in 18 LAC countries (LAPOP, 2012, 2014, 2019).

Despite its relevance, the phenomenon of criminal violence and organized crime remains understudied and poorly understood, limiting the ability of policymakers to develop effective responses. This engagement is part of a project that seeks to close existing knowledge gaps and provide a basis for the formulation of informed and effective public policies.

#### **The team's mission:**

The Inter-American Development Bank (IDB), established in 1959, is the main source of financing for economic, social and institutional development in Latin America and the Caribbean (LAC). One of the IDB's strategic objectives is to promote the development of Latin American and Caribbean countries by improving citizen security.

The mission of the Citizen Security and Justice Cluster (CSJ) is to provide financial and technical assistance to member countries in the areas of social violence prevention; police modernization; and improvement of the justice, penitentiary and reinsertion systems. In order to support these efforts and provide specialized technical assistance to the countries of the region, the CSJ promotes the generation, consolidation and dissemination of research in the areas of social prevention, crime and violence reduction, institutional strengthening of the police and justice, and social reinsertion.

### **What you will do:**

The selected person will perform the following activities (without prejudice to any other activity that may arise in order to successfully complete the job):

- Contribute to a series of publications on criminal violence and organized crime:
  - Collaborate in the conceptualization of documents.
  - Provide expert feedback on drafts of documents, focusing on the thoroughness of the analysis performed and the relevance of the content.
- Provide recommendations on research proposals:
  - Evaluate and select the best research proposals.
  - Suggest adjustments and improvements to the proposals received to maximize their impact and relevance.
- Participate in workshops and seminars:
  - Provide analytical guidance and technical recommendations during a first workshop, where outlines, methodologies and limitations of the studies will be discussed.
  - Participate in seminars to review and discuss the progress of research projects, providing feedback to researchers.
- Review and improve draft studies:
  - Review drafts of studies and make written technical recommendations to improve the quality of analyses and methodological consistency.
  - Review studies for compliance with academic standards and provide suggestions to strengthen findings and conclusions.

### **Deliverables and Payment Schedule:**

**1. Deliverable 1: List with recommendations for the selection of research proposals.** The list will include the selected projects and justifications for their selection. The IDB committee may request additional comments on other proposals submitted that have not been included in the list of recommendations.

**2. Deliverable 2: Expert feedback on draft versions of the papers in the publication series.** Written comments evaluating the thoroughness of the analysis and the relevance of the content, suggesting necessary adjustments and improvements.

**3. Deliverable 3: Participation and contributions in workshops and seminars.** Provide analytical guidance and technical recommendations during the first workshop and subsequent seminars, offering real-time feedback to researchers on the outlines, methodologies and limitations of the studies presented.

**4. Deliverable 4: Documents with technical recommendations and evaluations of draft studies.** Written review of draft studies, ensuring that they meet academic standards and providing suggestions to improve the quality of the analysis and methodological consistency.

### **Payment Schedule**

Payments for the consultancy will be made as follows:

- 20% against signature of the contract.
- 20% upon delivery and approval of Deliverable No. 1
- 20% against participation in the first workshop (Deliverable No. 2)
- 20% upon delivery and approval of Deliverable No. 3
- 20% against participation in the second seminar (Deliverable No. 4)

The amount of the contract includes all expenses derived from the execution of the activities described herein.

### **What you will need:**

**Citizenship:** you are a citizen of one of our 48 member countries.

**Consanguinity:** you have no relatives (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working in the IDB Group.

**Education:** PhD in economics or related fields.

**Experience:** experience in developing quantitative academic research (causal impact estimation). Experience working in developing countries (preferred).

**Languages:** Spanish and English

### **General and technical competencies:**

#### **General:**

- Ability to work as part of a team:
- Willingness to learn:
- Attention to detail:

#### **Techniques:**

- Use of word processors and spreadsheets:
- Knowledge of experimental, non-experimental methods, and qualitative and quantitative analysis:
- Review and evaluation of research projects:
- Expertise in the development and evaluation of public policies related to violence and organized crime.
- Ability to provide technical feedback, guidance and analytical recommendations during workshops and seminars.

### **Service Considerations:**

The information collected during the consultancy will be used only for the purposes of the work described in these terms of reference or other work agreed with the IDB team.

All deliverables detailed in the previous section will be reviewed by the IDB team for consideration and acceptance.

### **Summary of the opportunity:**

- **Type of contract and form:** Product and External Services Contractual (PEC - Retainer)
- **Contract duration:** 30 months.
- **Start date:** TBD.
- **Location:** No specific location is required.
- **Responsible person:** TBD.
- **Requirements:** You must be a citizen of one of the 48 IDB member countries and not have family members currently working in the IDB Group.

**Our Culture:** Our people are committed and passionate about improving the lives of people in Latin America and the Caribbean, and are able to do what they love in a diverse, collaborative and stimulating work environment. We are the first development institution in Latin America and the Caribbean to receive EDGE certification, recognizing our strong commitment to gender equality. Our employees can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal employment opportunities, we welcome diversity based on gender, age, education, national origin, ethnicity, race, disability, sexual orientation and religion. We encourage women, people of African descent and people of indigenous origin to apply.

**About Us:** At the Inter-American Development Bank, we are dedicated to improving lives. Since 1959, we have been an important source of long-term financing for economic, social and institutional development in Latin America and the Caribbean. But we do more than lend. We partner with our 48 member countries to provide Latin America and the Caribbean with cutting-edge research on relevant development issues, policy advice to inform their decisions, and technical assistance to improve project planning and implementation. To do this, we need people who not only have the right skills, but who are also passionate about improving lives.

**Our Human Resources team carefully reviews all applications.**

## **TÉRMINOS DE REFERENCIA 2.**

### **Citizen Security and Justice Research Consultancy**

#### **Context of the search:**

The Citizen Security and Justice cluster, part of the Division of Innovation to Serve the Citizen, is looking for researchers to conduct a quantitative study on violence against children and adolescents, access to justice and the effectiveness of justice systems in Latin America and the Caribbean, in order to obtain evidence and inputs for public policy decision-making in these areas.

The Latin America and Caribbean (LAC) region has the highest rate of violence in the world, with 20 homicides per 100,000 inhabitants, approximately four times the global average (UNODC, 2024). The problem of crime and violence also includes gender-based violence, violence against children and adolescents, and victimization of businesses. In the latest World Values Survey, 50% of LAC respondents reported feeling unsafe, compared to 25% worldwide (EVS/WVS, 2022).

Fear of victimization affects individual and social development. IDB estimates suggest that crime and violence consume 3.5% of GDP in the region (IDB, 2017), considering only lost human capital, expenditures on private security and public spending on crime prevention and response.

Crime and violence increase the cost of borrowing, discourage foreign investment, reduce productivity, encourage business closures, disrupt sectors such as tourism, limit employment and affect human capital accumulation. These impacts are exacerbated by organized crime, which erodes the rule of law and confidence in public institutions.

Poorer populations are more exposed to violent crimes, such as homicides and assaults (Schargrodsky and Freira, 2021). This exposure affects the livelihoods and possibilities for progress of vulnerable populations, deepening poverty and inequality.

The high prevalence and its multiple impacts show that this is one of the greatest challenges to economic development in LAC. About 20% of the population identifies it as the main problem in their countries (Latinobarómetro, 2023) and it is among the top three concerns in 21 of the 26 IDB borrowing countries.

Organized crime accounts for a large part of some manifestations of crime and violence in the region. Fifty-four percent of households report the presence of local criminal groups, and 14% indicate that these groups provide order and reduce crime (Uribe et al., 2022; Latinobarómetro, 2020). Organized crime is linked to 50% of all homicides in the Americas, and many of these occur between and within criminal groups (UNODC, 2023). Between 20% and 50% of households consider organized crime to be the greatest threat to their personal safety in 18 LAC countries (LAPOP, 2012, 2014, 2019).

Despite its relevance, the phenomenon of criminal violence and organized crime remains understudied and poorly understood, limiting the ability of policymakers to develop effective responses. This engagement is part of a project that seeks to close existing knowledge gaps and provide a basis for the formulation of informed and effective public policies.

#### **The team's mission:**

The Inter-American Development Bank (IDB), established in 1959, is the main source of financing for economic, social and institutional development in Latin America and the Caribbean (LAC). One of the IDB's

strategic objectives is to promote the development of Latin American and Caribbean countries by improving citizen security.

The mission of the Citizen Security and Justice Cluster (CSJ) is to provide financial and technical assistance to member countries in the areas of social violence prevention; police modernization; and improvement of the justice, penitentiary and reinsertion systems. In order to support these efforts and provide specialized technical assistance to the countries of the region, the CSJ promotes the generation, consolidation and dissemination of research in the areas of social prevention, crime and violence reduction, institutional strengthening of the police and justice, and social reinsertion.

### **What you will do:**

The selected person will perform the following activities (without prejudice to any other activity that may arise in order to successfully complete the job):

- Prepare a work plan detailing the work schedule, the main activities to be carried out and a calendar of expected dates for each one.
- Conduct a review of related academic literature.
- In case the study includes data analysis:
  - To make a detailed description of the data and the process to obtain it.
  - Perform descriptive statistical analysis.
  - Perform econometric analyses to estimate causal relationships, substantiating the assumptions underlying the methods used.
- In case the study includes conducting surveys:
  - Prepare a data collection instrument based on instruments validated in the literature.
  - Conduct a statistical power analysis to determine the sample size needed for the study. The minimum detectable effect and assumptions for the statistical power analysis (e.g., prevalence of domestic violence) should be based on the associated literature, taking into account the characteristics of the context analyzed and the type of collection instrument used.
  - Conduct a data collection with the prepared collection instrument on a representative sample. The sample size should be at least that which emerges from the statistical power analysis.
- Participate in seminars required by the IDB research committee.
- Prepare a working document based on the analysis carried out. This working document should have a structure that includes at least the following sections:

*Introduction.* The introduction will describe the research question, the relevance of the problem addressed, the context analyzed, the methodology employed, the main results found and the main contributions of the study.

*Literature Review.* This section will include a review of the literature on the specific topics developed in the study.

*Description of the Context.* This section will provide a detailed description of the context under review.

*Data and Statistical Models.* This section will present a detailed description of the data, its collection process, the characteristics of the sample, the econometric models. The description of the models will cover the estimation methods, the definition of the different variables, the interpretation of the parameters of interest, the identifying assumptions that support the causal interpretation of the models and the main risks of these assumptions.

*Description of the Results.* This section will present the tables with the estimation results for the main parameters of the different statistical and/or econometric models estimated and a discussion of the results found.

*Public Policy Recommendations.* This section will include recommendations for public policy actions arising from the results obtained and related literature.

*Conclusions.* This section will include a summary of the scope of the study and its main lessons, results and policy recommendations. Knowledge gaps and complementary studies that could be carried out will also be discussed.

*References.* List of references of the different bibliographic and journalistic sources, Internet sites, and databases used.

*Methodological Annexes.* This annex will include a detailed description of the methodology used for the literature review (databases examined, study selection criteria), data collection (administrative records consulted, sample design, statistical power analysis, levels of response attrition, data collection instrument) and data analysis.

### **Deliverables and Payment Schedule:**

**Deliverable 1: Work plan.** The work plan will include a detail of the activities to be performed and an expected schedule of the consultancy. Delivery is estimated for 10 days after contract signature.

**Deliverable 2. Participation in the first seminar.** The participation will consist of a presentation of the project to be carried out (outlines, methodologies and data of the studies).

**Deliverable 3: Databank and preliminary document.** The document should follow the guidelines described in these terms of reference. The preliminary version should have advanced partial versions of the different sections of the final document. The report will be accompanied by the databases generated and collected. The databases will be delivered in order, will include all the information collected, and will be in DTA format (with variable names and explanatory labels) or SHP (in the case of geographic information). A dictionary of variables and codes will also be provided to allow replication in Stata of the results of the study using the databases provided. Delivery is estimated for 180 days after contract signature.

**Deliverable 4. Participation in the second seminar.** Participation will consist of a presentation of the project carried out.

**Deliverable 5: Database and working document.** The report will be accompanied by the databases generated and collected. The databases will be delivered in order, will include all the information collected, and will be in DTA format (with variable names and explanatory labels) or SHP (in the case of geographic information). A dictionary of variables and codes will also be provided to allow replication in Stata of the results of the study using the databases provided. Delivery is estimated for 365 days after contract

signature. The document will include an appendix responding to the various comments made by the IDB research committee.

### **Payment Schedule**

Payments for the consultancy will be made as follows:

- 30% upon delivery and approval of Deliverable No. 1
- 10% upon delivery and approval of Deliverable No. 2
- 30% upon delivery and approval of Deliverable No. 3
- 10% upon delivery and approval of Deliverable No. 4
- 20% upon delivery and approval of Deliverable No. 5

The amount of the contract includes all expenses derived from the execution of the activities described herein.

### **What you will need:**

**Citizenship:** you are a citizen of one of our 48 member countries.

**Consanguinity:** you have no relatives (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working in the IDB Group.

**Education:** PhD in economics or related fields.

**Experience:** experience in developing quantitative academic research (causal impact estimation). Experience working in developing countries (preferred).

**Languages:** Spanish and English

### **General and technical competencies:**

#### **General:**

- Ability to work as part of a team.
- Willingness to learn, attention to detail and ability to multi-task.

#### **Techniques:**

- Excellent word processing (Word) and spreadsheet (Excel) skills
- Excellent command of econometric software (Stata or R).
- Knowledge of experimental and non-experimental methods for impact evaluations.
- Writing skills and ability to summarize academic literature.
- Exceptional analytical and quantitative analysis skills (using data to produce analysis).

### **Service Considerations:**

The information collected during the consultancy will be used only for the purposes of the work described in these terms of reference or other work agreed with the IDB team.

All deliverables detailed in the previous section will be reviewed by the IDB team for consideration and acceptance.



**Summary of the opportunity:**

- **Type of contract and form:** Product and External Services Contractual (PEC - Retainer)
- **Contract term:** 24 months.
- **Start date:** TBD.
- **Location:** No specific location is required.
- **Person responsible:** TBD.
- **Requirements:** You must be a citizen of one of the 48 IDB member countries and not have family members currently working in the IDB Group.

**Our Culture:** Our people are committed and passionate about improving the lives of people in Latin America and the Caribbean and are able to do what they love in a diverse, collaborative and stimulating work environment. We are the first development institution in Latin America and the Caribbean to receive EDGE certification, recognizing our strong commitment to gender equality. Our employees can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal employment opportunities, we welcome diversity based on gender, age, education, national origin, ethnicity, race, disability, sexual orientation, and religion. We encourage women, people of African descent and people of indigenous origin to apply.

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## **TÉRMINOS DE REFERENCIA 3.**

### **Consulting for publication layout and elaboration of communication pieces**

**RG-T4520**

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

- 1.1. Created in 1959, the Inter-American Development Bank (IDB) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean (LAC or the region). The ICS seeks to strengthen institutional capacity to achieve more open, transparent and efficient governments. One of the IDB's strategic objectives is to promote the development of LAC countries by improving citizen security and justice. The mission of the Citizen Security and Justice cluster is to promote crime and violence prevention policies and strengthen the institutional capacity of the security and justice sector through public policy development, strategic advice, technical assistance and training. The work on citizen security and justice, as well as gender and diversity, is aligned with the IDB Group's Institutional strategy StrategyBID+, the Institutions for Growth and Social Welfare Sector Strategy (GN-2587-2), and the IDB Group's Citizen Security and Justice Sector Framework.
- 1.2. The Latin America and Caribbean (LAC) region has the highest rate of violence in the world, with 20 homicides per 100,000 inhabitants, approximately four times the global average (UNODC, 2024). The problem of crime and violence also includes gender-based violence, violence against children and adolescents, and victimization of businesses. In the latest World Values Survey, 50% of LAC respondents reported feeling unsafe, compared to 25% worldwide (EVS/WVS, 2022).
- 1.3. Fear of victimization affects individual and social development. IDB estimates suggest that crime and violence consume 3.5% of GDP in the region (IDB, 2017), considering only lost human capital, expenditures on private security, and public spending on crime prevention and response.
- 1.4. Crime and violence increase the cost of borrowing, discourage foreign investment, reduce productivity, encourage business closures, disrupt sectors such as tourism, limit employment and affect human capital accumulation. These impacts are exacerbated by organized crime, which erodes the rule of law and confidence in public institutions.
- 1.5. Poorer populations are more exposed to violent crimes, such as homicides and assaults (Schargrodsky and Freira, 2021). This exposure affects the livelihoods and possibilities for progress of vulnerable populations, deepening poverty and inequality.
- 1.6. The high prevalence and its multiple impacts show that this is one of the greatest challenges to economic development in LAC. About 20% of the population identifies it as the main problem in their countries (Latinobarómetro, 2023) and it is among the top three concerns in 21 of the 26 IDB borrowing countries.
- 1.7. Organized crime accounts for a large part of some manifestations of crime and violence in the region. Fifty-four percent of households report the presence of local criminal groups, and 14% indicate that these groups provide order and reduce crime (Uribe et al., 2022; Latinobarómetro, 2020). Organized crime is linked to 50% of all homicides in the Americas, and many of these occur between and within criminal groups (UNODC, 2023).

Between 20% and 50% of households consider organized crime to be the greatest threat to their personal safety in 18 LAC countries (LAPOP, 2012, 2014, 2019).

- 1.8. Despite its relevance, the phenomenon of criminal violence and organized crime remains understudied and poorly understood, limiting the ability of policymakers to develop effective responses. This engagement is part of a project that seeks to close existing knowledge gaps and provide a basis for the formulation of informed and effective public policies.

## **2. Objectives**

- 2.1 The IDB's Citizen Security and Justice Cluster team of the Division of Innovation to Serve the Citizen seeks to develop two (2) publications on criminal violence and organized crime in Latin America and the Caribbean.

## **3. Scope of Services**

The contracted services shall consider the details described below:

- 3.1 Layout publications, which requires:
  - Provide several prototypes or model layouts for BID team selection.
  - Make adjustments to the report layout if necessary.
- 3.2 Develop templates for *PowerPoint* presentations.
- 3.3 Develop communication pieces for the dissemination of publications.

## **4. Key Activities**

- 4.1 Layout publications, which requires:
  - Provide several prototypes or model layouts for BID team selection.
  - Make adjustments to the report layout if necessary.
  - Deliver the layout version of the publications in 3 languages.
- 4.2 Develop templates for *PowerPoint* presentations.
  - Deliver templates in 3 languages.
- 4.3 Develop communication pieces for the dissemination of publications.
  - Deliver communication pieces in 3 languages.

The activities shall be executed by the supplier in strict coordination and collaboration with the technical counterparts designated for this purpose, which may be adjusted as required by the contractor.

## **5. Expected Results and Outputs**

- 2.1 Output N°1: First publication on criminal violence and organized crime.
  - Diagrammed report (in three languages)
  - *PowerPoint* presentation (in three languages)
  - Dissemination communication pieces (in three languages)
- 2.2 Output #2: First publication on criminal violence and organized crime.
  - Diagrammed report (in three languages)
  - *PowerPoint* presentation (in three languages)
  - Dissemination communication pieces (in three languages)

## 6. Project Schedule and Milestones

The IDB team and the consulting firm will agree on the delivery dates for the three proposed products.

## 7. Acceptance criteria

- Products will be considered accepted on the basis of the following criteria:
- The products have been shipped within the agreed deadlines.
- The products have been sent in digital format to the supervisors established in these terms of reference.
- Written products have been written in clear language
- The products have been technically approved by the IDB team.

## 8. Supervision and Reporting

- Supervision will be provided by TBD.

## 9. Payment Schedule

- 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 desires to receive the most competitive cost proposal for the services described herein.
- The IDB Official Exchange Rate indicated in the PDS will be applied for necessary conversions of payments in local currency.
- Payments will be made according to the following schedule:

<b>Payment Plan</b>	
<b>Deliverables</b>	<b>%</b>
Output N°1: First publication on criminal violence and organized crime. -Diagrammed report (in three languages) -PowerPoint presentation (in three languages) -Communication pieces for dissemination (in three languages)	50%

Output N°1: First publication on criminal violence and organized crime. -Diagrammed report (in three languages) -PowerPoint presentation (in three languages) -Communication pieces for dissemination (in three languages)	50%
<b>TOTAL</b>	<b>100%</b>

## **TÉRMINOS DE REFERENCIA 4.**

### **Consultant Research Coordination Assistant**

#### **Job Title: Washington, D.C.**

The IDB Group is a community of diverse, versatile and passionate people united to improve lives in Latin America and the Caribbean. Those who work with us find purpose and do what they love in an inclusive, collaborative, agile and rewarding environment.

#### **About this position**

We are looking for a dedicated, organized and proactive individual to work as a research and administrative assistant for knowledge projects. In this role, the person will work closely with our team to support research, manage administrative tasks and coordinate events related to our projects on criminal violence and organized crime in Latin America and the Caribbean (LAC).

You will work in the Citizen Security and Justice (CSJ) cluster, which is part of the Innovation to Serve the Citizen (ICS) Division, within the Institutions for Development (IFD) department. This team is responsible for (main tasks of the department). The mission of the Citizen Security and Justice (CSJ) cluster is to provide financial and technical assistance to member countries in the areas of social prevention of violence; modernization of the police; and improvement of the justice, penitentiary and reintegration systems. In order to support these efforts and provide specialized technical assistance to the countries of the region, the CSJ promotes the generation, consolidation and dissemination of research in the areas of social prevention, crime and violence reduction, institutional strengthening of the police and justice, and social reinsertion.

#### **This is what you will do**

- Assist in data collection and analysis for research projects.
- Support in the writing and editing of academic reports and publications.
- Coordinate the logistics and administrative management of research projects.
- Organize and coordinate workshops, seminars, and conferences, including registration management and event logistics.
- Maintain project files and databases up to date.
- Facilitate communication between team members and other departments.
- Manage the team's schedule of activities and ensure deadlines are met.
- Support in the preparation of presentations and other materials for meetings and events.
- Provide general administrative support, including document management and correspondence.
- Collaborate with the team to identify opportunities for improvement in administrative processes and procedures.

### **This is what you need**

- **Education:** Master's degree (or equivalent advanced degree) in economics or other fields relevant to the responsibilities of the role.
- **Experience:** At least 5 years of experience as a research assistant and administrative management of knowledge projects.
- **Languages:** Fluency in Spanish and English, oral and written, is required. Additional knowledge of French and Portuguese is preferred.

### **Key skills**

#### **Technical field**

- Ability to manage multiple tasks and projects simultaneously, prioritizing effectively and meeting deadlines.
- Excellent written and verbal communication skills to interact with team members, researchers, and staff from other institutions.
- Ability to collect, analyze and interpret data in a rigorous manner, using statistical and econometric analysis tools and software.
- Meticulousness in the review of documents, data and procedures, ensuring accuracy and quality in all deliverables.
- Ability to adapt to a dynamic environment and handle changes in project priorities.
- Ability to collaborate effectively with different team members and contribute to a positive work environment.
- Proficiency in the use of word processing tools (Word), spreadsheets (Excel), and project management software.
- Experience in event planning and coordination, including logistics, registration and participant management.
- Ability to anticipate team needs and take initiative to solve problems and improve processes.
- Familiarity with general administrative tasks, including document management, correspondence and database maintenance.

### **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:** Full-time international consultant.
- **Duration:** 30 months
- **Job Location:** On-site.

### **What we offer**

The IDB Group offers benefits that respond to the different needs and moments in an employee's life. These benefits include:

- **A competitive compensation package**
- **Leave and vacations:** 2 days per month of contract + parental leave without distinction of gender.
- **Health insurance:** The IDB Group provides a monthly allowance for the purchase of health insurance.
- **Savings plan:** The IDB Group cares about your future and, depending on the length of the contract, you will receive an allowance for a monthly savings plan.
- We offer assistance with **relocation and visa applications** for you and your family, where applicable.
- **Flexible and hybrid** work schedules
- **Development support:** We offer learning opportunities to enhance your professional profile, such as seminars, individualized career counseling, and much more.
- **Health and Wellness:** Access to our Health Services Center, which offers employees preventive care and health education.
- **Other benefits:** Lactation room, nursery, gym, bicycle rack, parking, and others.

### **Part-time Consultant**

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

### **Our culture**

At the BID Group, we work for all people to give their best and bring their true selves to work, be willing to try new approaches without fear, be accountable for their actions and be rewarded for them.

Diversity, Equity, Inclusion and Belonging (DEIB) are the pillars of our organization. We celebrate all dimensions of diversity and encourage applications from women, LGBTQ+, people with disabilities, people of African descent and indigenous people.



We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job interview process. If you are a qualified candidate with a disability, please email us at [diversity@iadb.org](mailto:diversity@iadb.org) to request reasonable accommodations in order to complete this application.

**Our Human Resources Team thoroughly reviews each application.**

### **About the IDB Group**

The IDB Group, comprised of the Inter-American Development Bank (IDB), IDB Invest and IDB Lab, offers flexible financing solutions to its member countries to finance economic and social development through loans and grants to public and private entities in Latin America and the Caribbean.

### **About the IDB**

The Inter-American Development Bank's mission is to improve lives. Founded in 1959, the IDB is a leading source of long-term financing for economic, social and institutional development in Latin America and the Caribbean. The IDB also conducts cutting-edge research projects and provides policy advice, technical assistance and training to public and private clients throughout the region.

**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 BID Lab**

IDB Lab is the IDB Group's innovation lab, the leading source of development finance and knowledge focused on improving lives in Latin America and the Caribbean. IDB Lab's purpose is to drive innovation for inclusion in the region, mobilizing funding, knowledge and connections to test early-stage private sector solutions with the potential to transform the lives of vulnerable populations affected by economic, social and environmental conditions.

**Follow us:**

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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 enterprises and projects to achieve financial results and maximize economic, social and environmental development in the region. With a portfolio of \$15.3 billion in assets under management and 375 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that respond to its clients' needs in a variety of sectors.

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