

## ANNEX III.

## TERMS OF REFERENCE I

**Consultant to Edit and Translate the Discussion Paper related to Model to support the closing of gaps and the generation of impact in Institutional Capacity (ICS).**

**Post of Duty: Remote**

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

**About this position**

The Innovation in Citizen Services (ICS) division of the Inter-American Development Bank (IDB) is committed to contribute to the generation of knowledge about what works and what does not work in the response to the Institutional Capacity (ICS) problems that Latin America and Caribbean (LAC) countries are going through by improving tools and models to increase the effectiveness and impact of Institutional Capacity interventions.

The project involves methodologies for the systematization of data related to previous operations and the systematization of knowledge and key administrative data to generate a standardized mechanism to process the information. Strengthening the ability to identify what works and what does not will support countries in achieving sustainable institutional capacity improvements. These reports will be presented to a broad audience, including government officials, international development professionals, and academia.

To support the successful execution of this project, the IDB is seeking a Research Assistant. The selected candidate will be responsible for assisting in the design of analysis, developing experiment frameworks, conducting data analysis, and producing descriptive statistics from the collected data.

**What you'll do:**

The consultant will be responsible for the following activities:

- **Analysis Design:** Collaborate in the creation of entry and exit surveys to assess participants' baseline characteristics, attitudes, and experiences.
- **Experiment Design Support:** Assist in designing the tasks, evaluation rubrics, and GAI prompts used in the experiments.
- **Data Collection Tools:** Work with the research team to refine data collection instruments that align with experimental goals.
- **Data Cleaning and Management:** Clean and organize collected data to prepare it for analysis.
- **Descriptive Statistics and Initial Data Analysis:** Conduct initial analysis, producing **descriptive statistics** and summary reports that offer insights into the experimental data.

- **Documentation and Reporting:** Maintain detailed documentation of the experiment design, data collection processes, and data analysis techniques. Prepare regular progress reports to update the team on the status of the data collection, cleaning, and analysis tasks.

**Deliverables and Payments Timeline:**

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Design of entry and exit surveys	25%	2 months after contract signature
Data collection rubrics and finalized design experiment	25%	3 months after contract signature
Cleaned dataset and summary statistics	25%	3 months after contract signature
Summary report	25%	4 months after contract signature

**What you'll need**

- **Education:** master's degree in economics, public policy, data science, or a related field relevant to the responsibilities of the role.
- **Experience:** At least 2 years of experience in survey design, experiment design, data cleaning, and data analysis for research purposes.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

**Key skills:**

- Strong communication skills, both written and verbal, for reporting and presenting data findings.
- Strong quantitative skills with experience in using statistical analysis software such as Stata, R, or Python for data cleaning and descriptive analysis.
- Experience in experimental design (desirable).
- Knowledge of AI and its applications in public administration is a plus.
- Excellent attention to detail, especially in managing and analyzing large datasets.
- Strong communication skills, both written and verbal, for reporting and presenting data findings.

**Requirements:**

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

- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

**Type of contract and duration:**

- **Type of contract:** Products and External Services Consultant (PEC) International, Lump Sum
- **Length of contract:** 12 months
- **Work Location:** Remote.

**Our culture**

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](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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[https://twitter.com/the\\_IDB](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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**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.

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**TERMS OF REFERENCE II**

**Consultant for design and conduct an evaluation incorporating experimental or quasi-experimental methods around IDB-K4R program in the National Service of Agricultural Health (SENASA) of Perú.**

**Post of Duty: Remote**

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

**About this position**

To drive institutional reforms and build institutional capacity through a results-based solution driven approach, the Inter-American Development Bank (IDB) launched the regional Knowledge for Results (K4R) initiative. This program transfer and equips public servants with an agile methodology that integrates and applies best management practices from both the public and private sectors. The objective is to address public management challenges and create significant impact in Latin America and the Caribbean by optimizing operations and reducing bureaucracy for an effective public service delivery.

The K4R initiative focuses on developing adaptable management tools tailored to the specific needs of different organizations and the users of their services. These tools are designed to be implemented with minimal financial investment, ensuring that public sector entities can enhance their administrative processes efficiently, cost-effectively and user centered. K4R adopts a comprehensive approach by integrating theoretical frameworks such as New Public Management (NPM) and Knowledge Management (KM). It achieves this by streamlining processes and procedures within public institutions and creating solutions collaboratively with the private sector, all while keeping costs to a minimum and ensuring value for money (Arisi et al., 2023). Through this approach, K4R offers a transformative pathway, empowering public institutions in Latin America and the Caribbean to achieve enhanced performance, optimize processes, and deliver better results and public services in a cost-effective manner.

A notable example is the intervention by the K4R Accelerator in SENASA, where a diagnostic assessment led to targeted improvements in the management of laboratory services. Public servants from SENASA played a crucial role in identifying and addressing inefficiencies in laboratory diagnostics.

We are looking for an innovative, passionate and high skilled consultant in data and evaluation. As international consultant, you will support the Innovation for Citizen Services Division to design and conduct an evaluation incorporating experimental or quasi-experimental methods around the K4R pilot intervention in the National Service of Agricultural Health (SENASA) of Perú.

You will work in the Innovation for Citizen Services (ICS) part of the Institutions for Development IFD department. IFD is responsible for conceptualizing, preparing, and supervising the operations of the IDB's state reform and modernization sector. It also provides support for the execution of projects, which include governance, strengthening and reform of the public sector, decentralization, economic and fiscal issues, development of capital markets and financial institutions, and competitiveness at the national, regional, and local levels. Institutions for Development is responsible for working with country departments in the design and execution of

national and regional, financial and nonfinancial programs and projects, and evaluates the results of these development interventions.

### **What you'll do:**

Working hand-on-hand with the ICS IDB-K4R Team to:

- Understand the institutional context of the K4R SENASA pilot project and propose the narrative of the evaluation.
- Design the methodology and data collection tools and methods of the evaluation.
- Collect, analyze and evaluate relevant data.
- Consolidate the evaluation report.

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

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Consultancy Work Plan	15%	As starting (IQ 2025)
Evaluation Report Draft	25%	I semester 2025
Final evaluation Report	30%	II semester 2025
IDB Knowledge Product draft	30%	II semester 2025

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

- **Education:** Ph.D. (or equivalent advanced degree) in economics, political or administrative sciences, engineering, law or other fields relevant to the responsibilities of the role.
- **Experience:** Between 3 and 5 years of progressive experience in evaluation of projects.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

### **Key skills:**

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

**Requirements:**

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

**Type of contract and duration:**

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

**Our culture**

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**Consultant for design and conduct an evaluation incorporating experimental or quasi-experimental methods around the IDB-K4R program in the Andean Region****Post of Duty: Remote**

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**About this position**

To drive institutional reforms and build institutional capacity through a results-based solution driven approach, the Inter-American Development Bank (IDB) launched the regional Knowledge for Results (K4R) initiative. This program transfer and equips public servants with an agile methodology that integrates and applies best management practices from both the public and private sectors. The objective is to address public management challenges and create significant impact in Latin America and the Caribbean by optimizing operations and reducing bureaucracy for an effective public service delivery.

The K4R initiative focuses on developing adaptable management tools tailored to the specific needs of different organizations and the users of their services. These tools are designed to be implemented with minimal financial investment, ensuring that public sector entities can enhance their administrative processes efficiently, cost-effectively and user centered. K4R adopts a comprehensive approach by integrating theoretical frameworks such as New Public Management (NPM) and Knowledge Management (KM). It achieves this by streamlining processes and procedures within public institutions and creating solutions collaboratively with the private sector, all while keeping costs to a minimum and ensuring value for money (Arisi et al., 2023). Through this approach, K4R offers a transformative pathway, empowering public institutions in Latin America and the Caribbean to achieve enhanced performance, optimize processes, and deliver better results in a cost-effective manner.

We are looking for an innovative, passionate and high skilled consultant in data and evaluation. As international consultant, you will support the Innovation for Citizen Services Division to design and conduct an evaluation incorporating experimental or quasi-experimental methods around the IDB-K4R program in the Andean Region.

You will work in the Innovation for Citizen Services (ICS) part of the Institutions for Development IFD department. IFD is responsible for conceptualizing, preparing, and supervising the operations of the IDB's state reform and modernization sector. It also provides support for the execution of projects, which include governance, strengthening and reform of the public sector, decentralization, economic and fiscal issues, development of capital markets and financial institutions, and competitiveness at the national, regional, and local levels. Institutions for Development is responsible for working with country departments in the design and execution of national and regional, financial and nonfinancial programs and projects, and evaluates the results of these development interventions.

**What you'll do:**

Working hand-on-hand with the ICS IDB-K4R Team to:

## HRD Terms of Reference

## ANNEX A

- Understand the institutional context of the K4R program and targeted pilots to be analyzed and propose the narrative of the evaluation.
- Design the methodology and data collection tools and methods of the evaluation.
- Collect, analyze and evaluate relevant data.
- Consolidate the evaluation report.
- Adapt and draft the evaluation report as an IDB knowledge product.

### Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
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**Consultant in data mining and monitoring for supporting evaluations incorporating experimental or quasi-experimental methods for analyzing institutional changes generated with the K4R program in the Andean Region.**

**Post of Duty: Remote**

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**About this position**

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A notable example is the intervention by the K4R Accelerator in SENASA, where a diagnostic assessment led to targeted improvements in the management of laboratory services. Public servants from SENASA played a crucial role in identifying and addressing inefficiencies in laboratory diagnostics.

We are looking for an innovative, passionate and highly skilled consultant in data and evaluation. As international consultant, you will support the Innovation for Citizen Services Division to design and conduct an evaluation incorporating experimental or quasi-experimental methods around the K4R pilot intervention in the National Service of Agricultural Health (SENASA) of Perú.

To drive institutional reforms and build institutional capacity through a results-based solution driven approach, the Inter-American Development Bank (IDB) launched the regional Knowledge for Results (K4R) initiative. This program transfers and equips public servants with an agile methodology that integrates and applies best management practices from both the public and private sectors. The objective is to address public management challenges and create significant impact in Latin America and the Caribbean by optimizing operations and reducing bureaucracy for an effective public service delivery.

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### **What you'll do:**

Working hand-on-hand with the ICS IDB-K4R Team to:

- Design the methodology and data collection tools and methods in the targeted IDB-K4R pilots.
- Collect, analyze and evaluate relevant data around targeted IDB-K4R pilots.
- Consolidate monitoring and evaluation reports of the targeted IDB-K4R pilots.
- Conduct capacity building in monitoring and evaluation activities in beneficiary institutions of targeted IDB-K4R pilots.

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

<b><u>Deliverable #</u></b>	<b><u>Percentage</u></b>	<b><u>Planned Date to Submit</u></b>
Consultancy Work Plan	25%	As starting (IQ 2025)

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
K4R Pilots Ex-ante Evaluation Report including Performance Indicators (KPIs) design and analysis	35%	I semester 2025
K4R Pilots' monitoring and evaluation Report (Before and After)	40%	II semester 2025

**What you'll need**

- **Education:** Master (or equivalent advanced degree) in economics, political or administrative sciences, engineering, law, or other fields relevant to the responsibilities of the role.
- **Experience:** Between 2 and 4 years of progressive experience in monitoring and evaluation of projects.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

**Key skills:**

- Learn continuously.
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