



TORS 1 - Component 1 Consultant: Technical Lead Consultant for Migration Management Protocols in Haiti (SCL/MIG)

Location: Remote with missions to Haiti.

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.

Background:

Haiti remains a very fragile state. Exposure to natural disasters, the aftermath of the 2010 and 2021 earthquakes, ongoing social and political instability, the multiple social and economic consequences of COVID-19 followed by the resurgence of cholera and heightened insecurity have deteriorated Haiti's vulnerabilities and fragility, stifling the standard of living of its population. Popular protests and political unrest have also had an impact on governance, particularly in the metropolitan area.

About the Role:

The Migration Unit (SCL/MIG) of the Inter-American Development Bank (IDB) seeks to hire an individual consultant for Haiti to provide strategic technical leadership and guidance for the strengthening and updating of Haiti's national migration management protocols with a gender perspective, and operational feasibility across land, air, and sea reception centers in Haiti.

Key Responsibilities:

The consultant will work in close coordination with the IDB Migration Unit team responsible for project implementation in Haiti and will carry out the following tasks:

- Support and supervise the diagnostic assessment conducted by the consulting firm at key migrant reception points.
- Provide technical guidance on the design and drafting of updated migration management protocols and annexes (including GBV/gender-sensitive measures).
- Lead gender mainstreaming validation workshops with key government stakeholders (IBESR, MSPP, MICT, ONI, DIE, Polifront).
- Ensure final protocols meet IDB standards, reflect operational realities, and are fully implementable.
- Provide technical inputs for capacity-building materials and operational tools developed by the consulting firm.

Deliverables and Payment Schedule:

Payments will be made upon delivery of the following deliverables:

- **Deliverable 1:** Final Migration Management Protocols (including the design of operational tools, workflows and signage, to support frontline staff) aligned with IDB standards and gender mainstreaming.
- **Deliverable 2:** Support the Migration Management protocols validation workshops with key government stakeholders (ONM, IBESR, MSPP, MICT, ONI, DIE, Polifront).
- **Deliverable 3:** Report on the firm diagnostic assessment.
- **Deliverable 4:** Final technical report documenting the development and validation of the Migration Management Protocols, including the methodology applied,



stakeholder consultations, key findings, validation outcomes, and an implementation roadmap with recommendations, tools, and annexes.

Deliverables	Percentage	Estimated date
Deliverable 1	25%	May 2026
Deliverable 2	25%	August 2026
Deliverable 3	25%	November 2026
Deliverable 4	25%	February 2027

Required Qualifications:

- Education: Bachelor's degree in economics or social sciences. A master's degree in economics, social sciences or migration is preferred.
- Experience: Four years of professional experience in migration policy, management, or institutional strengthening. Knowledge or experience in Haiti is highly desirable.
- Proven experience in gender mainstreaming and GBV integration in migration contexts.
- Languages: Proficiency in French, English and both oral and written. Knowledge of Spanish or Creole is a plus.
- Familiarity with IDB operational standards is highly desirable.

Key Skills:

- Experience in leading teams and projects.
- Analytical skills in data and survey analysis.
- Proven experience in preparing migration-related documents.
- Strong writing skills.
- Knowledge of the regional migration context.

Requirements:

- Citizenship: You must be a citizen of one of our 48 member countries.
- Family Relations: You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouses) who work at the IDB, IDB Invest, or IDB Lab.
- COVID-19 Considerations: The health and safety of our employees are our top priority. As a condition of employment, IDB/BID Invest requires all new employees to be fully vaccinated against COVID-19.

Contract Type and Duration:

Contract Type: External Consultant, Fixed Price

Duration: 10 months

What We Offer:

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

A competitive remuneration package.



A flexible way of working. Performance will be evaluated based on deliverables.

Our Culture:

At the IDB Group, we strive for everyone to give their best and bring their true selves to work, willing to try new approaches without fear, holding themselves accountable for their actions, and being rewarded for them.

Diversity, Equity, Inclusion, and a Sense of Belonging (DEIB) are the pillars of our organization. We celebrate all dimensions of diversity and encourage applications from women, LGBTQ+ individuals, people with disabilities, Afro-descendants, and indigenous people.

We will ensure that individuals with disabilities are provided with reasonable accommodation to participate in the interview process. If you are a qualified candidate with a disability, please email us at diversity@iadb.org to request reasonable accommodations for completing this application.

Our Human Resources Team reviews thoroughly each application.

About the IDB Group:

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and IDB Lab, offers flexible financing solutions to its member countries to fund 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 one of the leading sources 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.

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TORS 2 – Component 1: Consulting Firm

TERMS OF REFERENCE



Migration Protocols, Migration Reception Centers Diagnostic, and Operational Tools in Haiti

Background:

Haiti remains a highly fragile state, exposed to recurrent natural disasters and still recovering from the 2010 and 2021 earthquakes. Ongoing social and political instability, combined with the economic and social impacts of COVID-19, the resurgence of cholera, and increasing insecurity, have exacerbated the country's vulnerabilities, limiting access to basic services and constraining the standard of living of its population. Popular protests and political unrest have further weakened governance structures, particularly in metropolitan areas, challenging the capacity to deliver public services effectively.

These structural vulnerabilities are compounded by complex migration dynamics. Haiti is experiencing significant outflows as well as an increasing number of forced returns, creating a pressing need for well-coordinated migration management. Effective protocols that are operationally feasible across land, air, and sea entry points, and that incorporate a gender perspective and address the needs of vulnerable populations, are critical for strengthening national capacities, ensuring protection, and fostering social cohesion.

Objective:

This consultancy focuses on conducting field diagnostics, support the design and printing of the updated migration management protocols and other support materials, and facilitating workshops logistics.

Key Activities and Deliverables:

The activities to be carried out under this contract are as follows:

Deliverable 1 – Needs Assessment Report

- Conduct a thorough needs assessment at key migrant reception points (airports, land, and sea crossings).
- Identify operational gaps, capacity constraints, and site-specific requirements for effective migration management.
- Provide a written report summarizing findings, including recommendations for addressing identified gaps.
- Format: Word and PDF in English and French

Deliverable 2 – Operational Tools Package

- Design and produce operational tools for frontline staff, including cheat sheets, signage, and other job aids derived from the National Migration Management Protocols in different languages (French, Spanish and Creole).
- Ensure all tools are aligned with IDB standards and gender-sensitive practices.
- Submit both digital files (editable) and final printed versions in Cap Haitien.

Deliverable 3 – Workshop Facilitation and Final Report

- Plan the materials and support the logistics for workshops aimed at disseminating the updated migration protocols and building staff capacity.



- Document workshop outcomes, including participant feedback, lessons learned, and recommendations for future training.
- Submit a final report integrating the results of the assessment of needs, operational tools, and workshops activities.

Project Timeline and Milestones

The project will last for 17 months.

Payment Schedule

- Payment conditions will be based on project milestones or deliverables. The Bank does not expect to make advance payments for consultancy contracts unless a significant amount of travel is required. The Bank seeks the most competitive cost proposal for the services outlined in this document.
- The Official Exchange Rate of the IDB, as indicated in the SDP, will be applied for necessary conversions of payments into local currency.

Deliverable	Timeline
Deliverable 1 – Product 1	Month 3
Deliverable 2 – Product 2	Month 8
Deliverable 3 – Product 3	Month 16

Deliverable Requirements

- a. The Consulting Firm will maintain regular communication with the designated focal point at the IDB to carry out the activities and develop all the deliverables described in this contract. The firm will obtain approval from the IDB before proceeding with any payments associated with each service request.
- b. All project reports must be submitted in English and French.

Acceptance Criteria

- a. The format of the deliverables should be discussed with the Migration Unit for approval before the first deliverable.
- b. The point of contact at the IDB for all matters related to this contract as well as all deliverables must be submitted to Ana María Saíz, Migration Unit Specialist (amsaiz@iadb.org).

Consulting Firm Experience and Key Team Qualifications

The consulting firm shall have a minimum of ten (10) years of proven experience in data collection, institutional diagnostics, and impact evaluations related to migration or closely related sectors. The firm must demonstrate adequate technical capacity, qualified key personnel, and support staff to successfully deliver all activities under the assignment, including fieldwork and coordination with multiple stakeholders.

The firm should demonstrate experience in:

- Conducting needs assessments and institutional diagnostics, preferably in migration management and border or reception center contexts.



- Developing operational protocols, guidelines, and practical tools for frontline implementation.
- Designing, producing, and printing communication, training, and operational materials in Haiti, with demonstrated familiarity with local suppliers and logistical conditions.
- Planning and organizing workshops and validation processes, preferably in Haiti, in coordination with government institutions and other relevant stakeholders.
- Deploying and managing field teams across multiple reception points.
- Integrating gender, diversity, and gender-based violence (GBV) considerations into migration-related interventions.
- The firm must demonstrate fluency in French. Working knowledge of English and/or Haitian Creole is desired.

The firm's team should include at least the following specialists:

- Civil Engineer/Architect – to support infrastructure adaptations at reception points.
- Migration Specialist – to provide technical expertise on migration management protocols and frontline operations.
- Gender Specialist – to integrate gender and GBV considerations into protocols, tools, and trainings.
- Project Manager – to oversee planning, coordination, and delivery of all activities.

TORs 3 – Component 2: Consultant: Technical Consultant for Migration Management Protocols Dissemination and Capacity Building in Haiti (SCL/MIG).

Location: Remote with missions to Haiti.

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Background:

Haiti remains a very fragile state. Exposure to natural disasters, the aftermath of the 2010 and 2021 earthquakes, ongoing social and political instability, the multiple social and economic consequences of COVID-19 followed by the resurgence of cholera and heightened insecurity have deteriorated Haiti's vulnerabilities and fragility, stifling the standard of living of its population. Popular protests and political unrest have also had an impact on governance, particularly in the metropolitan area.

About the Role:

The Migration Unit (SCL/MIG) of the Inter-American Development Bank (IDB) seeks to hire an individual consultant to provide technical oversight and strategic guidance for the dissemination of updated migration protocols, capacity-building activities, and adaptations at key reception points for returnees in Haiti.

Key Responsibilities:

The consultant will work in close coordination with the IDB Migration Unit team responsible for project implementation in Haiti and will carry out the following tasks:

- Support the consulting firm in implementing dissemination workshops and capacity-building activities.
- Ensure integration of IDB standards, gender mainstreaming, and operational feasibility in all activities.
- Oversee adaptations at key migrant reception points to make spaces safer and gender inclusive.
- Provide guidance on coordination among government agencies, NGOs, and international partners.

Deliverables and Payment Schedule:

Payments will be made upon delivery of the following deliverables:

- **Deliverable 1:** Supervise the delivery of capacity-building activities for frontline personnel to ensure the effective and consistent implementation of the revised Migration Management Protocols, including the use of operational tools and gender-responsive procedures by the hired consultancy firm.
- **Deliverable 2:** A validated package documenting the agreed adaptation measures at key migrant reception points.
- **Deliverable 3:** Report on the socio-economic inclusion of returnees with a reinsertion proposal for the socio-economic inclusion of returnees, endorsed by relevant government institutions.
- **Deliverable 4:** Final technical report.

Deliverables	Percentage	Estimated date
Deliverable 1	25%	March 2027
Deliverable 2	25%	July 2027
Deliverable 3	25%	October 2027
Deliverable 4	25%	January 2028

Required Qualifications:

- Education: Bachelor's degree in economics or social sciences. A master's degree in economics, social sciences or migration is preferred.



- Experience: Four years of professional experience in migration policy, management, or institutional strengthening. Knowledge or experience in Haiti is highly desirable.
- Proven experience in gender mainstreaming and GBV integration in migration contexts.
- Languages: Proficiency in French, English and both oral and written. Knowledge of Spanish or Creole is a plus.
- Familiarity with IDB operational standards is highly desirable.

Key Skills:

- Experience in leading teams and projects.
- Analytical skills in data and survey analysis.
- Proven experience in preparing migration-related documents.
- Strong writing skills.
- Knowledge of the regional migration context.

Requirements:

- Citizenship: You must be a citizen of one of our 48 member countries.
- Family Relations: You do not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouses) who work at the IDB, IDB Invest, or IDB Lab.
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Contract Type and Duration:

Contract Type: External Consultant, Fixed Price

Duration: 10 months

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TORs 4 – Component 2: Consulting Firm

TERMS OF REFERENCE

Dissemination, Capacity Building, and Reception Adaptations in Haiti

Background:

Haiti remains a highly fragile state, exposed to recurrent natural disasters and still recovering from the 2010 and 2021 earthquakes. Ongoing social and political instability, combined with the economic and social impacts of COVID-19, the resurgence of cholera, and increasing insecurity, have exacerbated the country's vulnerabilities, limiting access



to basic services and constraining the standard of living of its population. Popular protests and political unrest have further weakened governance structures, particularly in metropolitan areas, challenging the capacity to deliver public services effectively.

These structural vulnerabilities are compounded by complex migration dynamics. Haiti is experiencing significant outflows as well as an increasing number of forced returns, creating a pressing need for well-coordinated migration management. Effective protocols that are operationally feasible across land, air, and sea entry points, and that incorporate a gender perspective and address the needs of vulnerable populations, are critical for strengthening national capacities, ensuring protection, and fostering social cohesion.

Objective:

Implement workshops, capacity-building activities, and adaptations at key migrant reception points to operationalize updated migration management protocols and improve protection and safety of returnees.

Key activities and Deliverables:

The activities to be carried out under this contract are as follows:

Deliverable 1 – Workshop and Training Materials

- Develop and adapt in-person and virtual workshop materials and training resources for frontline personnel (ONM, ONI, DIE, Polifront, and partners) managing return migration in migrant reception centers and borders.
- Materials should include guidance for correct application of the National Migration Management Protocols, operational tools, and gender-responsive practices.
- Format: Editable digital files and final PDF versions in French and Creole. Translation from and into Spanish might be required.

Deliverable 2 – Capacity-Building Implementation Report

- Document all capacity-building activities delivered to frontline staff, including participant lists, workshop agendas, feedback, and challenges encountered.
- Demonstrate how training supports correct implementation of protocols and operational tools.
- Format: Word or PDF in English and French.

Deliverable 3 – Adaptation Implementation Report for Reception Points

- Support and document the implementation of infrastructure adaptations at key reception points to make spaces safer, gender inclusive, and responsive to returnees' needs (e.g., furniture arrangement, partitions, signage, and other physical adjustments).
- Coordinate with IDB Migration Unit team to ensure technical guidance, compliance with operational standards, and validation of implemented measures.
- Format: Word or PDF in English and French.



Deliverable 4 – Monitoring and Lessons Learned Report

- Produce a final monitoring report assessing the implementation of capacity-building activities and adaptation measures taken; (including before and after pictures).
- Identify key lessons learned, challenges, good practices, and actionable recommendations to inform future updates and scale-up.
- Format: Word and PDF.

Project Timeline and Milestones

The project will last for 14 months.

Payment Schedule

- Payment conditions will be based on project milestones or deliverables. The Bank does not expect to make advance payments for consultancy contracts unless a significant amount of travel is required. The Bank seeks the most competitive cost proposal for the services outlined in this document.
- The Official Exchange Rate of the IDB, as indicated in the SDP, will be applied for necessary conversions of payments into local currency.

Deliverable	Timeline
Deliverable 1 – Product 1	Month 3
Deliverable 2 – Product 2	Month 6
Deliverable 3 – Product 3	Month 9
Deliverable 4 – Product 4	Month 13

Deliverable Requirements

- b. The Consulting Firm will maintain regular communication with the designated focal point at the IDB to carry out the activities and develop all the deliverables described in this contract. The firm will obtain approval from the IDB before proceeding with any payments associated with each service request.
- c. All project reports must be submitted in English French.

Acceptance Criteria

- b. The format of the deliverables should be discussed with the Migration Unit for approval before the first deliverable.
- c. The point of contact at the IDB for all matters related to this contract as well as all deliverables must be submitted to Ana María Saíz, Migration Unit Specialist (amsaiz@iadb.org).

Consulting Firm and Key Team Qualifications

The consulting firm shall have a minimum of ten (10) years of proven experience in data collection, institutional diagnostics, and impact evaluations related to migration or closely related sectors. The firm must demonstrate adequate technical capacity, qualified key personnel, and support staff to successfully deliver all activities under the assignment, including fieldwork and coordination with multiple stakeholders.



The consulting firm should demonstrate proven experience in the following areas:

- Conducting needs assessments and institutional diagnostics, preferably in migration management, border, or reception center contexts, to identify operational gaps and capacity constraints.
- Planning, organizing, and facilitating workshops and validation processes, both in-person and virtual, preferably in Haiti, in coordination with government institutions and other relevant stakeholders.
- Supporting and documenting infrastructure and space adaptations at key migrant reception points to improve safety, accessibility, and responsiveness to returnees' needs.
- Deploying and managing field teams across multiple reception points for assessments, trainings, and implementation support.
- Integrating gender, diversity, and gender-based violence (GBV) considerations into migration-related interventions and frontline operational tools.
- Demonstrated fluency in French is required; working knowledge of English and/or Haitian Creole is highly desirable.

The firm's team should include at least the following specialists:

- Civil Engineer/Architect – to support infrastructure adaptations at reception points.
- Migration Specialist – to provide technical expertise on migration management protocols and frontline operations.
- Gender Specialist – to integrate gender and GBV considerations into protocols, tools, and trainings.
- Project Manager – to oversee planning, coordination, and delivery of all activities.