ANNEX A



HRD Terms of Reference

Expert Consultant in Cybersecurity

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 most in an inclusive, collaborative, agile, and rewarding environment.

About this job

According to the World Economic Forum's Global Risks Report, cybersecurity is among the top five risks for businesses and citizens, who cite the risk of having their information stolen as a factor preventing them from adopting digital technologies.

The Inter-American Development Bank (IDB) and the OAS assessed the evolving capacity of their member states to defend themselves against growing threats in cyberspace. The 2020 Regional Cybersecurity Maturity Report: "Risks, Progress and the Way Forward in Latin America and the Caribbean" showed that only 13 of the 32 countries in the region have a national cybersecurity strategy. In addition, only a few countries manage the exposure of their critical infrastructures – such as their health, education, energy, among others – to cyberattacks. According to the 2020 Report, only 7 countries out of the 32 assessed had a critical infrastructure protection plan. This is one of the most worrying results, given the catastrophic impact that cyber-attacks on these sectors could have not only on national economies but also on the lives of all their citizens.

In this sense, the IDB's role is fundamental in the region, not only to provide financing to different development projects, but also to support and provide technical advice to governments in this area.

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Here's what you'll do

Support and advise the IDB's cybersecurity team and its different counterparts in the diagnosis, design, and implementation of projects.

What you'll do:

- Support the technical dialogue with the counterparts and consulting companies that carry
 out the projects in the beneficiary countries. In particular, participate in the technical and
 operational instances of the projects and provide technical support to the IDB's
 cybersecurity team.
- Conduct cybersecurity diagnosis (gap analysis, risk assessment, maturity assessment, penetration testing, among others).
- Design and propose cybersecurity solutions aligned with the strategic objectives of the different projects.
- Propose cybersecurity technologies and tools that allow the objectives of the projects to be met.



- Support beneficiary countries in defining technical specifications and developing terms of reference.
- Review and validate technical specifications and support both countries and the IDB team during the design, execution, and implementation of projects.
- Support the IDB team in the design of impact, result, and performance indicators for cybersecurity projects.
- Assist the IDB technical team and beneficiary countries in assessing the feasibility of projects from a technical point of view.
- Cooperate in the sizing and projection of needs of projects related to cybersecurity.
- At the request of the consulting coordinators, advise and support the IDB team where
 operations or components focused on cybersecurity are identified, for example, in
 operations to modernize incident detection and response services or others to be defined
 by specialists.
- Participate in coordination forums and meetings between the countries, IDB team and others involved in the projects in order to achieve the planned objectives.
- Other tasks identified by specialists that contribute to the objective of the consultancy.

Delivery & Payment Schedule

Deliverable #	<u>Percentage</u>	Estimated Delivery Date
Work plan	15%	July 2024
Cybersecurity diagnostic report carried out	20%	November 2024
Cybersecurity Solutions Design Report	20%	July 2025
Technical TOR Report Written/Revised	20%	February 2025
Final Report	25%	June 2025

Here's what you need

- **Education:** Bachelor's degree in engineering in ICT-related careers. Master's degree in cybersecurity or similar required. Technical certifications in cybersecurity will be valued.
- Experience:
 - At least 5 years of experience and practical and proven knowledge leading cybersecurity projects, in particular: development of cybersecurity sectoral frameworks (health, education systems and social welfare systems),



- cybersecurity operations centers or related units and implementation of models based on ISO 27000 or NIST Cybersecurity Framework.
- Proven experience working on cybersecurity projects in the public sector is required.
- The consultant must also have 10 years of experience in the design and implementation of technological solution projects, specifically in infrastructure related to cybersecurity.
- Languages: Spanish and English required, Portuguese desirable.

Key Skills

- Excellent written and oral communication skills, to be able to summarize highly complex information in a simple way, for an audience that may not be knowledgeable on the subject.
- High teamwork skills.
- Due to the complexity of the project, the Consultant must have in-depth knowledge of the use of technological solutions in the public sector and health sector, cybersecurity, among others.
- Excellent counterpart engagement skills.

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) who work at the IDB, IDB Invest, or IDB Lab.
- **COVID-19 Considerations:** The health and safety of our employees is our top priority. As a condition of employment, IDB/IDB Invest requires all new employees to be fully vaccinated against COVID-19.

Type of contract and duration

- Type of contract and modality: Consultant for External Products and Services, PEC
- Contract duration: 24 months.
- Start date: July 2024
- Location: Consultant's place of residence
- Responsible person: Senior Cybersecurity Specialist (IFD/ICS).
- **Requirements:** The selected consultant must be a citizen of one of the <u>48 member countries of the IDB</u> and have no family members currently working in the IDB Group.

What We Offer

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

A competitive compensation package.



A flexible way of working. You will be evaluated by deliverable.

Our Culture

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

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

We will ensure that individuals with disabilities are provided with reasonable accommodations to participate in the job interview process. If you are a qualified candidate who has a disability, please email us at 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, composed 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 one of the main 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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Consultancy to ensure data quality and updating and maintenance of data sources and digital tools

Background of this search:

SCL has embarked on a transformative journey over the past five years in response to the prevailing challenges stemming from fragmented data management practices and limited data sharing within the organization. Central to this endeavor has been the establishment of a centralized data repository, coupled with the formulation of rigorous protocols, quality standards, data cleanliness procedures, and metadata management frameworks. This concerted effort has created a governance structure to harmonize the utilization of data sources across the social sector. At the heart of this transformation lies a powerful tool that serves as the primary conduit for aggregating internally generated data, data acquired through collaborative agreements, and exploring internal and external datasets critical for informed analysis and decision-making.

To propel this ongoing evolution, the Social Sector is seeking an exceptional individual who is not only dynamic and self-motivated but also possesses an acute attention to detail. We are in search of a Data Scientist or Statistician who will play a pivotal role in advancing the development and optimization of the SCL Data Ecosystem.

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, The Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women and greater inclusion of the most vulnerable groups.

The team's mission:

This consultancy aims to enhance SCL's technical and research capabilities by leveraging existing empirical data, acquiring new data as needed, and actively participating in various research initiatives focused on addressing social issues. The consultant will provide valuable technical support by conducting in-depth analyses of existing and newly collected empirical data. Additionally, they will play a pivotal role in generating high-quality analytical reports, encompassing quantitative and qualitative analyses, to drive evidence-based decision-making within the organization. Strong project management skills and collaborative engagement with all divisions within the Social Sector are crucial, aiming to cultivate an environment of integration, innovation, and heightened efficiency in our data-driven initiatives.

What you'll do:

As part of a dynamic team, you will be working on:

• **Data Identification and Retrieval**. Collaborate in identifying and retrieving essential data required for analysis, maintaining a meticulous record of data sources.



- ETL Process Management. Oversee and manage the Extract, Transform, Load (ETL) processes within the data pipeline. This involves harmonizing and transforming household survey data using Stata, ensuring reproducibility and documentation standards are met.
- **Social Indicator Calculation**. Coordinate the computation of social indicators for Latin America, utilizing a combination of R, Stata, and Amazon SageMaker tools, with a specific focus on the social sector.
- Quality Control and Production. Actively participate in the quality control processes and production of social indicators derived from the harmonized database, ensuring accuracy and reliability.
- **Data Analysis**. Conduct statistical and econometric analyses on collected datasets to derive meaningful insights and support decision-making processes.

What you'll need:

Citizenship: You are a citizen of one of our 48-member countries. We may help with relocation and visa applications for you and your eligible dependents.

- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- **Education:** Bachelor's Degree or equivalent (Master Preferred) in statistics, social sciences, economics, or a related field with strong quantitative background with at least one year of experience in applied economics research.
- **Experience:** two years of experience of relevant professional experience working in social areas. with strong quantitative background with at least one year of experience in applied economics research.
- Languages: the candidate must be fluent in English and Spanish.

Core and Technical Competencies:

Candidate should be self-motivated, demonstrate capacity to develop creative approaches to everyday administrative challenges and have the ability to work well in a fast-paced environment while maintaining a focus on details and a positive attitude. Excellent inter-personal and organizational skills; respond to requests promptly and resourcefully.

Technical Skills: Proficiency in databases (SQL, Access etc.), Knowledge of two or more programming languages (Stata, R, Python), and Experience using GIT version control system.

Opportunity Summary:

Type of contract: Consultant Full Time (CNS)

- Length of contract: 12 months.
- Location: Headquarters, Washington DC, United States of America.
- **Requirements**: You must be a citizen of one of the <u>IDB's 48 member countries</u> and have no family members currently working at the IDB Group.

Our culture:





Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.

About us:

At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

Our team in Human Resources carefully reviews all applications.



Technical Consultant for maintenance & update of SCL Digital Platforms

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 most in an inclusive, collaborative, agile, and rewarding environment.

About this job

We are looking for a technical consultant to support the SCL DATA area with a special focus on supporting the Migration unit and the work of the Digital Team of the Social Sector Management. As a consultant, your main tasks are to support the data and perception lab team of the Migration Unit and the SCL DATA and Digital team of the Management. The consultant will be in charge of different team projects, related, among others, to quantitative data processing, visualizations, creation and maintenance of tools and dashboards. He will also be in charge of supporting the analysis and implementation of code/architecture changes for the processing of SCL indicators. We are looking for an engineer with experience developing data visualizations using different technologies and administering different database engines.

You will work in the SCL DATA team that is part of the Social Sector Management (SCL). This team is responsible for ensuring that the generation of data and indicators in SCL are reliable, timely, and at the service of Latin America and the Caribbean, as well as supporting the teams in their efforts to work with countries on the digital transformation of social services.

Here's what you'll do

Support the team in day-to-day tasks (e.g. requests for equipment, figures for documents or speeches, dialogue with ITE). Specifically:

- 1. Collaborate in the upgrade of MIG systems for data capture, maintenance, and visualization.
- 2. Maintenance of the cloud architecture for the different MIG systems.
- 3. Collaborate with the analysis and deployment of new tools/updates for the MIG Citizen Perception Lab and the Social Digital team.
- 4. Collaborate in the creation of new information dashboards to improve data visualization and decision-making for SCL.
- 5. Collaborate with the analysis and implementation of code/architecture changes for the processing of SCL indicators.
- 6. Collaborate on the analysis and visualization of geospatial data for MIG and SCL.
- 7. Analyze and collaborate on the implementation and upgrade of a new version of the DataLake for SCL.

Delivery & Payment Schedule

Payments will be made every two months in equal percentages against a document that describes in detail the activities carried out and summarizes its progress.



Here's what you need

- **Education:** Bachelor's degree in statistics, systems, engineering, or other fields pertinent to the responsibilities of the role.
- **Experience:** At least 10 years of progressive experience in data analysis
- Languages: Proficiency in Spanish and English, oral and written, is required. Additional knowledge of French and Portuguese is preferred.

Key Skills

The candidate must be self-motivated, demonstrate the ability to develop creative approaches to day-to-day administrative challenges, and have the ability to work well in a fast-paced environment, maintaining attention to detail and a positive attitude. Excellent interpersonal and organizational skills; Respond to requests promptly and ingenuously.

Technical knowledge: Proficiency in databases (SQL, Access, etc.), knowledge of two or more programming languages (Stata, R, Python) and experience using the Git version control system.

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) who work at the IDB, IDB Invest, or IDB Lab.
- COVID-19 Considerations: The health and safety of our employees is our top priority.
 As a condition of employment, IDB/IDB Invest requires all new employees to be fully vaccinated against COVID-19.

Type of contract and duration

- Type of Contract: External Products and Services Consultant (PEC), lump sum (including the cost of two missions from place of residence to Washington DC)
- Duration: 12 months
- Two missions to Washington DC are estimated for 5 days over the course of the contract and their value is included in the contract.

What We Offer

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

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



Our Culture

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

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

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Consultancy to update the conceptual framework and the social services interoperability guide.

Background of this search:

Over the past five years, the social sector (SCL) of the Inter-American Development Bank (IDB) has developed and strengthened a digital agenda across various domains. This includes (i) building an interoperability strategy of public platforms to provide more efficient and better social services (RG-T3129, RG-T3299), (ii) consolidating an official website with publications, solutions, and other resources to empower social services across Latin America and the Caribbean (LAC), (iii) creating internal dashboards, checklists, and data analysis tools to identify operations with a digital component and their specific characteristics to support team members in their dialogue with clients. Despite the improvements achieved, ongoing challenges necessitate more sophisticated solutions. Particularly, in areas such as cybersecurity, interoperability, and data quality that allow sectors to work collaboratively towards achieving greater efficiency, effectiveness, and impact in delivering vital social services to communities across the region.

In 2019, recognizing that social services could be provided more comprehensively due to the existence of economies of scale, SCL explored ways to implement interoperable systems. This initiative led to the creation of a conceptual and reference framework highlighting the importance of having interoperable systems within the social sector. This framework considered various elements including policy, management, regulatory, technical, and functional requirements essential for the national adoption and utilization of such systems, ensuring the privacy of citizens and the security of information. Furthermore, a methodological framework was developed to apply the conceptual framework. Since its inception, it has been implemented in five countries and is now in need of updates and strengthening.

The team's mission:

What you'll do:

Review and update the interoperability guide and provide advice for the design of two pilot projects within the social sector.

Delivery & Payment Schedule

<u>Deliverable #</u>	<u>Percentage</u>
1. Work plan	30%
Draft of updated framework	40%
3. Final Report	30%

ANNEX A



HRD Terms of Reference

What you'll need:

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- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- Education: Master's degree in economics, social policy, social sciences, or a related field
- **Experience:** five years of experience of relevant professional experience working in social areas. with at least three years of experience in applied economics research.
- Languages: the candidate must be fluent in English and Spanish.

Core and Technical Competencies:

Candidate should be self-motivated, demonstrate capacity to develop creative approaches to everyday administrative challenges and have the ability to work well in a fast-paced environment while maintaining a focus on details and a positive attitude. Excellent inter-personal and organizational skills; respond to requests promptly and resourcefully.

Technical Skills: Proficiency in databases (SQL, Access etc.), Knowledge of two or more programming languages (Stata, R, Python), and Experience using GIT version control system.

Opportunity Summary:

Type of contract: External Products and Services Consultant (PEC)

- Length of contract: 12 months.
- Location: Headquarters, Washington DC, United States of America.
- **Requirements**: You must be a citizen of one of the <u>IDB's 48 member countries</u> and have no family members currently working at the IDB Group.

Our culture:

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Consultant to design communication materials [Cybersecurity] [Accesibility]

Job Position: Consultant's country of residence

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About this job

We are looking for a professional designer to advise a team in charge of developing materials and workshops on cybersecurity [digital accessibility] in social areas.

You'll work with the team of editors, made up of IFD/ICS and SCL representatives

Here's what you'll do

- Propose a graphic aesthetics of materials, consistent with the IDB brand manual.
- Produce a PDF designed in English, Spanish and Portuguese incorporating the accessibility and aesthetic guidelines agreed with the team of editors.
- Incorporate layout and text adjustments that arise from the editorial process.
- Produce an audiobook of the book's executive summary, with English, Spanish, and Portuguese versions.

Delivery & Payment Schedule

	Deliverable #	<u>Percentage</u>
4.	Work plan and graphic proposal	30%
5.	Completed Spanish PDF	40%
6.	PDF in Portuguese and English completed	30%

Here's what you need

- **Education:** Bachelor's degree (or equivalent advanced degree) in graphic design or other fields relevant to the responsibilities of the role.
- **Experience:** At least 10 years of progressive professional design experience. Proven expertise in accessible product design or accessible product development consulting
- Languages: Proficiency in the Spanish language.

Key Skills

Attention to detail

ANNEX A



HRD Terms of Reference

- Collaborate and share knowledge
- Focus on customers
- Communicating and influencing
- Innovate and try new things

Requirements

- Citizenship: Be 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) who work at the IDB, IDB Invest, or IDB Lab.

Type of contract and duration

- Type of Contract: External Products and Services Consultant (PEC), lump sum.
- **Duration**: 8 months.
- Job Placement: Remote

What We Offer

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

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

Our Culture

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We will ensure that individuals with disabilities are provided with reasonable accommodations to participate in the job interview process. If you are a qualified candidate who has a disability, please email us at 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, composed 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

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About IDB Lab

IDB Lab is the IDB Group's innovation laboratory, the leading source of financing and knowledge for development focused on improving lives in Latin America and the Caribbean. The purpose of IDB Lab is to drive innovation for inclusion in the region, mobilizing financing, 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.

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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 \$15.3 billion in assets under management and 375 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of sectors.

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