

CSD/HUD Consultant to carry out a diagnosis study in cities to identify gaps in projects design – Component 1**Post of duty: HQ Washington D.C**

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 IDB Cities Network serves as a platform for Latin American and Caribbean cities to facilitate the exchange of knowledge providing solutions to address common urbanization challenges.

We are looking for a consultant to carry out a diagnosis study in cities to identify gaps in projects design. As consultant you will provide operational and technical support to design, implement, evaluate, and disseminate initiatives that increase cooperation and knowledge exchange in LAC cities in sustainable urban development themes.

You will work in IDB Cities Network part of CSD/HUD department. This team's goals are to develop local governments and city leaders capacities in urban management and planning, climate action, designing project proposals and resources mobilization; to enhance regional cooperation and dialogue through knowledge exchange and dissemination of good practices; and to and leverage work with partner institutions and other cities networks to advance and promote sustainable urban development in LAC.

What you'll do:

- Participate in the structuring, development, and implementation of in person and virtual capacity building programs and other events of the IDB Cities Network by contributing to the preparation and development of event materials and knowledge products.
- Contribute to the identification, preparation, and assessment of the activities of the IDB Cities Network Strategic Agenda and its update in order to include new topics, such as climate change, economic reactivation, and productivity.
- Provide technical and operational support for the integration of the initiatives of the IDB Cities Network with the Housing and Urban Development Division and other Sectors of the IDB.
- Provide technical and operational support in the execution and management of Technical Cooperation (TC) projects of the IDB Cities Network, advice, review, and validate deliverables to ensure the quality of TCs products, contribute to project evaluation and impact assessments
- Participate in the conceptualization, structuring and execution of cooperation agreements with networks, sub-networks, and other organizations interested in carrying out strategic alliances with the IDB Cities Network and in supporting the development and implementation of training programs for Network cities.

- Develop and execute activities to promote the establishment and maintenance of internal and external alliances with stakeholders and external partners of the IDB Cities Network in particular with the Cities Lab.
- Participate in the implementation and dissemination of the strategy for the systematization of good practices of the cities of the IDB Cities Network

What you'll need:

- **Education:** Master's degree in international development, administration, international relations, urban development or related areas.
- **Experience:** Minimum 5 years of professional experience in project management and administration in LAC and in applying theoretical and practical knowledge in urban development and activities related to the ToR. Previous experience with international organizations, public sector and / or think tanks.
- **Languages:** Be fluent in English and Spanish, with a working knowledge of a third official language of the Bank (French or Portuguese).

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:** International Consultant Full-Time.
- **Length of contract:** 12 months.
- **Work Location:** On site.

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** 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.

Consultant Part-Time

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

Our culture

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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.

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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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Job Title: consultant to support the development of the technical and practical workshops and webinars – Component 1**Post of duty: HQ Washington D.C****About this position**

The IDB Cities Network serves as a platform for Latin American and Caribbean cities to facilitate the exchange of knowledge providing solutions to address common urbanization challenges.

We are looking for a proactive, client-oriented and dynamic Cities Network consultant to support the development of the technical and practical workshops and webinars. As consultant you will provide technical support to support the Innovation platform in the development of knowledge products for international workshops, conferences and capacity building programs related to urban innovation.

You will work in IDB Cities Network part of CSD/HUD department. This team 's goals are to develop local governments and city leaders capacities in urban management and planning, climate action, designing project proposals and resources mobilization; to enhance regional cooperation and dialogue through knowledge exchange and dissemination of good practices; and to and leverage work with partner institutions and other cities networks to advance and promote sustainable urban development in LAC.

What you'll do:

- **Pre-production: research, asset identification, outlining** - In this phase, the consultant will research about the topics of the forums and workshops identifying the main trends and the key actors. Based on research, the consultant will elaborate concept notes that outline the design of the forums and workshops specifying the main aspects, such as: objective, audience, key panelists, participants, topics to highlight, agenda, and knowledge products associated.
- **Production** - After agreeing on the concept notes, the consultant will develop all the logistics coordination (in close collaboration with IADB) of the events, including, preparing and sending the invitations, contact the panelists and participants, prepare key notes por panelists, conduct meetings with participants, if necessary, etc.
- **Postproduction** - For each workshop or forum, prepare systematization reports, that will include key results, lessons learned, and recommendations for future activities.

What you'll need

- **Education:** master's degree in international development, international relations or urban development or other fields relevant to the responsibilities of the role.
- **Experience:** Minimum 5 years of progressive professional experience in project management, with proven experience applying theoretical and practical knowledge in urban development in LAC.
- **Languages:** Proficiency in Spanish and English, spoken and written, is required. Additional knowledge of French and Portuguese is preferable.

Key skills:

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- Collaborate and share knowledge.
- Focus on clients.
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Requirements:

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Type of contract and duration:

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Consultant Part-Time

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Consultant to carry out the technical themes of the LAC Mayors Forum and perform a diagnostic of IDB cities network's member cities – Component 2

Post of duty: Washington D.C

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About this position

The Housing and Urban Development Division is looking for a professional for the IDB Cities Network to carry out the technical themes of the LAC Mayors Forum and perform a diagnostic of IDB cities network's member cities.

The establishment of the New Urban Agenda (NUA), the Paris Agreement and the Sustainable Development Goals (SDGs) recognize the growing leading role of cities in the competitive development of countries, the reduction of poverty and inequality. This new development agenda is of a universal nature and should be implemented in an integrated manner, which will require cooperation and collaboration at different levels. However, the effective implementation of these objectives depends on the success with which they can land locally. It is in this context that the challenge of aligning the efforts to achieve sustainable development with the concurrence of diverse actors who can learn together on issues of relevance for the achievement of the objectives set in the framework of the global agenda emerges. Consequently, we must go beyond learning and cooperation, seeking to develop and implement action-oriented collaboration schemes that encourage local intervention, generating transformative initiatives.

You will work in IDB Cities Network part of CSD/HUD department. This team is responsible for strengthening leadership in urban management through knowledge transfer and dissemination of good practices with technical authorities and stakeholders; capacity building of city officials through the identification of common problems and their solutions; and leverage work with partner institutions and other cities networks to advance and promote sustainable urban development

What you'll do:

- Coordinate with counterparts in IDB and external stakeholders to maintain good communications to facilitate exchange of knowledge and innovation to address the challenges faced by the cities in LAC.
- Participate in the structuring, development, and implementation of in person and virtual capacity building programs and other events of the IDB Cities Network by contributing to the preparation and development of event materials and knowledge products.
- Support the coordination of events, manage the budget, including follow up with each supplier to track payments. Reach out the potential attendees, including dispatching invitations. Create a database with the list of attendees.
- Contribute as a team member to the preparation and development of the materials for the event as well as knowledge products aligned to the event.

- Support the dissemination strategy of the results of the event, update the relevant webpage in coordination with the communication specialist. Support the delivery and collection of post-event evaluation surveys and collaborate with the evaluation of the result of the event.
- Collaborate in the development and maintenance of new and existing databases of the IDB Cities Network platform to help users retrieve data efficiently and keep it available when needed.
- Provide technical support for the inclusion of new topics and activities, related to climate change, financing alternatives, economic reactivation, productivity, transit-oriented development, food security, urban planning, and others within annual work plan of the IDB Cities Network. Collaborating in the identification, preparation, and assessment of new activities related to those topics.

What you'll need

- **Education:** master's degree in international development, international relations or urban development or other fields relevant to the responsibilities of the role.
- **Experience:** Minimum 5 years of progressive professional experience in project management, with proven experience applying theoretical and practical knowledge in urban development in LAC.
- **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:

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Type of contract and duration:

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- **Work Location:** On site.

What we offer

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Consultant Part-Time

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Our culture

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About IDB

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External consultant to support the logistics of events, budget and internal processes of the network's events and activities – Component 2**IDB cities network projects coordinator consultant****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 IDB Cities Network serves as a platform for Latin American and Caribbean cities to facilitate the exchange of knowledge providing solutions to address common urbanization challenges.

We are looking for a problem-solving, collaborative, and enthusiastic Cities Network projects coordinator consultant. As consultant you will provide budget execution, operational and technical support to the projects and programs of the IDB cities network ensuring internal and external processes are followed within the IDB and stakeholders. As a consultant you will support the design and implementation of the technical cooperation and its outputs such as webinars, meetings, workshops, and events in LAC cities.

You will work in IDB Cities Network part of CSD/HUD department. This team is responsible for strengthening leadership in urban management through knowledge transfer and dissemination of good practices with technical authorities and stakeholders; capacity building of city officials through the identification of common problems and their solutions; and leverage work with partner institutions and other cities networks to advance and promote sustainable urban development.

What you'll do:

- Provide operational support in the design, management, and budget execution of Technical Cooperation (TC) projects of the IDB Cities Network.
- Advice, review, and validate deliverables to ensure the quality of TCs products.
- Provide logistical support for the Cities network events, webinars, workshops, or any other capacity building events.
- Contribute to the identification, preparation, and assessment of the activities of the IDB Cities Network strategic agenda.
- Participate in the conceptualization, structuring, and execution of cooperation agreements with networks, sub-networks, and other organizations interested in carrying out strategic alliances with the IDB Cities Network
- Provide support during the development and implementation of training programs for Network cities.
- Prepare the communications of the Network of cities in both languages English / Spanish.
- Provide technical and logistics support for the 2024 Mayors Meeting.
- Communicate with IDB cities network stakeholder to maintaining alliances.
- Work in coordination with the IDB cities lab team in the design, preparation, and execution of webinars, meetings, and workshops.

- Prepare and update logistics and operation processes for new hires, consultants and interns.

Deliverables and Payments Timeline:

<u>Deliverable #</u>	<u>Percentage</u>	<u>Planned Date to Submit</u>
Activity report 1. Work plan	10%	One months after signing the contract
Activity report 2. Report on the progress of the preparation and execution of the IDB Cities Network portfolio.	20%	Two months after signing of the contract.
Activity report 3. Report informing the progress in structuring, development, and implementation of in person and virtual capacity-building programs.	30%	Three months after signing the contract.
Activity report 4. Report describing the progress of 2024 events logistics.	20%	Five months after signing the contract
Activity report 5. Report on the progress of the preparation and execution of the IDB Cities Network portfolio.	10%	Eight months after signing the contract
Activity report 6. Final report summarizing the execution of the IDB cities network portfolio, building capacity events and mayors forum 2024.	10%	Eleven months after signing the contract

What you'll need

- **Education:** master's degree in business, economics, international relations or other fields relevant to the responsibilities of the role.
- **Experience:** minimum 5 years of progressive experience in project management, program coordination and operation execution across LAC, working experience within the IADB is highly preferred.
- **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:

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- **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:** 12 months
- **Work Location:** Remote.

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CSD/HUD Individual consultant to support a monitoring and evaluation plan for the cities network-component 3**Post of duty: HQ Washington D.C**

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- Participate in the implementation and dissemination of the strategy for the systematization of good practices of the cities of the IDB Cities Network

What you'll need:

- **Education:** Master's degree in international development, administration, international relations, urban development or related areas.
- **Experience:** Minimum 5 years of professional experience in project management and administration in LAC and in applying theoretical and practical knowledge in urban development and activities related to the ToR. Previous experience with international organizations, public sector and / or think tanks.
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- 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:** International Consultant Full-Time.
- **Length of contract:** 12 months.
- **Work Location:** On site.

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** 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.

Consultant Part-Time

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

Our culture

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CSD/HUD- Internal consultant to support the development of a communication strategy and dissemination of activities - Component 3

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.

Post of duty: HQ Washington D.C**About this position**

The IDB Cities Network serves as a platform for Latin American and Caribbean cities to facilitate the exchange of knowledge providing solutions to address common urbanization challenges.

The objective of the consultancy is to support HUD's work on social media platforms in English and Spanish editing and planning all the content that is published based on a new Communication Strategy that positions the Division, particularly in the figures of the Cities LAB and Network, as the leader in urban development within the bank and in the region. The communication goal is to convey to internal and external audiences on the Divisions strategic lines of action, operations and knowledge products.

The Consultant's work will require coordination and interaction with the Bank's Knowledge Innovation and Communication Department (KIC) and will also support and collaborate in the Division's operational activities. The consultant will also help manage communities on the social media platforms, including monitoring conversations and responding to queries.

What you'll do:

- Strategic Communications:
 - Edit content in English and Spanish provided for social media channels.
 - Help research tools and social media tactics to boost engagement and conversions on existing platforms. This includes the identification of key internal and external audiences for specific communication purposes, focusing on the Cities Network and LAB products and the preparation and implementation of a media outreach plan.
 - Monitor social media conversations involving the Cities Network and the Cities Lab.
 - Implement and evaluate a communications strategy with short, medium and long-term goals and design an action plan to achieve them including the definition of a brand for HUD, the Cities LAB and Network.
- Social Media & Marketing:
 - Manage a content calendar and edit content related to online marketing campaigns and advertisements derived from the Division's projects and priorities. This may involve covering local and regional events, as well as coordinating the proper documentation of projects and events and providing innovating communication guidelines and trainings to improve the speaker's performance.
 - Coordinate social media content coming out of the Division's events, seminars, workshops and other activities, specially between the project portfolio of the Cities LAB and Network.

- Assist in production and editorial oversight of social media products and provide training as needed to the division personnel on the use of tools and platforms involved in the communication strategy
- Oversee and assist in the production and publication of the Cities LAB and Network's knowledge products, print and digital.
- Support for the development, production and maintenance of the division's webpage (specially about the Cities LAB and Network), social media, Division's newsletter and Digital Marketing Campaigns.

What you'll need:

- **Education:** Bachelor's degree in journalism, marketing, communications, business, or other related field. Master's degree preferable. master's degree in international development, international relations or urban development or other fields relevant to the responsibilities of the role.
- **Experience:** Minimum 5 years of progressive professional experience in project management, with proven experience applying theoretical and practical knowledge in urban development in LAC.
- **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:

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Consultant Part-Time

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Job Title: External consultant to support the scouting and dissemination of solutions, plus the design, implementation and evaluation of pilot projects, and the development of experimentation tools– Component 4

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

We are looking for a proactive, independent, and experienced consultant to support the scouting and dissemination of solutions, plus the design, implementation and evaluation of pilot projects, and the development of experimentation tools.

You will work in the Cities Lab. The Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established in 2017 the Cities LAB to develop, disseminate, collaborate on, and experiment with, innovative models and practices of urban development and urban management with the cities of the region; and the Cities Network to provide mayors and other decision makers in LAC with a unique space that facilitates the exchange of knowledge and solutions aimed at addressing the main urbanization challenges present in the region.

What you'll do:

The objective of this consultancy is to support the design, implementation and evaluation of pilot projects, providing technical support and facilitating the communication between the Cities LAB and local stakeholders.

The selected candidate will:

- Support on the conceptualization and implementation of at least two pilot projects.
- Identify, analyze and systematize innovation initiatives for housing, biodiversity, connectivity, informal neighborhoods and other issues considered relevant to this TC.
- Support the Cities LAB's objective of incorporation of innovative approaches in the HUD's project portfolio.
- Production of materials to disseminate the knowledge and initiatives carried out by the Cities LAB (blogs, reports, articles, publications)
- Conceptualize and coordinate a knowledge and experience share event with HUD or similar event.

Deliverables and Payments timeline:

- **Product 1:** Pilot projects reports.
- **Product 2:** Report of the innovation initiatives findings.

- **Product 3:** Report of the activities related to incorporation of innovation approaches within HUD's portfolio projects.
- **Product 4:** Sistematization of the products of dissemination generated by the Cities LAB.
- **Product 5:** Report of the knowledge and experience exchange event organized within HUD.

Deliverable	Payment
Product 1	20%
Product 2	20%
Product 3	20%
Product 4	20%
Product 5	20%
Total	100%

What you'll need:

- Education: Ph.D./ Master/Bachelor's degree (or equivalent advanced degree) in Communications, Economics, or other fields relevant to the responsibilities of the role.
- Experience: At least 5 years of progressive experience in Urban Public Administration
- Languages: English

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), 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.

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CSD/HUD Internal consultant to support the design and implementation of experimentation processes, including pilot projects, capacity building activities, and experimentation tools-component 4**Post of Duty: 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.

About this position

We are looking for a proactive, independent, and experienced consultant to support the scouting and dissemination of solutions, plus the design, implementation and evaluation of pilot projects, and the development of experimentation tools.

You will work in the Cities Lab. The Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established in 2017 the Cities LAB to develop, disseminate, collaborate on, and experiment with, innovative models and practices of urban development and urban management with the cities of the region; and the Cities Network to provide mayors and other decision makers in LAC with a unique space that facilitates the exchange of knowledge and solutions aimed at addressing the main urbanization challenges present in the region.

What you'll do:

The consultant will provide technical assistance to the Cities LAB and will lead the design, implementation and evaluation of pilot projects especially in areas related to urban planning, urban economics and housing policy.

The selected candidate will:

- Provide technical support to the Cities LAB regarding the implementation of pilot projects especially in the areas urban planning, urban economics and housing policy including the design, implementation and evaluation of pilot projects.
- Prepare documents of design and evaluation of pilot projects by providing the technical knowledge and advice associated with the areas of expertise.
- Accompany the technical dialogue with local authorities and the consulting firm(s) to ensure an adequate development of the products related to the pilot project(s)
- Participate in missions and workshops related to the pilot project(s) of the Cities LAB, making technical contributions to the scope of the agreed commitments during them.
- Promote the internal sharing of good practices and lessons learned in the development of the Cities LAB, through the organization of workshops, relevant documentation, and the development of knowledge products related to urban innovation, housing policies and urban economics.
- Participate in the conceptualization, structuring and execution of cooperation agreements with networks, sub-networks, and other organizations interested in carrying out strategic alliances with the IDB Cities Network.

- Support the development of new and foster existing strategic alliances and partnerships to expand the outreach of the Cities LAB and the Cities Network, and to provide resources to cities. This includes designing proposals and implementing activities with external partners.
- Participate in the structuring, development and implementation of capacity building programs of the Cities Lab and the Cities Network.
- Liaise and support coordination with team members/specialists across Bank departments to identify potential areas of cross-sectorial work.
- Deliver a knowledge systematization report to illustrate good practices and identify opportunities for replication and scaling of pilot projects in the areas of expertise.
- Other tasks that have to do with the fulfillment of the Cities LAB operational plan.

What you'll need:

- **Education:** Master's degree or equivalent, a minimum of five (5) years of relevant professional experience, or the equivalent combination of education and experience, in Urban and Regional Planning, Business Administration, Urban Design, Architecture (with urban focus), International Relations, project management, or other related disciplines.
- **Languages:** Fluent in Spanish and English, and Portuguese is a plus
- **Experience:** Working experience in applying theoretical and practical knowledge in housing and urban development and activities related to the ToR, particularly knowledge, research and analysis, and project preparation and business plans.

Key skills:

- Learn continuously.
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- Communicate and influence.
- Innovate and try new things.

Requirements:

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Type of contract and duration:

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- **Length of contract:** 12 months.
- **Work Location:** Washington.

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Selection process #RG--PXXX

TERMS OF REFERENCE – Firm
Component 4

Consultancy to design, implement and evaluate pilot projects in a LAC city - Component 4

Regional

[Project Number]

RG-T4448

[Web link to approved document]

Addressing Common Challenges in LAC cities through Urban Innovation and Knowledge Sharing

1. Background and Justification

- 1.1. Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social, and institutional development in Latin America and the Caribbean (LAC). It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.
- 1.2. The complex urbanization processes in LAC increasingly require platforms capable of promoting the transfer of knowledge and the development of collaborative interventions and management tools between the sectors and the different disciplines involved with cities and urban issues. Considering that most of the cities in the region have low institutional capacity, experiences that can strengthen the institutions involved in urban management, improve productivity, and innovate public management are valuable. The cities of the region also face great challenges due to the inadequate planning and the radical recent changes in our environment. But, there are also possibilities opening within the fields of emerging technologies and innovative business models. To be able to transmit this dynamic knowledge and these innovative experiences and respond to a growing demand from the Bank’s client cities in the region, the Housing and Urban Development Division of the Climate Change and Sustainable Development Sector established in 2017 the Cities LAB to develop, disseminate, collaborate on, and experiment with, innovative models and practices of urban development and urban management with the cities of the region; and the Cities Network to provide mayors and other decision makers in LAC with a unique space that facilitates the exchange of knowledge and solutions aimed at addressing the main urbanization challenges present in the region.
- 1.3. After five years of the Cities Lab and Cities Network’ execution, HUD approved a new technical cooperation (TC) project that aims to support local and national urban counterparts in the Latin American and the Caribbean (LAC) region by building capacities to address urban challenges and create more resilient cities. Specifically, the objectives

of the TC are objectives are to: (i) provide capacity building opportunities and cutting-edge knowledge around urban innovation; (ii) identify urban innovation trends; (iii) connect practitioners, solutions, and best practices; (iv) support cities to develop experimentation processes; and (iv) strengthen links between public counterparts and the private sector to foster urban resilience.

- 1.4. One of the components of the TC aims to promote a mindset of experimentation and tolerance to failure, supporting cities to develop pilot projects to experiment, test and try innovative solutions that, if successful, can be scaled up or replicated. Parallel to that, this component also pursues the incorporation of innovative approaches in the HUD's projects portfolio. In this context, the objective of this consultancy is to support the Cities Lab to design, implement and evaluate sustainability, replicability and scalability of a pilot project using innovative methodologies and tools.
- 1.5. In this sense, the consulting firm will have at least 5 years of experience implementing projects in one of the following topics: urbanism, climate change, architecture, smart cities and other topics aligned to the New Urban Agenda, Paris Agreement and Development Sustainable Goals. Experience on participatory processes will be highly valued.

2. Objectives

- 2.1. The objective of this consultancy is to design, operationalize and evaluate a pilot project in a LAC selected city, in order to help mainstream innovation and design thinking into urban planning and development. The results of this pilot project should be evaluated to inform a broader local strategy through recommendations in terms of sustainability, replicability and scalability.

3. Key Activities

The selected consulting firm will:

- 3.1. Conduct research and data collection for the city and selected site, to include stakeholder interviews and site visits, to identify challenges and gaps and potentials for intervention.
- 3.2. Design and implement methodologies to identify the main problem to solve.
- 3.3. Elaborate design of prototypes or pilot projects. Pilot project designs should include an interactive / participative process to ensure the feasibility and buy-in of the project by the respective stakeholders and community.
- 3.4. Elaborate implementation plan of pilot project(s) including timing, partners, options for scaling-up and financing mechanisms.
- 3.5. Test and implement the prototype.
- 3.6. Develop and implement an evaluation methodology to measure the impact of the intervention, including a baseline analysis and a post analysis and a roadmap for sustainability, replicability and scalability of the pilot.

3.7. Capacity building activities to support the capacity of local and national officials to understand, make use of, and replicate activities under this consultancy.

4. Expected Outcome and Deliverables

4.1. The consultancy will provide the following deliverables:

- a) Product 1: General work plan and specification of the methodology for each phase (problem identification, pilot project design, testing, evaluation, and capacity building programs).
- b) Product 2: Pilot project proposal that includes the problem to solve, the diagnostic that supports the problem identified, and the design of the pilot project.
- c) Product 3: Draft report with the results of the pilot project testing, and the baseline data collected and analyzed.
- d) Product 4: Final report that includes: methodology for each phase, diagnostic and problem, pilot project design and testing, evaluation results that measure the impact of the intervention (baseline data and post intervention data), plan for sustainability, replication and scalation, and systematization of the capacity building activities. The final report should include as annex a compact summary for decision takers and policy makers of the local government.

5. Project Schedule and Milestones

Deliverable	Description	Schedule
Product 1	General workplan, including methodology for each phase and project timeline.	Two weeks after signing contract
Product 2	Pilot project proposal	One month after submitting the workplan
Product 3	Draft report with the results of the pilot project testing, and the baseline data collected and analyzed.	Three months after submitting product 2
Product 4	Final report	One month after submitting product 3

6. Acceptance Criteria

6.1. The written deliverables should be clearly written (precise, concise and evidence-driven), in English and Spanish with excellent quality pictures and diagrams, and with a clear structure for future practical implementations.

7. Supervision and Reporting

7.1. The consulting firm will report to the supervisor, the team Leader Carolina Piedrafita, Senior Specialist in the Housing and Urban Development Division (CSD/HUD)

7.2. It is the Firm’s responsibility to ensure that the necessary meetings are conducted and

that the reports are submitted to the Bank on time.

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	
<i>Deliverable</i>	%
1. Product 1: Workplan	20%
2. Product 2: Pilot project proposal	30%
3. Product 3: Draft report	30%
4. Product 4: Final report	20%
TOTAL	100%